

North Adelaide Primary School Policy

Transporting Children

Revised April 2014

Where transportation of children is required to any venue for any purpose a bus must be used.

The only exception to this is when a small group of 12 or less students, over the age of 9 have to be transported and in these cases transporting in private cars is an option.

When transporting children using private vehicles the following points must be applied:

- The Principal delegates the authority to the overseeing of travel arrangements to teachers, but retains the overall responsibility for the welfare of students/children.
- Teachers who offer to use their own cars to transport students/children should enter into a written agreement
- When approving the use of private vehicles to transport students/children, teachers must ensure that:
 - parents' written consent to the excursion covers travel in a private vehicle
 - drivers are responsible and will drive safely
 - drivers have a full or provisional licence, **ie no learners**
 - as a minimum, vehicles are covered by third-party property insurance
 - potential drivers are aware that neither the school/preschool nor DECS is liable for reimbursing any out-of-pocket expenses incurred as the result of an accident
 - Police Check required.
- Parental advice and consent
 - When private motor vehicles are used to transport children/students on a school activities, parents should be advised of the arrangements.
 - The written consent of parents for their child to attend an excursion/activity should also include their consent to the particular travel arrangements.
- A vehicle carrying children/student passengers must be:
 - equipped with seat belts and approved safety restraints; for each student.
 - registered (registration fee includes compulsory third party personal injury insurance)
 - in a safe mechanical condition.
 - covered by a third party property damage insurance policy
- Before the journey commences, the teacher in charge should take adequate steps to ensure that:
 - no child/student occupies a seat that is not fitted with a seat belt or approved safety restraint;
 - seat belts are fastened at the commencement of the journey.
 - the vehicle has adequate seating capacity for the number of children/students to be transported.
- The driver must have a full or provisional licence and exercise a duty of care in driving a vehicle carrying children/students.
- Learner drivers must not carry children