



BOURKE AND DISTRICT CHILDREN'S SERVICES

QUALITY AREA 4: STAFFING ARRANGEMENTS

POLICY NAME: USE OF BDCS VEHICLES

POLICY STATEMENT

Our organisation provides and maintains vehicles which are available for use by employees to enable them to efficiently perform their duties. We take the safety and well-being of all children, employees and community members very seriously and therefore ensure that all vehicles are maintained in accordance with the manufacturer's requirements and at all times, comply with relevant road transport legislation.

BACKGROUND

This policy outlines the proper use of BDCS vehicles and the responsibilities of all authorised drivers, in order to minimise risks associated with vehicle use. It is the responsibility of all authorised drivers to adhere to this policy to ensure that our vehicles are always in excellent condition and that everyone stays safe while on the road.

OVERALL STRATEGIES / HOW WILL IT BE DONE?

Management will determine which staff members are authorised to drive BDCS vehicles. All authorised drivers must hold a current driver's licence of applicable category for the vehicle being used. Drivers who are on red P's or L plates are not permitted to drive a BDCS vehicle, unless granted prior permission from the General Manager. Contractors are not employees of BDCS and require authorisation from the General Manager to be able to drive BDCS vehicles.

When using a BDCS vehicle, it must be returned back to its original location when no longer required, unless alternative arrangements have been made with management. The Temporary Key Ownership form must always be completed when taking and returning any vehicle key. A vehicle key should only be signed out when required and signed back in immediately after use, unless alternative arrangements have been made with management.

CHILDRENS CAR SEATS

To ensure the safety of children during transportation, our organisation strictly adheres to the legal requirements and best practices for the use of child car seats. The safety of children during transportation is non-negotiable. If a suitable car seat is not available, the child must not be transported. In such cases, alternative arrangements must be made to ensure the child's safety and compliance with legal requirements.

All children must be secured in an approved child restraint that is suitable for their age and size, in accordance with the Australian/New Zealand Standard AS/NZS 1754. Details of the appropriate type of car seat required for each age group are outlined below:

- Children under 6 months: Rear-facing car seat
- Children 6 months to 4 years: Rear or forward-facing car seat with an inbuilt harness
- Children 4 to 7 years: Forward-facing car seat with an inbuilt harness or approved booster seat
- Children over 7 years: Booster seat or adult seatbelt if they meet the minimum height requirement (145 cm recommended)

It is the responsibility of the driver to ensure that all car seats are correctly fitted according to the manufacturer's instructions. Drivers should regularly check that seats remain securely installed and in good condition. Before the vehicle moves, the driver must verify that each child is safely and correctly strapped in, and that the car seat being used is appropriate for the child's age and size. Under no circumstances should a child be transported without a car seat if one is legally required.

TRAFFIC OFFENCES

- Any traffic violation or offence of any sort committed will remain the sole responsibility of that driver. BDCS will not be liable for any fines or penalties as a result of vehicle use by its employees or contractors at any time.
- The driver of any vehicle who has knowledge of a formal notice of an offence must notify the General Manager as soon as possible.
- BDCS vehicles are not to be used by any driver who is under the influence of drugs or alcohol (this includes prescribed drugs which can not be used when driving due to the possible effects they can have on performance).
- An employee who is found to have driven under the influence of drugs or alcohol may be dismissed.

TRAFFIC ACCIDENTS



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- The driver responsible for any vehicle that is involved or suspected of being involved in any accident is to report the accident to the General Manager as soon as possible.
- Any driver involved in an accident must:
 - Stopping immediately and providing help and assistance to anyone else involved as appropriate
 - Call for the Police/an Ambulance if necessary
 - Record the below details:
 - Date and time of accident
 - Location, address of accident
 - If another vehicle is involved:
 - Make and Registration of the other vehicle
 - Name of the driver and licence details
 - Contact details for the other driver
 - Insurance details from the other driver
 - Descriptions of all vehicles involved including registration numbers
 - Whether Police attended and if so, ensure the Event Number was obtained
 - Whether there were any injuries incurred resulting from the accident
 - If safe to do so, obtain photographs of vehicles damaged
 - Report the accident to the General Manager as soon as possible and make necessary arrangements if the vehicle is not driveable

ROLES AND RESPONSIBILITIES

THE APPROVED PROVIDER/DIRECT SUPERVISORS WILL:

- Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure all staff (including casual staff) and any authorised drivers receive information and induction training to fulfil their roles effectively, including being made aware of the Use of BDCS Vehicles Policy, their responsibilities in implementing it, and any changes that are made over time.
- Ensure students, visitors and volunteers have knowledge of and adhere to this policy.
- Ensure that all BDCS vehicles are appropriately maintained, registered and have current insurance.
- Determine which staff members are authorised to drive BDCS vehicles based on their job requirements and whether they have a current driver's licence of applicable category.
- Ensure a copy of each driver's current licence is provided and is kept as a record in the employee's, contractors or visitors file.
- Investigate any complaints made about a driver.

DRIVERS WILL:

- Have their current driver's license with them at all times that they are driving a vehicle and ensure they hold the relevant licence for the vehicle classification.
- Use the vehicle solely for work-related use.
- Prior to and at the end of use, complete the logbook which is kept in the vehicle.
- Ensure they are in a fit and proper state to drive.
- Be careful and safety conscious including adhering to the road rules and regulations mandated by law within NSW.
- Check that the vehicle is safe for use prior to departure.
- Ensure that seatbelts/safety restraints are used by all passengers.
- Ensure car seats are correctly installed and regularly checked for safety and condition.
- Follow age-based car seat guidelines.
- Confirm children are properly secured in any car seats before the vehicle moves.
- Never transport a child without a legally required car seat.
- Ensure the number of passengers doesn't exceed the legal amount that is allowed for the specific vehicle.
- Take all reasonable steps to ensure the security of the vehicle and its contents, this includes ensuring it is kept locked when unattended.



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- Immediately notify the General Manager in the case of receiving a traffic related infringement notice that results in their licence being suspended, cancelled, disqualified, or have limitations placed upon it which restrict their ability to perform normal duties.
- Ensure the vehicle is maintained in a clean and tidy manner.
- Notify management of any safety/mechanical concerns with the vehicle as soon as possible and do not drive the vehicle if there are any safety concerns.
- Be fully responsible for the vehicle while it is in their charge and not allow any unauthorised drivers to drive the vehicle.
- Never smoke in or near a BDCS vehicle (the vehicle is considered to be a workplace and therefore the same health and safety obligations apply).
- Never use mobile telephones while driving unless a hands-free device is fitted.
- Use the BDCS fuel card located inside each vehicle when refuelling the vehicle.
- Always complete the Temporary Key Ownership form when taking and returning any vehicle key.

CONTINUOUS IMPROVEMENT/REFLECTION

Our Use of BDCS Vehicles Policy will be reviewed annually, or earlier if there are changes to legislation, ACECQA guidance, or any incidents related to the policy. This review will be conducted in consultation with children, families, and staff.

CHILD SAFE STANDARDS

Standard 1	Child safety is embedded in organisational leadership, governance, and culture
Standard 5	People working with children are suitable and supported
Standard 7	Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training
Standard 8	Physical and online environments minimise the opportunity for abuse to occur
Standard 10	Policies and procedures document how the organisation is child safe

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 4 – STAFFING ARRANGEMENTS

4.2	Professionalism	Management, educators, and staff are collaborative, respectful, and ethical.
4.2.2	Professional standards	Professional standards guide practice, interactions, and relationships.

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP

7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS AND NATIONAL LAW

168	Education and care services must have policies and procedures
170	Policies and procedures must be followed
171	Policies and procedures to be kept available
172	Notification of change to policies and procedures

STATUTORY LEGISLATION & CONSIDERATIONS

- [Education and Care Services National Law Act 2010 \(Amended 2023\)](#)
- [Education and Care Services National Regulations \(Amended 2023\)](#)
- [Work Health and Safety Act 2011](#)

SOURCES

- Acknowledgement to Community Early Learning Australia and Childcare Centre Desktop.
- Australian Children's Education & Care Quality Authority (ACECQA). (2025).
- Australian Government Department of Education. (2022). [Belonging, Being and Becoming: The Early Years Learning Framework for Australia.V2.0, 2022.](#)
- Early Childhood Australia Code of Ethics. (2016).



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Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017). (Amended 2023).

Guide to the National Quality Framework. (2017). (Amended 2025). [Guide to the National Quality Framework](#). Revised National Quality Standard. (Amended 2025).

RELATED POLICIES

- Code of Conduct Policy
- Safe Transportation of Children Policy

RELATED DOCUMENTS

- Logbook
- Temporary Key Ownership Form

POLICY REVIEWED	NEXT REVIEW DATE	POLICY REVIEWED BY
OCTOBER 2025	OCTOBER 2026	Charlotte Parnaby
MODIFICATIONS	<ul style="list-style-type: none"> • Additional information added regarding signing vehicle keys in/out and fuel cards. • Children's Car Seats section added • Annual policy maintenance • Updated legislation and other links where necessary 	
POLICY REVIEWED	PREVIOUS MODIFICATIONS	POLICY REVIEWED BY
JUNE 2024	<ul style="list-style-type: none"> • New policy developed 	Prue Ritchie