

St John Vianney's Primary School	System Update: 030. 11. 2018	
Version 0.2	Date of Next Review: 30. 11. 2021	

Transporting Students Procedure.

Introduction:

St John Vianney's Primary School provides students with diverse educational experiences that at times will require them to attend activities outside of the immediate school site. The school has developed this procedure to ensure students are able to access off-site curricular & extra-curricular activities safely without restrictions resulting from transportation costs or disability.

Purpose:

The purpose of this procedure is to ensure that all students attending St John Vianney's Primary School are transported to off-site curricular and extra-curricular activities by means that optimise efficiency and the safety of all participants.

Scope:

These guidelines apply to any instance where students require transportation to off-site curricular and extra-curricular activities.

Procedure:

To ensure the safe transportation of all students & staff members to off-site curricular and extra-curricular activities the following measures must be considered prior to receiving approval for the transport arrangements.

Private Vehicles:

To ensure the safety of all members of the school community, when transporting individuals via private vehicles the school must:

- » Not direct staff members to transport other staff, students, or equipment. They must be willing participants;
- » 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.

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- » Where private vehicles are used to transport students, owners/drivers must complete the Application to Use Private Vehicle Form. (See appendix)
 - » Where private vehicles are used to transport students, prior signed approval from parents, acknowledging private vehicle usage must be received.
 - » Where transport has been approved by parents/guardians for students under the age of seven (7) the parents/guardians must provide a child restraint compliant with AS/NZ S1754.

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- » Staff members & volunteer drivers (parents/guardians) must have a current drivers licence & provide a copy upon request to the school.
- » All cars used by staff members or volunteer drivers must have current vehicle registration, and comprehensive insurance (minimum \$20 million liability). At least one of the students being transported must be the child of the driver (unless a staff member).
- » All children under the age of twelve (12) should travel in the back seat.
- » The number of passengers MUST NOT exceed the number of seatbelts fitted in the vehicle. Or for larger vehicles, the number of passengers MUST NOT exceed the number of passengers the vehicle has been licenced to carry.
- » The driver is responsible for ensuring all passengers are properly restrained in a seatbelt or approved child restraint compliant with AS/NZ S1754 at all times.
- » A volunteer driver (that is not a staff member) who is not transporting their own child as one of the passengers must have a Working with Children Check and provide a copy of this to a member of the Leadership Team prior to being authorised to transport students.
- » Private vehicles used to transport students to offsite curricular or extra-curricular activities must have phone access to the school.
- » Private vehicles accompanying bus transport should endeavour to travel in close proximity to ensure optimum communication.
- » A private vehicle may be used in a minor emergency, to transport children to school.
- » On long journeys the driver is required to stop for a rest every two hours.

Related Documents:

Application To Use Private Vehicles For Official School Duties Form
 Working With Children's Check Procedure
 Excursions & Routine Outings Procedure

References:

Victorian Department of Education & Training – Transporting Students
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/transporting.aspx>

Victorian Department of Education & Training – Private Car Use
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/privatecar.aspx>

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Application To Use Private Vehicles for Official School Duties

This form is to be used to request approval to use a private vehicle for official school duties. Information collected on this form is required as part of the approval process: however all personal information provided will be kept secure against unauthorised use or disclosure. It is the applicant's responsibility to ensure all details are current and up to date by submitting another form if required.

Privacy: The information collected on this form is for the purpose set out above and is required to process your request. Your information will not be disclosed without your consent or unless authorised or required by law. You are able to request access to the personal information about you and request that it be corrected by contacting your Principal or their delegate.

Employee / Volunteer Details:			
Family Name		Given Name(s)	
School Name or Work Location		Employee ID Number / WWCC Number	
Details of Vehicle:			
Make		Model	
Registration No.		Registration Expiry Date	___/___/___
Details of Vehicle Owner:			
Name of the registered owner of the vehicle:		Is the vehicle comprehensively insured?	
What is your relationship to the vehicle's owner?		Are you as a driver covered by comprehensive insurance when driving the vehicle?	
Vehicle Insurance Details:			
Name of Insurer			
Policy Number		Expiry Date of Policy:	___/___/___
Declaration by Employee / Volunteer:			
I declare that as the owner of the vehicle I will maintain a current licence, the registration of the vehicle and a comprehensive insurance policy that includes liability at law by way of damages of not less than \$20 Million.			
Employee / Volunteer's Signature: _____		Date: ___/___/___	
<i>(electronic submission of this form constitutes acceptance of the above declaration)</i>			
Approval:			
Principal or their Delegate Name: <i>(Please print)</i> : _____			
Use of Private Vehicle approved _____		Date: ___/___/___	
<i>(Principal or their Delegate's Signature)</i>			

The completed form will be kept secured in the School's Administration Office.

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