**2.15 Transporting Children Policy**

**Purpose:** To ensure the safe transportation of children and young people and to comply with state safety requirements in the transportation of children and young people.

**Policy:** The Company will ensure the safe transport of all children. The child’s application for enrolment requires written consent from the parent or legal guardian for transportation. If the parent or legal guardian is not available at a time of transportation and a written consent has not been provided, a verbal consent must be obtained from the parent or legal guardian before transport and must be documented on the patient care report form.

The transport crew of the company assumes responsibility for children transported without an escort from time and place of pickup until delivered to parents, guardians or responsible persons designated by parents or guardians.

An approved infant or child car seat or other specially adapted seating appropriate to age and size of child must be utilized for transporting children. The transport crew exercise reasonable care that its infant or child car seats or other specially adapted seating are safe. Passenger windows will not be opened more than 50% when children are in transport.

**Procedure:**

Upon admission of children a written consents from the parent or legal guardian for transportation.

Transporting of children policy will be provided to each parent or legal guardian at admission

If the parent or legal guardian is not available at a time of admission and a written consent has not been provided, a verbal consent must be obtained from the parent or legal guardian before transport and must be documented on the patient care report form.

Each staff person must be informed of transporting children policy