



Tumut High School Policy Document

"THS supports a SAFE learning community which develops RESPECTFUL and RESPONSIBLE citizens"

Private Vehicle Transport Policy

RATIONALE

The preferred method of transport for an excursion or school activity, is by bus/coach with a professional driver. Private vehicle transport may be considered in situations where this is not practical, such as in cases where a small number of students make the cost of a bus prohibitive.

IMPLEMENTATION

Designated drivers will be arranged to transport the students. Designated drivers may include the supervising teacher, volunteer parents or community members. *Please note that Provisional Licence holders should not be used as designated drivers except in special circumstances and with the approval of the Principal.*

The number of designated drivers required is to be determined by the number of students involved, ensuring that all the available seats are filled. By ensuring that the minimum number of vehicles and drivers are utilised as official designated transportation, Tumut High School is able to make certain that drivers receive reasonable reimbursement. The money collected for transport will be divided equally amongst the number of official designated drivers.

The cost of transport for private vehicles is based on the distance travelled and is an estimate, calculated to allow for fair compensation to be made equally to all the designated drivers.

Where possible designated drivers should be nominated during the planning stage of the excursion and their names included in the permission letter. If drivers need to be sought via the permission note, it is the supervising teacher's responsibility to check the returned permission notes in order to establish whether enough drivers have volunteered to enable the activity to take place, and to determine how many drivers are needed based on the criteria outlined above.

In addition, the teacher organising the excursion is responsible for the following:

- determining the **minimum** number of drivers required to transport all students involved in the activity.
- organising the designated drivers prior to the permission letters being prepared wherever possible.
- ensuring that drivers, who have volunteered via a request in the permission letter, are contacted and advised as to whether or not they are required.
- ensuring that volunteer drivers provide all documentation required prior to the excursion taking place. This documentation includes:
 - a copy of their current driver's licence
 - current vehicle registration of the vehicle they will be driving for the excursion
 - a signed "Prohibited Employment Declaration".
- ensuring that all designated drivers sign the "Volunteer Driver sheet," attached to the excursion roll, and list all students travelling in their vehicle. Students should travel in the same vehicle on the way to and from the excursion.

All vehicles should depart from Tumut High School at the nominated time of departure, travel together and return to the school at the end of the activity.

All students are expected to pay the transport costs.

All students are expected to travel with the official designated drivers.

At the conclusion of the excursion official designated drivers will receive a petrol voucher to compensate them for the costs involved in providing transport.

Related Department of Education Policies & Documents

Travel on Official Business Policy, 2015:

https://detwww.det.nsw.edu.au/policies/administrative/admin_procedures/admin_serv/PD20050229_i.shtml?query=private+vehicle+transport