



GEELONG GRAMMAR SCHOOL®
| Exceptional Education |

Geelong Grammar School

Transportation of Students in Vehicles by Staff Policy

POL-GGS-RISK-075

Author: Risk Manager

Approved By: Principal

Distribution: All GGS Staff

Review Date: 1st January 2017

Location of Original: Commercial Director K:\SCHOOL\Management\Policies & Procedures\QMS Template.doc



Introduction

In Geelong Grammar School's normal operations it is sometimes necessary to transport students in a School vehicle or, if absolutely necessary, in an employee's private vehicle. Transporting students in a private vehicle should be avoided wherever possible but may be necessary under special circumstances.

Purpose

This policy is intended to provide information for staff and contractors who may be involved in the transportation of students from one location to another in the course of School events, activities or normal day to day operations.

It also clarifies the School's expectations in terms of registrations, licences and qualifications required for staff and contractors transporting students in a manner that links them, the student and the School.

Application

This policy applies to all Geelong Grammar School employees and contractors.

Policy

It is the policy of Geelong Grammar School that individuals who are designated to transport students will:

- I. Hold a full and unrestricted Australian driver's licence suited to the class / type of vehicle they are to drive;
- II. Maintain a blood alcohol content of '0.00'
- III. Not be under the influence of any illicit drugs or prescription medication that may affect his / her driving performance;
- IV. Ensure all passengers wear seat belts whilst travelling in the vehicle;
- V. If the student is a day student, parental consent should be obtained for the student to be transported to / from School in the manner specified;
- VI. Where practicable ensure that a ratio of not less than 2 students to any one staff member is maintained, or if only one student requires transport, that no less than 2 staff members are present in the vehicle (unless in the case of an emergency);
- VII. If at all possible same gender staff should transport same gender students
- VIII. If a staff member is driving a lone student of the opposite gender then, if possible,
 - a. another student of the same gender should be considered to accompany the student or
 - b. an assistant of the same gender as the student should be considered to accompany the student
- IX. When transporting a student (or students) then the student(s) should always sit in the back seat of the vehicle.
- X. The only circumstance where students may sit in the front seat of a vehicle is when the driver may be required to observe or monitor the student for either:
 - a. Medical reasons or,
 - b. Behavioural reasons.
- XI. Ensure that no student is allowed to drive a School vehicle;
- XII. Ensure that students are not permitted to transport other students to/from any School organised activity or function (whether held during or outside School hours).



Note: If a student wishes to drive himself or herself to, and from, School related activities, then his or her parents must seek the express permission of the Head of Campus, in writing, in advance.

Expectations regarding transport of students in School vehicles

- I. Permission must be sought from the relevant Head of Campus prior to a staff member / contractor taking responsibility for a School vehicle;
- II. Keys must be collected from Senior School Reception and the Bus Register completed;
 - a. Information required will include:
 - i. Proof of current unrestricted, full Australian driver's licence;
 - ii. Purpose, date, time and destination for the trip;
 - iii. Contact details in case of emergency.
 - b. On return, the vehicle must:
 - i. Have at least 3/4 a tank of fuel;
 - ii. Be clean and tidy (all rubbish and lost clothing / items removed).
 - c. Damage or faults in the vehicle must be:
 - i. Noted on the vehicle register at Reception;
 - ii. Reported via email to the Head of Campus and/or Risk Manager.
 - d. Keys must be returned to Reception without delay by the individual who signs the Bus Register upon return.

Expectations regarding transport of students in staff vehicles

- I. As a general principle, transporting students in private staff vehicles should be avoided but exceptions may include :
 - a. Transporting a student who is injured at an event, back to School;
 - b. Transporting a student who has a minor injury to a Medical Practitioner – on the basis that the parent is not available (but with the verbal consent of the parent);
 - c. Transporting a student who has misbehaved at an excursion / camp or similar offsite event, back to School;
 - d. Transporting a student who has been unable to travel with the rest of the cohort and staff to, or from, an off-site camp / trip / event (from School as the departure / return point).
- II. Staff are not permitted to pick up students enroute to, or from, School under any circumstances without the express permission of the relevant Head of Campus (unless the student is obviously unwell / injured or at risk of physical harm – whereupon, the staff member must report with the student to the Head of Campus upon arrival).

Procedure for transporting lone students in staff vehicles

Acknowledging the principles outlined above, when it is necessary to transport a lone student in a staff vehicle, the following additional directions apply.

- I. **The staff member must make a log book or diary record of:**
 - a. Reasons for the request;
 - b. Names of the student to be transported;
 - c. Date, time and destination;
 - d. Registration number of the vehicle;



- II. The driver of the vehicle must ensure that:
 - a. Bags are stored securely (ideally in the rear boot);
 - b. That passenger behaves appropriately and safely in the vehicle;
 - c. All relevant Road Laws and Traffic Legislation are adhered to, including speed;
 - d. He or she must refrain from making and taking mobile telephone calls whilst driving.
- III. **This record must then be communicated at the end of each term to the Head of Campus' Office for recording in a Student Transportation Log for future reference if required.**

Note:

If the vehicle is damaged while transporting the student, the School will not be liable for repair, infringement or other costs which may be incurred. In the event of any legal actions or costs incurred arising from the driver's negligent actions, the School will not be liable for these or any other associated costs.

M. Yeates
GGG Risk Manager
January 2015