



STUDENT TRANSPORT POLICY

All Trinity College Colac Policies will be read and developed with reference to the Core Values, Vision and Mission of the College as well as any other relevant College policies.

RATIONALE:

We believe that the safety of all Trinity College students should be paramount as they travel to and from school, or when they travel for College related purposes. Further to this, whenever travelling, Trinity College students should behave in a manner which supports the safety of other members of the community and in a manner which supports the ethos of Trinity College.

SCRIPTURAL CONTEXT:

'Because you have made the Lord your refuge, no evil shall befall you. He will command his angels to watch over you lest you dash your foot against a stone'.

(Psalm 91: 9-12)

DEFINITIONS:

'Students' mode of travel' in attending and leaving school includes the traditional forms of travel such as bus, car, bicycle and walking as well as more modern modes of transport.

'School day' is defined as the period between the commencement of the particular student's scheduled first class or activity of the day and the conclusion of the last class or activity of the day.

The 'Trinity College Student Bus Code of Conduct' is the Code of Conduct, as determined by the Principal, by which Trinity College students are expected to conduct themselves when travelling by bus both to and from school.

'College-related transport' refers to motorised vehicular transport undertaken expressly for specific College-related matters.

'Unlicensed drivers' refers to drivers that do not have a current statutory driver's licence and includes 'Learner' drivers and those with disqualified statutory driver's licences at the time the designated transport is undertaken.

POLICY STATEMENT:

Trinity College Colac is committed to enhancing the safety of all our students while they travel to and from the College, or when they travel for College related purposes. We do this in partnership with parents and other members of our community.

POLICY GUIDELINES:

GUIDELINE INDICATORS:

<p>Trinity College Colac will:</p> <ul style="list-style-type: none"> ▪ Ensure the safest possible transport of students to and from the College, whilst attending the College for their regular or scheduled timetabled classes. ▪ Ensure that all modes of transport are legal. ▪ Regulate the 'Trinity College Student Travel Code of Conduct' and monitor the general behaviour of students whilst travelling to and from school. ▪ Fulfil any legal and insurance coverage obligations the College has whilst students travel to and from school. ▪ Ensure that the pastoral care responsibilities to students extend beyond the College. ▪ Implement a "School Vehicles" policy. 	
<p>Bicycles/Scooters/Skateboards or similar</p> <ul style="list-style-type: none"> ▪ Students using these modes of transport to and from school are mutually responsible with their parents for correct observance of the road laws of the community. It is beyond the scope of the school to enforce road laws during that time. However, the school is responsible in following up reports or complaints from the community regarding any misconduct on these modes of transport. 	<ul style="list-style-type: none"> ▪ The wearing of an approved (S.A.A.) helmet is compulsory for all students riding a bicycle or scooter to and from school. Helmets may be left with the bicycle or scooter at the bike sheds, however the name and address of the owner are to be clearly marked on the helmet. ▪ Parents / guardians are responsible for ensuring that bicycles used by students to get to and from school are in a condition safe for use on roadways. ▪ Bicycles, scooters and skateboards will not be used during school hours, without specific parental / guardian permission. ▪ The College will provide designated entry and exit points for bicycles to enter and exit College premises and communicate to students / parents / guardians through media as determined by the Principal. ▪ A bicycle and scooter storage area is provided for storage of bicycles/scooters during the day. Students are responsible for ensuring their bicycle/scooter is securely stored in the bicycle/scooter storage area. ▪ The bicycle/scooter storage area is out of bounds to students during school hours, unless there is specific reason to be in this area. ▪ Bicycles should not be left in this storage area after school hours (including weekends and holidays). The College cannot be held responsible for the safekeeping of the bicycles. ▪ Skateboards are to be stored in the appropriate room as designated by the Principal or Principal's delegate.
<p>Bus Travel:</p> <ul style="list-style-type: none"> ▪ A large number of our students travel to and from school on buses. It is the responsibility of Colac Secondary College to implement and administer the bus system in the Colac region. ▪ Trinity College will administer the daily charter bus to and from Apollo Bay. 	<p>The Principal or Principal's delegate of Trinity College is responsible for:</p> <ul style="list-style-type: none"> ▪ Liaison with the Colac Secondary College (as the organising school) with a view to the welfare of Trinity College students. ▪ Keeping of up-to-date rolls of all bus travellers, once information is received from the Colac Secondary College. ▪ Ensuring the Trinity College Student Travel Code of Conduct and general student behaviour is monitored. ▪ Dealing with enquiries from parents regarding bus travel. ▪ The organisation and supervision of bus travellers during and after school. ▪ Liaison with the bus companies and/or drivers regarding

	buses and students who travel on them if applicable, and in conjunction with Colac Secondary College, arrange for bus passes for students as required.
<p>Transport of Students by staff members:</p> <ul style="list-style-type: none"> ▪ Trinity College teachers are not to provide non-essential transport to students without authorisation from the Principal. ▪ Trinity College teachers may provide transport to students, when it is deemed at the time that circumstances require such transport. When such transport is provided, the Principal is advised as soon as practicable of the transport and circumstances as to why the transport occurred. ▪ In the above two circumstances, every effort is to be made by the College to obtain permission for student transport from parents / guardian. ▪ Unlicensed drivers are not permitted under any circumstances to transport any member of the school community on any specific College related matters. ▪ (For use of private vehicles for school business, refer to 'School Vehicle Policy') 	<ul style="list-style-type: none"> ▪ Permission forms are obtained from parents if students are transported to or from school by teachers.
<p>Transport of Students by other Trinity College students:</p> <ul style="list-style-type: none"> ▪ No Trinity College student may travel either to or from school in a car driven by a another Trinity College student who is a P-plate driver, unless permission has been granted by the Principal and written consent is obtained by the parents / guardian, specifically nominating passengers being transported. ▪ Trinity College will abide by all relevant legislation / statutory regulations relating to P-Plate drivers, when consideration is made as to whether students will be transported to school by the P-Plate driver. 	<ul style="list-style-type: none"> ▪ Any Trinity College student who wishes to drive to school may do so, once a permission form has been signed by the student's parents/guardians and the Principal or Principal's delegate. (Appendix 1: Application For Use of Personal Vehicles) ▪ Travel rules and regulations will be as directed by the Principal

REFLECTIVE MATERIAL:

'Trinity College Student Bus Code of Conduct'

Trinity Procedural Expectations

Appendix 1: Application for use of Personal Vehicles

School Vehicles Policy

Board Chairman:	Stephan Ryan
Ratified:	11th November, 2014
Date of next Review:	November, 2017



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SCHOOL BUS SAFETY - CODE OF CONDUCT AN IMPORTANT MESSAGE ABOUT TRAVEL CONDITIONS

Students who have been allocated a seat on a school bus are to be at the designated bus stop at least 5 minutes before the stated arrival time of the bus, and we want students to be aware of the conduct expected on and around the bus.

Students are reminded of the following matters:

- School bus services are provided to ensure that students arrive at school safely and in sufficient time to prepare for school instruction. To ensure this objective is achieved it is the student's and their parent/carer's responsibility to see that they are not late for the bus.
- Parents are asked if they are waiting for a student, wait on the same side of the road as the bus stop, to eliminate the risk of him/her running across the road. Please do not park in the bus stop.
- State and Registered school students may be permitted to travel on a school bus service subject to the conditions set out in the Education Regulations, 1988. You should note that permission to travel on a school bus is a privilege, not a right. Permission may be withdrawn if a student's behaviour is unsatisfactory.

Non-compliance with the code of conduct set out below will result in the following actions:

- The bus driver will usually give the student a verbal warning, but if there is a serious safety issue, this step may be eliminated.
- The bus driver will at the end of the service, record the student's name and details of the offence.
- The students will be conveyed to their destination or other suitable location.
- The offence will be reported to the bus co-ordinator and/or the School Principal at the first opportunity.
- The School Principal may consult with the student, parent/carer, bus owner and if necessary the Department of Infrastructure, before deciding on an appropriate course of action. Penalties for inappropriate student behaviour may include:
 - A written official warning; or
 - Student's privilege to travel suspended for 1 or more school days; or
 - Student's privilege to travel suspended indefinitely. This may be imposed for persistent offenders and/or for serious breaches of the rules.

Other travel arrangements

- The bus driver has the authority to designate specific seats to students, and/or move a student to another specific seat on the bus.
- If any period of travel suspension occurs, it is the parent's/carer's responsibility to arrange the student's transport to and from school for the period of the suspension.
- In all cases of vandalism, those responsible or their parents/carers will be required to meet the costs of repairs.
- If a student misses a bus, the parent/carer will be responsible for making arrangements for transport to and from school.
- Any bus traveller not returning home by bus, or desiring to leave the bus at a stop other than his/her normal stop, must seek permission via their school's bus coordinator. A parent/carer note is required. Under no circumstance will a bus be delayed while messages are picked up or delivered.
- Students are permitted to travel on a school bus only on days when they are attending school. School buses are not for travel to and from temporary employment or for social or sporting purposes
- The driver is not permitted to carry unauthorised passengers or goods

Safe school bus travel is a whole community responsibility.

The following simple code of conduct has been prepared to maintain the State's good safety record.

Students will:

- behave in an orderly fashion while waiting at the bus stop
- travel only on the allocated bus
- obey the driver's instructions
- remain seated for the whole journey
- talk quietly and refrain from calling out to passing traffic
- on leaving the bus, wait on the same side of the road until the bus has moved away from the bus stop, and if necessary, cross the road only when there is a clear view of the traffic in both directions.

Students will not:

- distract the attention of the driver by engaging in any "horseplay" such as yelling or making loud noises
- fight on the bus or at any bus stop or co-ordination point
- harass the driver or any other passenger on the bus
- use foul or abusive language
- vandalise the bus
- throw litter, or any other object, in or from a bus
- allow any part of his/her body to protrude from a bus
- smoke on the bus
- talk to the driver while the bus is moving
- use or take on the bus any alcohol or illegal drugs
- play on the roadway
- approach the bus until it has completely stopped
- attempt to board or leave the bus while it is moving.

I have read this information about safe school bus travel and understand my role in maintaining a safe travel environment.

Name of Student: _____

Homeroom: _____

Signature of Student: _____

Signature of Parent / Carer: _____

Date _____

BUS NAME (if applicable): _____

PLEASE NOTE: ALL STUDENTS ARE TO SIGN THIS FORM & RETURN TO THEIR HOMEROOM TEACHER

EXTRACT from TRINITY PROCEDURAL EXPECTATIONS



Complete document is printed in the Information Booklet and the Student Planner

TRANSPORT

Students may not use the car park as a short cut. Pedestrians are to use the footpaths as designated on campus.

Buses:

- A large number of our students travel to and from school on buses. The school bus service is available for students living more than 4.8km from the school. It is the responsibility of the Colac Secondary College to implement and administer the bus system in this area.
- A student travelling by bus must do so on the bus prescribed and must follow correct bus procedures.
- Trinity College students must sign a Bus Code of Conduct at the commencement of the school year and are to follow all directions concerning the catching of buses and the behavioural expectations on the bus as detailed on the School Bus Code of Conduct.
- Until they board their allotted bus, bus students are to remain on the College grounds. They are required to move directly to the bus shelter and to keep within the bus shelter area.
- Students are not permitted to travel on any bus other than their normal home-school route without first obtaining a pass from the Student Reception. A parental letter detailing reasons and dates for the bus pass must be submitted on application for an extraordinary 'Bus Pass'.
- As well as the school bus service, a bus currently runs from Apollo Bay to Colac on a user-pay basis.

Bicycles:

- Students riding bicycles to and from Trinity College are mutually responsible, with their parents, for correct observance of the road laws during that time. However, the school is responsible in following up reports on complaints from the community regarding any misconduct on bicycles.
- Students riding bicycles to and from school must always observe the rules of the road. They must wear an approved helmet and ride no more than two abreast.
- All bicycles must be placed in the bicycle shed provided. Students take full responsibility for the safekeeping of their bicycles and must keep their bicycles locked at all times.
- Students must not ride their bicycles on campus, especially not through the College car park.

Scooters and Skateboards:

- Students are permitted to ride scooters or skateboards to and from school and are mutually responsible, with their parents, for correct observance of the road laws during that time. The school is responsible in following up reports on complaints from the community regarding any misconduct.
- Scooters and skateboards may not be used on the College grounds.
- Students must take full responsibility for the safekeeping of scooters and skateboards.

Car Travellers:

- When students are being collected from Trinity College, it is imperative that both drivers and pedestrians adhere to road safety rules.
- This is of particular importance with regard to the use of school crossings. **Any student crossing Pound Road or Hart Street must use the school crossing at all times.**
- In order to ensure student safety, parents should use the designated drop off bays in the College car park.

Student Drivers:

- Senior students intending to drive to and from school must liaise with the Year 12 Coordinator for permission to do so.
- Students must also follow the College's expectations in regard to car usage.



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APPLICATION FOR USE OF PERSONAL VEHICLES

The form must be filled in, signed and returned to Year Level Co-ordinator.

Travel rules and regulations

- No student shall use a personal vehicle during the school day
- A personal vehicle cannot be used for College excursions nor for any other school activity.
- No passengers are to be carried to and from school, unless they are siblings or both families have given permission as listed on this form.

Parking Rules and Regulations

- Students are permitted to park in the College car park but do so at their own risk.

STUDENT NAME _____

VEHICLE MAKE AND MODEL _____

REGISTRATION NUMBER _____ COLOUR _____

PASSENGERS THAT MAY BE FERRIED TO & FROM THE COLLEGE;

SIBLINGS: _____

OTHER PASSENGER (Permission letter to be included) _____

AGREEMENT

Student:

I wish to apply for permission to use a personal vehicle for travel to and from school. I understand the rules and regulations as outlined and agree to comply with them.

Signature: _____ Date: _____

Parent:

I agree to the rules and regulations required for my son / daughter to travel to and from school.

Signature: _____ Date: _____

APPLICATION

Approved

Not Approved

Principal's Signature: _____ Date: _____