



# Student Duty of Care

## Student Travel Procedure

### 1. Vision

The vision for Catholic Education Sandhurst Limited (CESL) is to provide, in partnership with our families, stimulating, enriching, liberating, sacramental and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing, and inclusion of all children and young people.

We believe:

- that the values of the Gospel are central to who we are, what we do, and how we act;
- that we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition;
- that a strong sense of community is dependent on the quality of our collegial relationship;
- that each person's potential is fostered through the dedicated ministry of Catholic Education;
- and
- In leadership encompassing vision, innovation and empowerment.

### 2. Background

The safety and wellbeing of students and staff is paramount to CESL schools, especially during travel for educational activities. This travel policy ensures all transport arrangements, whether by

bus, car, or other methods, align with legal, safety, and safeguarding requirements. It also addresses specific circumstances, such as flexible school settings, where additional care and oversight may be necessary.

### 3. Purpose

The purpose of this policy is to outline the guidelines and responsibilities associated with travel for students and staff of CESL schools ensuring the safety and wellbeing of all staff and students.

### 4. Scope

This policy applies to all students and staff in secondary and primary schools participating in travel, including travel for Vocational Education Training (VET) subjects, intercampus travel, whole school events, and other related travel. Special provisions are identified for students attending flexible school settings.

### 5. Policy

#### External Bus Company:

5.1 When an external bus company is used, it shall be a reputable company with proper insurance, safety measures and compliance to child safe standards.

#### 5.2 School Car and Bus Use (School Owned):

- The school must service the vehicle regularly.
- Staff driving the school car or bus must have the appropriate licenses.
- The car or bus must be insured.
- Any faults or concerns with the car or bus must be reported immediately.
- Staff are to check the route and ensure they use sealed roads, avoiding unsealed roads whenever possible.
- The school must be accredited with [Safe Transport Victoria](#) under Part 4 of the [Bus Safety Act 2009](#)
- Any fines resulting from a staff member driving a school vehicle will be the responsibility of the staff member that was driving the vehicle at the time of the fine.

#### Staff-to Student Ratio:

- Any travel involving students in school owned cars must be approved prior to travel by the Executive Director CESL or principal.

- A ratio of 2 staff members per 1 student. 1 staff member per 2 or more students may be used with the approval of the principal.
- Only under extenuating circumstances may a staff member travel 1:1 with a student and **MUST** have prior approval of Executive Director or their delegate.
- All student travel in cars must be documented and include details of the staff member driving, students in the vehicle, departure and arrival information.
- Any concerns or complaints regarding student travel in vehicles must be reported immediately to the principal or if relating to the principal to CESL Executive Director or their delegate.
- In a **Specialist School setting** if staff to student ratio is 1:1 principal/school leadership must be aware of the travel and travel must be documented and include details of the staff member driving, student in the vehicle, departure and arrival information.

Personal Vehicle Use: Whilst it is not a preference of the CESL, under extenuating circumstances staff may use a personal vehicle with the prior approval of (Executive Director, their delegate or the principal).

### **General Intercampus Travel Guidelines:**

1. CESL schools which have multicampus facilities will at times require students to be transported between campuses. Parents will be informed of intercampus travel requirements but will not have to complete additional consent forms for each instance of travel.
2. At the start of each year parents/carers will be asked via the electronic administration system to approve intercampus travel for their student enrolled at the school.
3. Parents will be notified of intercampus travel via school calendar, daily messages, school newsletter, email or via electronic communication system.
4. When being transported between campuses students will be supervised by an employee of the school.

### **VET Subject Travel:**

- Parents will be informed of the travel requirements for VET subjects when selecting the specific subjects.
- A travel agreement must be complete with the parents/carers via school electronic administration system before the student can travel for these subjects.
- This agreement will be sent to parents/carers via school electronic administration system before starting the subject.
- Travel arrangement may include bus, car, and walking and may be organised by the school or families.

## **Other methods of transport:**

### **E-scooters**

- CESL will not approve or support the using e-scooters as a method of transportation to and from school.

### **Driving to school when you have a valid drivers licence:**

- Students who hold a valid driver license may drive to school.
- Schools may choose to send a letter at the start of year 12 stating expectations of students when driving to and from school.
- Students must hold a valid Victorian or New South Wales driver's license and adhere to the conditions of their licence, road rules and council by-laws.
- Students must park in a safe and legal way when at school and are responsible for any damage caused to other vehicles when arriving and departing from school.
- Vehicles are only to be used by students to drive to and from school, but not driven during the day for any other reason.
- If students need to use their vehicle during the day for an exceptional reason (such as a medical appointment), permission needs to be provided by parent/carer along with the school exit pass protocols being followed.
- Students are not permitted to drive their vehicle to off-campus classes, extra-curriculum activities or any other school event.
- Students are discouraged to return to the car during school hours to retrieve belongings.
- Students are not to transport other students in their vehicle unless:
  - The passenger is a member of their own household or immediate family.
  - Written permission has been provided in exceptional circumstances for another student to be transported by the principal.

### **Riding, Scooting (this excludes e-scooters) and walking:**

Students may participate in these activities either getting to and from school or as part of the school's curriculum. The CESL and school highly encourages students to use active methods of transport.

### **Students**

- Students must abide by the law and follow all road rules
- Students may not use these modes of transport around school grounds

- Students should not ride, walk or scoot on roads whilst wearing headphones, air pods, earbuds or any other items that may restrict their hearing abilities.

## **School**

- The school will ensure that students have a safe place to park their items whilst at school.
- When participating in these activities as part of the curriculum activity or on behalf of the school, the school will ensure that all students have appropriate safety equipment and that clear instructions are provided to ensure the safety of the student.
- The school will provide road safety education to students.

## **Parents/Carers**

- Parents/carers must support the school in ensuring their child understands road safety.

## **Consequences**

- Students riding e-scooters to school may face behaviour curriculum consequences if they do not follow student policy guidelines.
- The school is required to report any breach of the law to the police.
- Non-adherence to the policy may result in disciplinary action.

## **Responsibilities**

Everyone is responsible for safety; we all have a part to play at CESL schools.

## **Students**

While participating in student travel, all participants must:

- Abide by the Student Code of Conduct
- Follow staff instructions
- Abide by the law

## **Parent/Carers must:**

- Understand the Student Travel Policy as part of enrolment process.
- Ensure they read consents thoroughly and update medical records on school electronic record system when changes occur.
- Immediately advise school of concerns or safety issues.
- Keep up to date with school information, to know where their student may be at any time.

### **Staff enacting the Student Travel Policy must:**

- Ensure compliance with the Student Travel Procedure.
- Ensure risk assessment for Student Travel is in line with and advised by all individual student support plan(s).
- Maintain appropriate licenses as required.
- Ensure student lists and contacts are up to date.
- Report any vehicle issues immediately.
- Adhere to the designated routes and staff-to-student ratios.
- Drive in a manner and not engage in any road rage.
- Be educated about what to do in an emergency.
- Abide by and acknowledge an understanding of the Student Off-site Supervision Policy.
- Check for weather conditions and adjust travel if and as directed.
- Ensure when travelling they have a mobile phone on them.
- Complete travel records as per National Driver Work Diary when travel is more than 100kms from base point.
- Have a minimum of 2 staff members to share driving load when travelling over 3 hours.
- Complete risk assessments on all activities, camps and excursions, including controls for managing travel risks.

### **School Administration must:**

- Inform parents/carers of travel arrangements.
- Complete consents where applicable.
- Maintain communication records.
- Ensure staff are equipped with first aid kits or vehicles have vehicles first aid kits for emergencies.

### **School Leadership must:**

- Ensure all school vehicles are serviced and insured.
- Approve any exceptional transport methods.
- Ensure supervision is adequate and staff to student ratios are met.
- Provide support and education to students on road safety.

## **6. Delegations and authorities**

Executive Director CESL

Executive Director Delegated Authority

Deputy Director of Mission and Educational Development

Principal

## 7. Review

This policy is scheduled for review every 3 years.

## 8. Revisions made to this document

Date	Description of Revision(s)
11/10/2024	Approved

## 9. Related policies and documents

CESL Safeguarding Policy

CESL Enrolment Policy

CESL Duty of Care Policy

CESL OHS Policy

CESL Student Supervision Policy

CESL Camps and Excursion Policy

## 10. Legislation and standards

Ministerial Order 1359

Road Safety Act 1986 (Vic)

National Heavy Vehicle Regulations

# Bus Safety Act 2009