

Transport in Private Vehicles Policy 2015

Aims

- A. Safe transport for students.
- B. Economical and practical transport to a wide variety of excursions, out of school programs and camps.

Scope and Application

This policy is available on the school website and applies to:

- A. Employees
- B. Students
- C. Parents
- D. Community members
- E. Visitors to the school

Principles

- A. The school utilises private vehicles, driven by school community members, as a method of transport to many activities. It serves a number of purposes, including:
 - 1. drivers are able to supervise students once at the venue
 - 2. it is convenient and economical
 - 3. it involves parents in school activities
 - 4. it enables us to take groups of students on a wide variety of outings.
- B. Permission for the school to take students on outings in private vehicles will be given for each individual class excursion.
- C. Term permission for ongoing excursions, such as sport, will be given by parents if the same vehicle will be utilized.
- D. Parents may choose not to give this permission, in which case the responsibility lies with these parents to provide transport for their child on outings.
- E. Parents may claim petrol and/or parking money from the school.

Responsibilities

- A. **Council**
 - 1. Writing and updating this policy in consultation with relevant parties
 - 2. Supporting the excursion Coordinator or camp organiser in the event they determine a car or driver is unsuitable to transport students
- B. **Coordinator**

1. Maintaining a record of police clearances and confidential declarations
- C. Excursion Coordinator or camp organiser**
1. Ensuring enough vehicles are available
 2. Assigning students to vehicles and completing Excursion Transport Arrangements (see Attachment A)
 3. Ensuring the suitability of drivers and vehicles.
 4. Maintain a record of participants for each excursion (**see Attachment A**)
 - a) Perform Driver's License Checks and record number for each driver
 - b) Record vehicle registration number for each vehicle
 - c) Record mobile number of parent driver
 - d) Record students travelling in each vehicle
 5. Providing clear instructions to drivers and students
- D. Parent drivers**
1. Adhering to all sections of the Safety Procedures in this policy
 2. Supervising students in car parks and crossing roads until under the supervision of a staff member
 3. The school recommends the driver has third party insurance in case of an accident involving another vehicle. The school is not liable for damage to the driver's or any other vehicle.

Related Legislation

- A. See Policies and Procedures Guidelines for Schools, Compliance Issues, AISWA
- B. Working With Children (Criminal Record Checking) Act 2004
- C. Child Restraint Laws for Western Australia, October 2010.

Related Kerry Street Documentation

- A. Policies including:
1. Duty of Care Policy
 2. Child Protection Policy
 3. Excursion Policy
 4. Camp Policy

Contact Person

Enquires relating to this policy should be directed to the School Coordinator or Council President.

Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination.

Attachments

- A. Safety Procedures
- B. Kidsafe fact Sheet – Child Car Restraints
- C. Transport in Private Vehicles Details

Review and Authorisation

- A. This policy was read, discussed and authorised by the Kerry Street Community School Council on 12/1/05
- B. Reviewed on 13/1/06 by meeting of staff and council
- C. Revised 2/8/06 to incorporate WWC legislation
- D. This policy was reviewed September 2012
- E. Reviewed August 2013
- F. Reviewed October 2013
- G. Reviewed and accepted by council 16-02-2015
- H. Attachment C Transport in Private Vehicles Details updated 22-11-2016
- I. To be reviewed 2021

Helen Sugars Duff

Transport in Private Vehicles Policy 2015 – Attachment A

Safety Procedures

A. All Students Will:

1. be restrained according to the current Child Restraint Laws (see attached brochure). This includes appropriate restraint and a harness in the event of a lap sash only seat belt.
2. not be permitted in the front position of a car fitted with airbags in accordance with child restraint and vehicle manufacture recommendations, if they are under 7 years old.

B. All Drivers Will:

1. have a current West Australian drivers' license
2. obey all traffic regulations
3. be fit to drive the vehicle
4. be suitable and responsible to supervise students (see Duty of Care Policy)
5. sign a confidential declaration or provide a working with children check and/or police clearance to the school prior to the excursion

C. All vehicles: will be registered and road worthy.

D. Arrangements about which students are travelling in which vehicles will be clear before the students leave the school grounds to enter the carpark.

E. Care will be taken in car parks and crossing roads

F. Stop signs, zebra crossings or traffic lights will be used when crossing major roads where possible.

G. Road safety will be discussed with students and included in the curriculum.



CHILD ACCIDENT PREVENTION FOUNDATION OF AUSTRALIA

fact sheet

Child Car Restraints

In Western Australia, the leading cause of death and the third most frequent cause of hospitalisation for children aged 0-14 years is transport related injury (2000-2008WA)

On average, 149 children (less than 16 years) are killed or seriously injured and about 221 will present to the Emergency Department of Princess Margaret Hospital as a result of injuries received as passengers in a car crash (2007 RAC & 2011PHHS)

Effectiveness of Child Car Restraints

A correctly fitted and used child car restraint, appropriate for the child's age and size, can significantly reduce the risk of serious injury or death in road crashes. The majority of children correctly restrained in a crash suffer only minor or trivial injuries.

Why Children are at Risk

Children incorrectly or inappropriately restrained for their age and size are at greater risk of serious injury in a motor vehicle collision.

- Incorrectly fitted restraints are unlikely to perform as intended in a car crash, increasing the risk of injury to the occupant
- Children using a restraint type intended for an older or larger child too early are also at increased risk of injury

A number of surveys have found that:

- up to 40% of children use restraints inappropriate for their size and age
- many children are moved to a booster seat or adult seatbelt before they are an appropriate size

Child restraint checking services have found that up to 70% of restraints checked have one or more fitting faults. (Kidsafe WA, 1998; RACV 1996-1999)

The main problems identified include:

- Seatbelt undone, twisted or incorrect configuration
- Incorrectly fitted harness, either too loose to restrain a child or not adjusted to the child's shoulder height
- Top tether not done up or not centrally located behind child restraint
- Anchorage assembly faults

Incorrect installation can lead to increased risk of injury and increased severity of injury.

Australian Standards: AS/NZS 1754



Australian Standard
AS/NZS 1754
Child Car Restraints

All child restraints sold in Australia must meet the strict requirements of the AS/NZS: 1754 covering the materials, design, construction, performance, testing and labelling of child restraints.

Restraints bought in other countries will not meet the Australian Standard - it is illegal to use them in Australia. The symbol to the left certifies that the restraint has been tested to and complies with the Australian Standard.



Frequently Asked Questions

Can my child sit in the front passenger seat?

Research clearly demonstrates that front seat passengers are at significantly greater risk of severe injury and/or death in the event of a crash.

Legally children under 7 years of age are not permitted to occupy the front passenger seat of any vehicle with two or more rows of seats. Children aged 4 – 7 years can only occupy the front passenger seat of any vehicle with two or more rows of seats if all the rear seating positions are occupied by other children less than 7 years of age.

Kidsafe recommends that children under the age of 10-12 do not sit in the front seat, even if they may legally do so.

Safer Seating Position for Children

Kidsafe WA and other road safety experts recommend the rear centre seating position as the preferred position for children as it provides some additional protection in side impact.

The rear centre seating position may not be able to be used when there is:

- More than one child in car
- No centre anchorage point for child car restraint
- 50/50 split in rear seat back
- Lap only seatbelt in centre
- Vehicle seat contouring issues
- Driver seat conflicts with rearward child restraints

The rear left passenger is the next most suitable option as this is usually the off-road/footpath side of the car.

Seatbelts

- Vehicle occupants must occupy a seat position with a seatbelt.
- Drivers can only carry as many passengers as there are seating position for in the vehicle
- Vehicle occupants cannot share a seat belt.
- Infants and children cannot be carried on another passenger's lap when travelling in a motor vehicle.

What about Airbags?

Airbags are designed to protect occupants by reducing impact with the vehicle interior. They deploy at high speed to an adult's chest height.

Kidsafe recommends that:

- Children under 12 years of age do not sit in the front seat, especially where there is an airbag.
- Refer to your vehicle owner's manual for further information on the airbags in your vehicle.



Cargo space or open load

No one is permitted to ride in the cargo space of vehicles. Loose objects become dangerous missiles in a crash, striking with up to 20 times their own force.

- Keep the back shelf under rear window free of loose articles, even tissue boxes.
- Install a cargo barrier/curtain in station wagons, hatchbacks, 4-wheel drives and panel vans

Transport in Private Vehicles Policy 2015 – Attachment C

Transport in Private Vehicles Details

Excursion Coordinator:

Date:

Travelling From:

Travelling to:

Group 1	Driver		Student Names	Parent Signature
	Driver's license No.			
	Contact phone No.		1. _____	1. _____
	Registration No.		2. _____	2. _____
	1. Registration is current <i>(on excursion date)</i>	<input type="checkbox"/>	3. _____	3. _____
	2. Seatbelts are in working order and checked <i>(on excursion date)</i>	<input type="checkbox"/>	4. _____	4. _____
	Signature		5. _____	5. _____
Group 2	Driver		Student Names	Parent Signature
	Driver's license No.			
	Contact phone No.		1. _____	1. _____
	Registration No.		2. _____	2. _____
	3. Registration is current <i>(on excursion date)</i>	<input type="checkbox"/>	3. _____	3. _____
	4. Seatbelts are in working order and checked <i>(on excursion date)</i>	<input type="checkbox"/>	4. _____	4. _____
	Signature		5. _____	5. _____
Group 3	Driver		Student Names	Parent Signature
	Driver's license No.			
	Contact phone No.		1. _____	1. _____
	Registration No.		2. _____	2. _____
	5. Registration is current <i>(on excursion date)</i>	<input type="checkbox"/>	3. _____	3. _____
	6. Seatbelts are in working order and checked <i>(on excursion date)</i>	<input type="checkbox"/>	4. _____	4. _____
	Signature		5. _____	5. _____
Group 4	Driver		Student Names	Parent Signature
	Driver's license No.			
	Contact phone No.		1. _____	1. _____
	Registration No.		2. _____	2. _____
	7. Registration is current <i>(on excursion date)</i>	<input type="checkbox"/>	3. _____	3. _____
	8. Seatbelts are in working order and checked <i>(on excursion date)</i>	<input type="checkbox"/>	4. _____	4. _____
	Signature		5. _____	5. _____

