

**MINI BUS TRAVEL PROTOCOL**  
**(BASED ON MELBA SUPPORT SERVICE POLICY)**  
**FOR SUPPORTED ACCOMMODATION AND DAY CENTRES**

The quality of life of people with an intellectual disability is directly proportional to their level of ability. Every avenue and opportunity having the potential to expand their quality of life should be considered. All travel is an opportunity to expand their horizons, and should not be missed. They should therefore be considered the priority focus of all travel opportunities.

Adherence to the following guidelines will help ensure those disadvantaged by intellectual disability enhance their quality of life through a positive travel experience.

- Ensure that everyone has a seat belt, harness, or wheel chair restraints firmly secured.
- Wherever possible, have suitable residents or students share the front seat next to the driver
- Wherever possible, all support staff except the driver should be in the back with the residents or students, for safety and to enhance communications.
- Ensure people sitting beside each other are as compatible as possible.
- Count the number of people before leaving, and each time they re-enter the vehicle, after the doors are closed, and before moving off.
- Ensure everyone is informed what is intended during the outing.
- Remember to include everyone in the discussions when traveling and stopped, even if there is a view that they don't understand.
- Talk to everyone about their day.

**The above steps will help to ensure that everyone achieves a positive and productive outcome from the outing**