



TRANSPORTATION

The most common way used by organisations for transporting participants to and from a program is by bus or through parents/caregivers taking the participant directly to the site or facility. Most organisations have access to small buses on loan from schools or community groups that are driven by volunteers with an appropriately endorsed licence.



Ensure that:



If you are a driver, the program manager or coordinator has a copy of your driver's licence. For drivers of buses in excess of twelve seats, the driver must have an endorsed licence and for smaller buses the driver must have had a full licence for at least twelve months.



All participants are properly and comfortably seated with seat belts secured.



No more than the licensed numbers of passengers are on the bus.



Buses are maintained and in good, working condition.



Wherever possible, the bus is parked on level ground and is securely locked.



Wheelchairs are correctly and safely secured in the appropriate holds in the vehicle.



Private transport is generally discouraged when buses are available. Organisation insurance does not cover the participant who travels by private car. (Note: General coverage through the Transport Accident Commission may apply.)



Volunteers / staff do not transport participants in their own cars, except in cases where the organisation has authorised this and the parents / caregivers have completed transport authority forms. The legal implications of transporting a participant in a private car can be severe in the case of an accident or complaint of impropriety of the leader. It's also not advisable to travel with a 1:1 leader participant ratio in a vehicle