



Flemington Primary School

POLICY FOLDER

ADMINISTRATION – Transport

Rationale:

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

Aims:

1. To ensure that students have the opportunity to participate in a range of activities and experiences, outside the limits of the school grounds.
2. To enable students to participate in the school camps and excursions program as well as the range of school sporting events.
3. To ensure that students, teachers and staff travel safely on a range of transport vehicles.
4. To ensure the most time and cost effective method of transport for each activity.

Guidelines

- Flemington Primary school has a policy of introducing students to outside school excursions as early as the Prep year.
- Excursions and camps are components of the curriculum agreed on by classroom teachers and specialists at the beginning of each year.
- Interschool sporting events are planned in conjunction with the Primary School Sport Association and Ascot Vale Primary Schools Sports Association.
- State government policies encourage the use of public transport where possible.
- When private cars are required to be used, these cars must be covered by Comprehensive Vehicle Insurance.
- Transport used includes: trains, trams and buses, aeroplanes, chartered buses and private cars, either teacher or parent.

Implementation:

- School Council has mandated that all buses used for excursions should have seatbelts and all students and teachers must be seated with a seatbelt on every excursion.
- The 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.
- The Teacher in charge of the excursion is responsible for ensuring that students are seated, with seatbelts fastened where provided, and for students remaining in their seats for the duration of any trip.
- No student or teacher is allowed to stand on a moving vehicle during school related transport. In the case of crowded trains/trams, the teacher in charge must ensure that students are seated 3 to a seat, on the floor or that a group of students and a teacher wait for another vehicle.
- When using private vehicles for the transport of students, their parents must be informed of the driver; the make, model and registration number of the vehicle; and give authority in writing for this transport to be approved for their child.

References:

Victorian Government Schools Reference Guide -

<http://www.eduweb.vic.gov.au/edulibrary/public/schadmin/environment/4.10.pdf>

Education website:

<http://www.education.vic.gov.au/aboutschool/lifeatschool/bussafety.htm>

<http://www.lawhandbook.org.au/handbook/ch06s01s08.php>

This policy was ratified at School Council in October 2013.

Evaluation:

This policy will be reviewed as part of the school three-year review cycle.

Review Date: 2016