

Transportation Policy

Introduction

Excursions are an important part of the curriculum at Child Side School encouraging and fostering depth of learning.

Scope and Application

This policy applies to all employees, parents, children and community members of Child Side School. This policy will be reviewed and amended in accordance with Child Side School Policy on Policies and Policy Guidelines and Procedures Contents Schedule.

The use of the word child/children in this policy refers to students in the context of the school environment.

Related Legislation/Guidelines

- Working with Children (Criminal Record Checking) Act 2004
- Volunteers (Protection from Liability) Act 2002 (WA)
- Work Health and Safety Act 2020

The following sections of the School Education Act and Regulations apply only to government schools, however, the duty of care issues are also relevant to Non-Government schools.

- School Education Act (WA) Section 63 (1) and Section 64 (1)
- School Education Regulations 2000 (WA), Regulation 38

Related Policies

- Child Protection Policy
- General Duty of Care
- Work Health and Safety Policy
- Parent Code of Conduct

Related Documents

- Procedure for Using Private Vehicles
- Transport Confidential Declaration

Policy Statement

When an excursion is organised the following preference list for provision of transport needs to be worked through by the educator organising the excursion. Where a provision is not possible due to financial constraints, unavailability, unsuitability, practical constraints etc the next provision on the list will be explored.

1. Hiring a bus installed with seat belts with its own driver, especially if the excursion is organised for the whole school. Only using a bus company that can provide a Certificate of Currency for Public Liability insurance.
2. Hiring a bus with seat belts and supplying a driver with a bus licence from the community.
3. Using public transport such as catching the train wherever practical.
4. Parents transporting their own children to excursion in own vehicles.
5. Children being transported in private vehicles owned by community members that are not their parents.

Appendices

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|------------|--------------------------------------|
| Appendix 1 | Procedure for Using Private Vehicles |
| Appendix 2 | Transport Confidential Declaration |

Version Management

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Procedure For Using Private Vehicles

- Permission for the school to take children out in private vehicles is given by parents on excursion parent consent forms and internship consent form. Where permission is not given the responsibility lies with these parents to provide transport for their child on outings.
- When children travel in private vehicles or up to 12 seater small buses, legislation concerning child car restraints needs to be adhered to by all drivers. A summary of the changes are:
 - Children up to 4 years must be in a restraint with an internal 5 point harness.
 - Children 4-7 years must be in a booster seat (Please note that booster seats should only be used with a "Lap/sash belt" or a safety harness not a "lap seat belt")
 - Children under 4 are not permitted in the front seat & under 7 are not permitted in the front seat unless all rear seats are occupied by children less than 4 years. If there is a passenger airbag in the front seating position occupied by a child, it is recommended that the seat is moved as far back as possible while still allowing correct restraint and seat belt fit.
- All driver's will:
 - Have a current driver's licence (drivers with 'L' or 'P' plates are not able to transport students)
 - Obey all traffic regulations
 - Be fit to drive the vehicle
 - Be suitable and responsible to supervise students (sign a confidential declaration, provide a working with children check or police clearance to the school).
 - Sign a Transport Confidential Declaration Form before transporting children
 - The vehicle's third party cover should ensure children against injury.
- All vehicles will be registered and road worthy. (The school recommends that drivers have third party insurance in case of an accident involving another vehicle. The school is not liable for damage to the driver's or any other vehicle).
- Educator organising the excursion needs to check registration status of the parents and staff drivers transporting children against the DOT website.
- Arrangements about which children are travelling in which vehicles will be decided upon by the educator-in-charge and made clear before children leave the school grounds to enter the car park.
- Care will be taken in car parks and crossing roads.
- Road Safety will be discussed with children and included in the curriculum.

TRANSPORT CONFIDENTIAL DECLARATION

This form is for persons transporting children to and from excursions and other out of school activities in their own private vehicle.

Please place a tick in the boxes below.

| | | |
|---|--|--|
| 1 | I declare that I hold a current driver's licence | |
| 2 | I declare that my vehicle is licensed and road worthy and that my vehicle has third party insurance cover Driver's licence number _____ Vehicle registration _____ | |

I certify the accuracy of the above information and approve Child Side School to make enquiries using this information to check registration status.

Name: _____ Date: _____

Signature: _____

Address: _____

Telephone: _____