



## St Francis Xavier Primary Woolgoolga

# Private Transporting of Students Policy

<b>Policy Number:</b>	PTSP1:1
<b>Status:</b>	Current
<b>Date Issued:</b>	March 2014
<b>Evaluation and Review:</b>	March 2016
<b>Policy Contact Officer:</b>	Human Resources – Nigel McIntyre
<b>Related Documentation:</b>	Child Protection Policy Working with Children Check Standard Operating Procedure

**Rationale:**

To mitigate any risk to students, staff and to any volunteers who offer to drive students to a school activity in their private motor vehicle.

**Scope:**

Lismore Diocesan Parish Schools.

**Principles:**

The CSO encourages students to partake in the full richness of school life including outside school activities and will therefore aim to provide best practice to keep them safe while doing so.

**Definitions:**

School Activities: those activities organised by, in the name of or approved by the school.

CSO Volunteer Declaration: Volunteer Child Protection Check.

WWCC: Working with Children Check.

CSO: Catholic Schools Office

## **Implementation:**

The transporting of students in private motor vehicles by parents or staff should only occur in those circumstances where there is no feasible option available to provide alternative transportation.

If students are required to attend school activities away from the school and use of a private motor vehicle is the only transport option, parents or staff may provide transport to and from the activity subject to the following conditions:

- The driver must be licensed.
- The motor vehicle must be registered.
- Current driver's licence and car registration details must be sighted by the principal prior to giving permission for students to be transported in the vehicle.
- Written permission from the parent of the student being transported is to be obtained.
- The number of passengers in the vehicle must not exceed the number of seat belts or in the case of larger vehicles, the number of passengers that the vehicle may be licensed to carry.
- The driver is responsible for all passengers being properly restrained in a seatbelt or approved child restraint.
- The driver must conform to the road rules at all times.
- All drivers transporting students in private motor vehicles must have completed a CSO Volunteer Declaration (if a parent of one of the students in that motor vehicle) or hold a WWCC as a volunteer prior to the activity.
- At no time should there be one driver and one student being transported in this manner.
- On longer journeys the driver is required to stop for a rest every two hours.
- All children aged 12 and under should travel in the back seat.

Schools must not direct staff members to transport other staff, students, or equipment.

Comprehensive Motor Vehicle insurance is not required for the purpose of transporting children in a private vehicle. However, if staff use their private motor vehicle on a regular basis for transporting students on school activities and the car is insured for private use only, it is suggested that confirmation be obtained from the insurance company that the vehicle will be covered in the event of an accident.

Parents and staff transporting students by private motor vehicle should always adopt relevant common sense strategies to minimise the risk of child protection issues being raised. Examples of these strategies include another adult being present, other students being present, having students sit in the rear of the vehicle and advising the principal of their travel arrangements.