



# Parkmore Primary School Transporting Students Policy

## 1. Rationale:

- 1.1. Parkmore Primary School will provide safe travel for students within current Department of Education and Early Childhood Development (DEECD) guidelines.

## 2. Aims:

- 2.1. Parkmore Primary School aims to ensure that students travel safely within school hours, and in a manner consistent with DEECD policies and regulations.

## 3. Implementation:

- 3.1. In line with DEECD guidelines and our promotion of sustainable practices, Parkmore Primary School will use rail or tram transport for travel to and from school sports and other excursions where practical and convenient.
- 3.2. Parkmore Primary School will always use seat-belted buses whenever they are available.
  - 3.2.1. Where seat-belted buses are not available, parents/carers will be advised.
- 3.3. The use of private cars is discouraged as per the DEECD School Policy and Advisory Guide. (see resources)
  - 3.3.1. 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.
  - 3.3.2. The owner of the vehicle must complete all required documentation related to the use of private motor vehicles.
  - 3.3.3. Parkmore Primary School will advise parents/carers that their child may be transported in a private vehicle.
  - 3.3.4. Parkmore Primary School will keep accurate records of the students travelling in each vehicle, in case of an accident occurring.
- 3.4. In the event of any traffic accident or any type of incident, the Emergency and Security Management Unit will be notified on 03 9589 6266 (twenty four hours) as soon as practicable after any necessary emergency services have been called.
- 3.5. 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.
  - 3.5.1. Walking excursions will only occur within walking distance of the school grounds. These will not involve any other type of transport.
- 3.6. 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 Parkmore Primary School.
  - 3.6.1. 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.

## 4. Resources:

- 4.1. DEECD School Policy & Advisory Guide  
Retrieved 18 November, 2013, from  
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/transporting.aspx>

## 5. Evaluation:

- 5.1. This policy will be reviewed as part of the school's three-year review cycle.  
Review Date: 2016

This policy was last ratified by School Council in: **November 2013**