

Transport of Students Policy

UNDERLYING PRINCIPLES

The School has an obligation to keep students under its care safe at all times. Special consideration must be given to the manner in which students are transported to venues. The School recognises that transport of students by private car is generally the most economical way of reaching venues, but it is necessary to stipulate appropriate procedures when using volunteer drivers and/or vehicles.

PROCEDURES

Where children undertake an excursion or camp as part of their school curriculum, the preferred mode of transport shall be by bus.

The responsibility of travel arrangements for children involved in after-school sport or weekend sport lies with parents or caregivers – not the school.

The responsibility of travel arrangements for children involved in activities such as SAPSASA, public speaking, Junior Orator, and other activities that may involve individuals or small numbers of students lies with parents or caregivers – not the school.

The School's Volunteer Policy sets out in detail the obligations of volunteers. Only those volunteers who have met the expectations of the Volunteers Policy may be considered to transport children in those instances where a bus has been deemed inappropriate.

Staff should not transport children other than approval of parents or in an emergency.

Prior to using private vehicles, the following checks must be made; the responsibility for assessment of these checks lies with the class teacher.

The driver must:

- ❖ Be on the School register as a recognised Volunteer, as per Volunteers Policy
- ❖ Hold a full driver's licence (not provisional or learner's)
- ❖ Ensure his/her body is free from drugs and alcohol
- ❖ Ensure that there is no medical condition that may prejudice the safety of students being transported
- ❖ Do all that is reasonably practicable to ensure that all items in the vehicle are properly secured
- ❖ Complete the '*Transport of Other Students by Parents*' form
- ❖ Be familiar with, and act within recommended guidelines, the use of child restraints.
- ❖ Obey road rules and manufacturers' recommendations
- ❖ Wear a seatbelt and ensure all passengers wear a seatbelt.

The vehicle must:

- ❖ Be equipped with seatbelts
- ❖ Be equipped with approved child restraints and place children in vehicle as per manufacturer's specifications (eg only children of a certain age/size in front passenger seat)

- ❖ Be registered and in safe mechanical condition
- ❖ Be covered by a minimum third party property damage insurance policy.

The teacher must:

- ❖ Prepare, collect and collate permission slips, signed by a parent or authorised guardian, for each child travelling by private vehicle; the permission slip clearly states travel times and with whom each child will travel.
- ❖ Promote the availability of information relating to approved child restraints.
- ❖ Contact the Principal when unsure as to the suitability of a driver and/or vehicle.

BASES OF DISCRETION

Any variance to this policy must first seek clarification and clearance through the Principal or his/her delegate.

Only extenuating circumstances may be considered when seeking to transport students in a manner outside of this policy.

RESOURCES

This Policy is located in the School Council Policy Handbook, the Staff Handbook, and the Parents Information Handbook and on the School's Website at

www.goldengrove.sa.edu.au

The RAA website – www.raa.net/page.asp?TerID=207 provides information regarding the recommended use of child restraints.

Transport of Other Students by Parents forms are located in Staff Handbook, and can also be downloaded by staff from the school's intranet – staff/volunteers/transport of students

REVIEW DATE August 2008

SIGNED



DATE 26th August 2007