



# WHANGANUI HIGH SCHOOL POLICY

## STUDENT-RELATED TRANSPORT

Policy No: 5.8  
(NAG 5)

<b>INTRODUCTION</b>	<ol style="list-style-type: none"> <li>1 The School accepts that it has responsibility for staff and student safety with regard to transporting individuals and groups to and from School-related activities.</li> <li>2 The School also accepts that it has some responsibility for students with regard to their movement to and from School.</li> </ol>
<b>OBJECTIVES</b>	<ol style="list-style-type: none"> <li>1 To promote safety with regard to the transportation of students and staff by the School.</li> <li>2 To promote safety with regard to student travel to and from School.</li> <li>3 To ensure the School complies with all statutory regulations relating to staff and student transportation by the School.</li> <li>4 To help ensure students comply with the Law relating to their travel to and from School.</li> <li>5 To help ensure those students who are eligible, are provided with an appropriate school bus service.</li> </ol>
<b>GUIDELINES</b>	<ol style="list-style-type: none"> <li>1 Students who bicycle to School will be required to wear the required safety equipment and expected to maintain their bicycle in good order.</li> <li>2 Students who wish to bring a motorbike, scooter, or motor vehicle to School, will be expected to comply with the Law. The School's expectations are to be advised to students at the start of each year.</li> <li>3 Students are not to travel in student-driven vehicles without the express permission of the Principal.</li> <li>4 Drivers of the School's minivans or car must have a full licence and have successfully completed a minivan or car orientation before using the School's vehicles for any School-related activity, and must consult and comply with the handbook relating to School Vehicle use (Staff Manual) before doing so.</li> <li>5 Staff, or an adult-approved (in writing) by the Principal must travel with all students who are on a School-related trip.</li> <li>6 Education Outside the Classroom guidelines relating to transportation requirements must be considered when transporting students and staff (see School's travel documentation requirements).</li> <li>7 <i>Rural School buses</i> used by Whanganui High School students must have a nominated Wanganui High School student responsible for the monitoring of Wanganui High School student behaviour and safety while on the bus. Usually a School bus prefect.</li> <li>8 The School will appoint a staff member with responsibility for all matters relating to <i>school bus</i> travel - normally the bus co-ordinator. Note however, the operation of school buses is beyond the School's ability to control.</li> <li>9 The bus co-ordinator or duty staff member, will oversee School bus pupils at time of departure from the School.</li> <li>10 The bus co-ordinator is responsible to the Principal, and to the senior administrator responsible for student transport and for liaison with bus drivers and the bus contractors and the regional bus co-ordinator.</li> <li>11 The School will appoint a staff member responsible for ensuring the School's minibus or car and/or other vehicles are safe and compliant and available as required for staff and student use.</li> </ol>

<b>GUIDELINES</b> <i>(Continued)</i>	12           13	Duty staff will be appointed to oversee the safe arrival and departure of students and staff each morning, at lunchtimes and at the end of the day. All incidents of misbehaviour and safety concerns are to be reported to the Deputy Principal responsible for the daily running of the School, who is likely to inform the Principal and if necessary, the rural bus controller.  Any accidents relating to the movement of students to and from School or the transport of students by the School, which are known to a member of staff must be reported by following the accident reporting procedure attached to the Health & Safety Policy.
<b>EXPECTED OUTCOME</b>	The safe transport, at all times, of staff and students to and from School-related activities; also the School accepting some responsibility for students with regard to their movement to and from School.	
<b>EVALUATION</b>	The Board, in association with the Principal, will review this policy on a three-yearly cycle in accordance with the School's quality management cycle.	
<b>CONCLUSION</b>	In order to uphold the good name of the School, comply with all transport-related laws and regulations and to promote safety, the School expects all students and staff to act responsibly with regard to all aspects involving transport to and from School or during School trips.	

Approved by the Board  
Signed Chairperson:

Date:

26/2/18

Signed Principal:

Date:

26/2/18