

TRANSPORTATION ATTENDANCE RECORD

This record works in collaboration with our *Safe Transportation Policy* and *Vehicle/Bus Transport Procedure*. Regulation 102 (e) and 102 (f) refer to ensuring a staff member or Nominated Supervisor is present when children embark or disembark from the vehicle at the service premises and that children are accounted for as they embark/disembark from the vehicle. Records must be kept confirming each child was accounted for, state how they were accounted for, and state that interior of the vehicle was checked after all children have disembarked at the service premises. This record **MUST** be made immediately after the record is checked. This record must be kept for a period of 3 years (R. 177). Effective 1 March 2023

Service Name	Emmerick Street Community Preschool	Date	
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CHILDREN EMBARKING/ENTERING THE VEHICLE

Number of children being transported		Absent children	
Messages regarding children's attendance			

Transport activity		Start time of Journey	
Transport Pick up/Drop off Checklist:			
• Pre-Trip Vehicle Check section completed		Yes/ No	Time:
• Picking up Children section completed		Yes/ No	Time:

Number of Children embarked/entered the vehicle		Time:
Has each child been account for? (Implement missing child during transportation procedure if required)	Yes/ No	
Details of how each child was accounted for		

Date record completed		Time record completed	
Name of designated educator			
Signature of designated educator			

CHILDREN DISEMBARKING/EXITING FROM THE VEHICLE

Transport activity		End time of Journey	
Transport Pick up/Drop off Checklist:			
• Dropping off Children section completed		Yes/ No	Time:
• Post Trip Vehicle Check section completed		Yes/ No	Time:

Number of Children disembarked/exited the vehicle		Time:
Has each child been account for? (Implement missing child during transportation procedure if required)		Yes/ No
Details of how each child was accounted for		

FIRST VEHICLE CHECK

Was the vehicle checked, including the interior of the vehicle, around and under seats, storage areas and under the vehicle to ensure no child or belongings are left behind	Yes/ No
Confirm no child is left on the vehicle	Yes/ No

Name of designated educator		Date	
Signature of designated educator		Time	

SECOND VEHICLE CHECK (best practice)

Was the vehicle checked, including the interior of the vehicle, around and under seats, storage areas and under the vehicle to ensure no child or belongings are left behind	Yes/ No
Confirm no child is left on the vehicle	Yes/ No

Name of educator		Date	
Signature of educator		Time	