

## TRANSPORTING STUDENTS GUIDELINES

Whyalla Special Education Centre seeks to provide a safe and secure environment for all students and staff.

### **School Buses**

Whyalla Special School currently own and operate 2 buses:

- Small Bus with wheel chair access facilities(XQP675)
- Coaster Bus (XBY103)

It is the responsibility of the Principal to ensure that all drivers of the bus hold appropriate licenses and meet the medical standards *as per DECD School Transport Policy 4.3.4.*

It is the responsibility of the principal to ensure all safety checks are completed, meeting all motor registration requirements.

School Bus Administrator: Mrs R Spirat

School Bus Maintenance Operator: Mr A Deane-Shaw

Student permission to travel on Whyalla Special Education Centre buses is obtained annually as part of the enrolment process, term 1 of every year.

All seats on buses are fitted with seat belts and it is the responsibility of the bus driver to ensure that each student is seated and the seat belt fitted appropriately.

Whyalla Special Education Centre, in liaison with parents determine whether smaller students can travel safely on a bus. If the student cannot travel safely because of their size, then appropriate action is taken before travel approval is given. In these cases, parents will be invited to supply a booster seat, which meets Australian Design Rules. (see DECD Transport Policy) If this is not possible, Whyalla Special Education Centre will work with and support families obtain a booster seat.

The driver is responsible to ensure the vehicle is roadworthy – checking for damage, tyres, etc before each trip commences. Any issues are to be reported to the bus administrator as soon as possible.

### **Private or government owned motor vehicles**

The principal may delegate the overseeing of travel arrangements to employed staff but retain the overall responsibility for the welfare of the students. Staff who offer to use their own cars to transport students are required to enter into a written agreement. *(ED008 to be completed each year)*

When approving transportation of students in private vehicles, the principal **must** ensure that:

- parents' written consent to the excursion covers travel in a private vehicle
- drivers' have a full or provisional licence, **ie no learners**, and is a competent driver.
- as a minimum, vehicles are covered by third-party property insurance

Potential drivers are aware that neither the school/preschool nor DECD is liable for reimbursing any out-of-pocket expenses incurred as the result of an accident or damage caused by students.

When approving the use of private vehicles to transport students, the principal **must** ensure that the vehicle carrying student passengers is:

- equipped with seat belts
- in a safe mechanical condition. (maintenance up to date)
- registered with current comprehensive or third party property insurance. It is the responsibility of individual staff members to ensure that their insurance policies include the use of car for business purposes

When private motor vehicles are used to transport children/students on school activities, parents should be advised of the arrangements.

The written consent of parents for their child to attend an excursion/activity should also include their consent to the particular travel arrangements.

Review date: 08 /08 /2017