

Flemington Primary School

Transport Policy



1. PURPOSE AND RATIONALE:

Flemington Primary School acknowledges its responsibility and Duty of Care to all students and teachers when travelling on school related activities. This policy aims to:

- Ensure that students have the opportunity to participate in a range of activities and experiences, outside the limits of the school grounds;
- Enable students to participate in the school camps and excursions program as well as the range of school sporting events;
- Ensure that students, teachers and staff travel safely on a range of transport vehicles; and
- Ensure the most time and cost effective method of transport for each activity.

2. POLICY STATEMENT:

The School has a policy of introducing students to activities external to the school as early as the Prep year. These activities can include excursions and camps, inter-school sporting events, recumbent bike, music activities and other specialist programs (e.g. inter-school chess). When organising such activities the School should select transport options that are considerate of safety, time, availability and cost.

While some activities may be within walking distance, others will involve a range of transport options including public transport, chartered buses, cars and on occasions aeroplanes. State government policies encourage the use of public transport which is provided free to students on official school excursions.

When private cars are required to be used, these cars must be covered by Comprehensive Vehicle Insurance.

Under no circumstances are students permitted to travel without adult supervision.

3. DEFINITIONS:

- **Transport** - includes trains, trams and buses, aeroplanes, chartered buses, taxis and private cars; any of which could be teacher or parent organised and supervised.

4. ACTION GUIDELINES:

Chartered Buses

- The School Council has mandated that all chartered buses used for excursions should have seatbelts and all students and teachers must be seated with a seatbelt on every journey.
- The chartered bus company must be informed at the time of booking of the school requirement for fully operational seatbelts on all buses.
- Buses booked should have the capacity for all students and teachers to be seated.

Public Transport - Trains, Trams and Buses

- Students and teachers should remain seated when possible.

- Three students should sit on a double seat on crowded trains, trams and buses.
- If standing, students and teachers should be able to hold onto a handrail with one or both hands for stability.
- If the above conditions cannot be met, then some or all of the teachers and students should wait for a subsequent vehicle.

Private Vehicles

- When using private vehicles for the transport of students, their Parent/Carers must be informed of the driver's name; the make, model and registration number of the vehicle; and give authority in writing for this transport arrangement for their child.

Aeroplane

- Travel by aeroplane will need approval by School Council.

5. MONITORING, REPORTING AND REVIEW:

Adherence to this policy is essential. Where there are any unwarranted exceptions or transport related accidents, then School Council should be informed as soon as possible.

6. RELATED POLICIES AND DOCUMENTS:

- Excursions and Camps Policy
- Working with Children Check Policy

7. REFERENCES:

- DEET guidelines for Excursions and Activities
<https://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>

8. REVISION HISTORY:

This policy was ratified by School Council in on **month date**, 2018.

It will be reviewed as determined by School Council or every 3 years.