



# Aroha Discovery SCHOOL

## TRANSPORTATION OF CHILDREN POLICY

### Rationale

Due to the experiential nature of our programmes we regularly plan off-site excursions. These may happen about 2-3 times a term or 2-3 times a week during the holiday programme. Transportation will generally be provided by a hired 12 seater van provided courtesy of the Nelson Building Society and/or through vehicles of appropriately licenced/warranted volunteers. This policy sets Guidelines for transportation of children by staff or volunteers.

### Management of the Transport Arrangements:

1. Notices about trips involving students being transported by car, will include a reminder to parents whose children are required to ride in a booster seat, that they must supply a booster seat of an approved standard.
2. The names of students requiring transport will be given to the driver/s.
3. The drivers will be made aware of the exact location, and maps will be provided for drivers who are unfamiliar with the route.
4. Risk Management Assessment regarding transporting students during school trips. Main points:
  - a. When stopping- students remain in the car until the driver signals for them to move from the vehicle.
  - b. Drivers should try to avoid students needing to cross a road to get to their destination (e.g. toilet, sports field or shop) or directly supervise any road crossing. This also applies to groups departing from the venue site or returning to the venue.
5. Drivers should ensure that they return with the same passengers they took. Children should only change vehicles at the supervisors discretion with all relevant drivers involved being informed.

### NZ Transport Agency Requirements:

(i) For children up to 7 Years (until their 7th birthday)

**THE LAW SAYS YOU MUST:** Correctly secure a child in an approved child restraint- booster seat or child safety harness.

(ii) For children from their 7th birthday until their 8th birthday

**THE LAW SAYS YOU MUST:** Correctly secure a child in an approved child restraint if one is available in the vehicle (and if not, in any child restraint or safety belt that is available)

## Policy

1. For children up to 7 Years (until their 7th birthday) When students are being transported by car their parents will be required to provide a booster seat that positions the student in the seat so that they can safely use the adult seat belt. The law states that the booster seat must meet NZ/Aust, European or U.S. standards and is not past it's expiry date/manufacturer date. Booster seats that require fitting to an anchor point or some other variation of seat are not be deemed suitable. Drivers who are providing transport for a trip will have the responsibility of checking that the children in their group are seated/fitted correctly in a booster seat.
2. For children from their 7th birthday until their 8th birthday. Approved child restraints will only be used if a parent requests that their child is seated in a booster seat (as described above and supplies it on the day of a trip (it is assumed that this will apply mostly to children of smaller stature); or if a Drivers car was permanently fitted with a particular restraint that given child of this age could use easily and safely.
3. Drivers have the ultimate legal responsibility for the student passengers in their car being seated in an approved booster seat/child restraint as outlined in (i) and (ii).

### General vehicle child restraint rules applying to students of all ages

1. Students over the age of 8 years are to ride in a booster seat if one is supplied by their parents (It is assumed that this is because they are of smaller stature).
2. Children must not be taken in the cargo areas of station wagons, vans, SUV's and utility vehicles because they cannot be restrained in these situations. This doesn't apply to SUV or vans when fold down seats, that have diagonal seat belts fitted, are made available.
4. Students will not travel in a front passenger seat because of the potential danger from bags.
5. Drivers are responsible for ensuring that students are seated appropriately in the vehicle and that seat belts are secured.

### Driver Declaration Form

1. Drivers are expected to observe and satisfy all legal requirements. These include being 21 years old or older, holding a current full driver's license for at least 1 year, observing speed limits, and ensuring the vehicle has a current Warrant of Fitness and current vehicle license (registration).
2. Drivers are to observe car manufacturers' warnings regarding front passenger airbags. They are potentially dangerous for children under 12 years of age.
3. The transport of students declaration form will outline the responsibilities of drivers in regard to these guidelines and is required to be filled out by every driver for each trip

### Parent Declaration Form

The parent declaration form shall be completed by parents for each trip planned during the course of the programmes.

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## Reviews

Reviewed: Aug 2020