



Colo Heights Public School

Transporting Students by Private Vehicle

Policy Statement

Last revision: 2006

Rationale

Due to the nature of small schools it is sometimes necessary to transport students by private vehicles, belonging to staff and community members. This occurs because of the isolation of the school community and the prohibitive cost of public transport would otherwise deny students access to educational opportunities.

In times of an emergency there may be no other viable transport available except by private vehicle. The welfare of staff and students is paramount at these times.

Aims

- Ensure equity of access to educational experiences for our students
- Incorporate OHS principles into the transportation of students by private vehicle to educational activities

Legal Requirements

Before transporting students by private vehicle the following conditions must be met;

- Written permission from the parents of the student being transported
- The driver must be licence
- The motor vehicle must be registered
- The number of passengers must not exceed the number of seatbelts in the vehicle

Child Protection

Staff transporting students by private motor vehicle should adopt common sense strategies to minimise the risk of child protection issues being raised. eg

- other adults or students being present
- students sitting in the rear of the vehicle
- advising senior officers of travel

Risk Assessment

Risk assessments must be carried out in line with the school OHS policy prior to the transportation of students by private vehicle.

Related documents

Legal bulletin 8 25 February 2000
OHS Policy
Child Protection Policy

Appendix A – Example Risk Management Plan

Task or Activity:		Transport of Students by Private Vehicle		Location:	
Hazard/ Risk Identification (Type/Cause)	Assess Priority (Matrix)	Current Controls (Are these still effective? Can they be improved?)	Risk Management Plan Elimination or Control Measures (Elimination Substitution Isolation Engineering Administration PPE)		
Risk of injury/illness due to Movement to and from vehicle Entering and exiting vehicle Restraint within vehicle Injury from air bag	2	Students escorted by the driver	Action Summary Immediate/Interim Control	Who	When
	2	Entering and exiting vehicle from the footpath side			
	2	All passengers will have seat belts secured			
	2	Younger students should avoid sitting in the front	Long Term Control		
Consulted with _____ Coordinator: _____ Date: _____			Action Plan Communicated to _____ Via _____		
Monitor and Review					
<ul style="list-style-type: none"> • Are the controls still effective? • Have there been any changes? • Are all staff aware of the controls? • Have new hazards been identified? 				<ul style="list-style-type: none"> • What further actions are required? 	
Signature: _____ Review Date: _____				Who	When