



## Private Transport Policy

### Purpose:

- It is a preference that for whole school excursions and camps that students are transported bus or train however there are many situations in the school when only a few students or one grade is involved in an activity. Activities may include, sports, maths days, cultural activities transition sessions or similar experiences. In these situations it may be necessary to transport students via parents, staff or volunteers to allow access to such events. This policy is written to accommodate these needs.

### Aim:

- That students are always transported in a safe and appropriate manner in accordance with departmental guidelines.

### Implementation:

- The vehicle is to be registered as sited by the teacher in charge.
- The vehicle has full comprehensive insurance. (Copies to be filed and checked yearly)
- The driver is full licenced. (Copies to be filed and checked yearly)
- The driver has a current Working With Children Check. (Copies to be filed and updated every 5 years)
- Students under 7 must be in a child approved booster seat
- The back seats of the vehicle are filled first. The oldest child is seated in the front.
- No child under 7 to be in the front seat of the vehicle
- The vehicle must not carry more passengers than there are fitted seatbelts or appropriate child restraints.
- Drivers must proceed to and from the event without unscheduled stops
- Children must never be left unattended in the vehicle
- Parents will be informed the day before of the driver of the vehicle
- Parent consent is always required for students to travel in private vehicles
- Staff cannot be directed to transport students or equipment and do so as volunteers
- Staff members must complete the application for the use of a private vehicle on official duty
- Reimbursement must offered to parents or volunteers
- Parents may make other private arrangements for the transport of their child

### Appendix:

- a. Victorian child seat belt/ restraint laws.
- b. Application form for the use of vehicles on official duty.
- c. Reimbursement of travel expenses

**Evaluation:** This policy will be reviewed as part of the school's 3 year cycle review. This policy was ratified by school council on 16/03/2017