



<b>Wonga Park Primary School Policy Manual</b>	<b>600 CURRICULUM GENERAL 630 Transport</b>	Page: 1 of 2 Issue No: 3.0 Date: April 2013
--	---	---

## TRANSPORT POLICY

Reference: *Vic Roads  
School Policy Advisory Guide*

### PURPOSE

To ensure Wonga Park Primary School meets safety and legal requirements when transporting students and staff for official business.

To provide opportunities for students to visit places outside of the school environment such as - excursions, camps and sporting activities. By participating in extra-curricular programs, students are provided with a variety of rich shared experiences and powerful learning opportunities.

### GUIDELINES

- Vehicles used to transport students must comply with [VicRoads](#) registration requirements.
- Drivers must comply with all licensing requirements.
- Public transport should be used if practicable, where transport authorities should be consulted as to appropriate travel times and at least a fortnight's notice of travel provided

## 1. SUPERVISION

- 1.1 On walking excursions, at least two adults must accompany a class grouping of students, one of whom will be the teacher responsible for the class on the day.
- 1.2 For groups on walking excursions, other than class groups, e.g. Sporting teams, environmental groups etc, there must be at least one adult for every twenty students or part thereof. At least half the number of adults making up this ratio must be members of the teaching staff.
- 1.3 On excursions requiring bus transport, there must be one adult per twenty students or part thereof. A minimum of two adults must accompany any bus group.
- 1.4 On school camps, there will be a minimum of one adult for every ten students. Campsite staff may be included in this ratio with the approval of the Principal and School Council. In such instances, the campsite staff must be on duty and available on the same basis as other staff included in the staff-student ratio.
- 1.5 These are minimum standard only. The age of the children and type of activity should be taken into account when calculating.

## 2. BUS TRANSPORT

- 2.1 Every person being transported by bus must be seated.
- 2.2 The school will book buses with seat belts for ALL children. Only in extenuating circumstances, and after consultation with the school principal, will a non-seat-belted bus be used for children 7 years to 15 years.
- 2.3 Children under the age of 7 years will not be placed in the front seat of any vehicle unless all the rear seats are occupied by children under 7 years. This will also be taken into account when ordering taxis or using private vehicles.
- 2.4 All buses that the school hires or uses (irrespective of the bus's seating capacity) must have seat belts or restraints for all children.

- 2.5 Where possible, if there is more than one bus, buses will travel along the same route.
- 2.6 Equipment carried inside vehicles must be securely stowed and not create a risk of injury or damage.

### **3. PRIVATE CAR USE**

The school will -

- Not direct staff members to transport other staff, students, or equipment
  - ensure private vehicles used meet requirements for insurance and registration
  - avoid use of private vehicles (including volunteer workers, parents etc) whenever possible
  - ensure the following requirements apply when use of private vehicles is unavoidable.
- 3.1 If transporting a small number of students to a school activity, in a private vehicle is unavoidable, the principal must ensure that:
- if the driver is a staff member, they are a member of the supervising staff
  - parents/guardians are advised that their child will be transported in a private vehicle, and by whom
  - the school keeps accurate records of the students travelling in each vehicle, in case of an accident occurring.
- 3.2 In circumstances where a teacher or staff member is to drive a vehicle transporting students, particular care should be taken to ensure that they have adequate rest prior to driving. This is especially the case where the activity includes an overnight component.
- 3.4 Principal or principal's delegate must -
- Ensure the application form to use a private vehicle on official duty is completed, view the current and valid:
- registration certificate for the vehicle
  - driver's licence of the driver.
- Ensure compliance with child seat belt/restraint laws see:
- [S558-2009 Changes to Child Restraint Laws](#)
  - [S561-2009 Changes to Child Restraint Laws - Clarification](#) (staff access only).
- Sight the vehicle's comprehensive insurance policy that includes:
- approve the vehicle for use on duty by signing the approval form.

***Date Ratified by School Council: 14/5/13***

### **REVIEW**

Teaching staff will be responsible for the implementation and evaluation of this policy. This policy will be reviewed by the school council at least every 5 years, or earlier in special circumstances, and is scheduled for review in **2018**.