



Dingley Primary School Transporting Students

Policy last reviewed	November 2020
Approved by	Principal
Next scheduled review date	November 2023

1. Purpose

Dingley Primary School will provide safe travel for students within current Department of Education and Training (DET) guidelines

2. Scope

This policy applies to:

- student safety whilst travelling within school hours, and in a manner consistent with DET policies and regulations

3. Policy

3.1. USE OF CHARTERED BUSES

- In line with DET guidelines, Dingley Primary School will always use seat-belted buses whenever they are available.
- Where seat-belted buses are not available, parents/carers will be advised.

3.2. USE OF PRIVATE VEHICLES

Dingley Primary School will:

- not direct staff members to transport other staff, students or equipment
- ensure private vehicles used meet requirements for insurance and registration
- avoid use of private vehicles, including those driven by volunteer workers, parents etc whenever possible
- ensure the approval, safety and legal requirements are met when use of private vehicles is unavoidable

Where it is deemed necessary to use a motor vehicle for school activities:

- Dingley Primary School will ensure the owner of the vehicle has a full driver's licence and current comprehensive insurance policy; which must be sighted by the Principal prior to any approval being given.
- Dingley Primary School will have the owner of the vehicle complete all required documentation related to the use of private motor vehicles - *Application to use a private vehicle on official duty form*
- Dingley Primary School will advise parents/carers that their child may be transported in a private vehicle.
- Dingley Primary School will keep accurate records of the students travelling in each vehicle, in case of an accident occurring.
- Occupational Health and Safety laws require employers and employees to take all reasonably practicable steps to manage driver fatigue.
- Equipment carried inside vehicles must be securely stowed and not create a risk of injury or damage.

3.3. USE OF PUBLIC TRANSPORT

- If using public transport, transport authorities should be consulted on appropriate travel times, fares and at least a fortnight's notice of travel provided to relevant transport authority.

3.4. TRAVELLING BY FOOT

- On occasions, students may travel to and from school sports and other excursions by foot.
- Students will only participate in a walking excursion once approval has been granted by the Principal and where parents/carers have provided written consent.
- Walking excursions will only occur within walking distance of the school grounds. These will not involve any other type of transport.

3.5. TRANSPORT AFTER EVENT

- In cases where students have been transported to a particular location and a parent/carer wishes to take their own child/ren from the location at the conclusion of the activity, written or verbal parent/carer consent is required to be given to the supervising teacher to ensure Duty of Care is fulfilled by Dingley Primary School.
- No child is to be taken by another parent/carer from a school sports or excursion without the written consent of the child's parent/carer.

3.6. ACCIDENTS OR INCIDENTS DURING TRAVEL





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- In the event of any traffic accident or any type of incident, the Incident Support and Operations Centre (ISOC) will be notified on 1800 126 126 (24 hours) as soon as practicable after any necessary emergency services have been called.

4. Related policies and resources

- [Duty of Care](#)

5. Evaluation

This policy will be reviewed as part of the school's 3-year review cycle.

