



TRANSPORTING STUDENTS POLICY

Rationale:

Malvern Central School (The School) will provide safe travel for students within current Department of Education and Training (DET) guidelines.

Aims:

The School aims to ensure that students travel safely within school hours, and in a manner consistent with DET policies and regulations.

Implementation:

1. In line with DET guidelines and our promotion of sustainable practices, Malvern Central School will use rail or tram transport for travel to and from school sports and other excursions where practical and convenient.
2. The School will always use seat-belted buses whenever they are available.
 - 2.1. Where seat-belted buses are not available, parents/carers will be advised.
3. The use of private cars is discouraged as per the DET School Policy and Advisory Guide. (see resources)
 - 3.1. Where it is deemed necessary to use a motor vehicle for school activities, the owner of the vehicle must have a current comprehensive insurance policy; which must be sighted by the Principal prior to any approval being given.
 - 3.2. The owner of the vehicle must complete all required documentation related to the use of private motor vehicles.
 - 3.3. The School will advise parents/carers that their child may be transported in a private vehicle.
 - 3.4. The School will keep accurate records of the students travelling in each vehicle, in case of an accident occurring.
4. In the event of any traffic accident or any type of incident, the Emergency and Security Management Unit will be notified as soon as practicable after any necessary emergency services have been called.
5. On occasions, students may travel to and from excursions by foot. Students will only participate in a walking excursion once approval has been granted by the Principal Parents/carers will sign a walking excursion permission form at the students time of enrolment which is valid for the duration of the child's time at the school.
 - 5.1. Walking excursions will only occur within walking distance of the school grounds.
6. 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 The School.
 - 6.1. No child is to be taken by another parent/carer from a school sports or excursion without the prior written consent of the child's parent/carer.

Resources:

- School Policy and Advisory Guide
Retrieved November 19, 2015, from
<http://www.education.vic.gov.au/school/principals/spag/safety/pages/privatecar.aspx>
- Walking Excursion Permission Form

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle, or whenever a significant change in Department guidelines and regulations occurs.

- Review Date: 2018

This policy was last ratified by School Council in: ***November 2015***