

Infant and Child Centre's Transportation Policy

Transportation Policy

MUHLURI PRE-SCHOOL AND AFTERCARE CENTRE (Shuttle Service) is committed to providing safe and reliable transportation. The following requirements must be met (with proof of documentation):

- All drivers maintain a valid Drivers' license
- All drivers have the Public Driving Permit (PDP)
- All drivers have a criminal reference and vulnerable sector screening check as required by the Department of Transport
- All drivers complete an annual safety inspection completed on their vehicle [Roadworthy Test] (as per Department of Transport) - inspection reports are on file at MUHLURI PRE-SCHOOL AND AFTERCARE CENTRE (Shuttle Service).
- All drivers have First Aid and CPR training
- Each driver has an established route to ensure consistency and reliability for the children in their care
- All vehicles display a sign indicating they are a 'School Transport'

Transportation Procedures for Parents/Guardians/Caregivers:

- Parent/Guardian/Caregiver must complete and sign a MUHLURI PRE-SCHOOL AND AFTERCARE CENTRE (Shuttle Service) Transportation Acknowledgement and Waiver form and Transportation Consent Form (please see attached pg 3 & 4).
- Parent/Guardian/Caregiver must complete a Transportation address form.
- An adult must be waiting with the child when the transportation vehicle arrives to transport the child to school. Drivers are not to leave the vehicle at any time during his/her route.
- A Parent/Guardian/Caregiver must be waiting for the vehicle when it returns to the appointed destination after the program.
- If a child is going to be absent from preschool, parent/guardian/Caregiver must call the driver well in advance of the pickup time. The parent must also contact the driver to let him/her know when their child will return to preschool.

- If transportation services are cancelled due to inclement weather your child's teacher will notify parent/guardians. The drivers will be notified by the centre manager. The school will remain open and parents are welcome to transport their children to and from school.
- If a driver is unable to drive due to illness, there will be no substitute driver provided. Parents are then responsible to transport their child to and from school. If a driver is away for an extended period of time, a qualified, replacement driver will be provided by MUHLURI PRE-SCHOOL AND AFTERCARE CENTRE (Shuttle Service).
- In case of emergency while in the transportation vehicle, emergency workers will have access to pertinent medical information for each child. Health information sheets are prepared for each child by MUHLURI PRE-SCHOOL AND AFTERCARE CENTRE (Shuttle Service) administrative staff along with a photo. This information is placed in each child's bag and travels back and forth with them to MUHLURI PRE-SCHOOL AND AFTERCARE CENTRE (Shuttle Service).
- Parents/Guardian/Caregiver are asked to keep this information sheet in their child's bag at all times and notify MUHLURI PRE-SCHOOL AND AFTERCARE CENTRE (Shuttle Service) immediately if health information changes. If there is an emergency while drivers are transporting the children to or from MUHLURI PRE-SCHOOL AND AFTERCARE CENTRE (Shuttle Service), the driver will immediately contact 10111 (all drivers have cell phones). If 10111 is called, the driver must request an ambulance.
- If a child has a medical condition that requires constant supervision, an adult will need to accompany the child in the transportation vehicle to and from school. MUHLURI PRE-SCHOOL AND AFTERCARE CENTRE (Shuttle Service) and child's parent/guardian will arrange this supervision and inform MUHLURI PRE-SCHOOL AND AFTERCARE CENTRE (Shuttle Service) of the arrangement.

Transportation Fees:

- There is a monthly fee. For those who require assistance, please speak with the Centre Manager.

Transportation Cancellation:

Transportation services can be suspended or cancelled for the following reasons:

- Family moves out of MUHLURI PRE-SCHOOL AND AFTERCARE CENTRE (Shuttle Service)'s designated transportation catchment area.
- Family is frequently late at pick up and or drop off times.
- Harassment towards the driver.
- If family and/or MUHLURI PRE-SCHOOL AND AFTERCARE CENTRE (Shuttle Service) are unable to provide necessary supervision in case of medical condition where child is in need of constant supervision.

MUHLURI PRE-SCHOOL AND AFTERCARE CENTRE