



## Standard Operating Procedure - Travelling by Car 515

This standard operating procedure is to be used whenever a group of children are travelling by car.

- All trips away from school must be approved by the principal.
- Clear times of departure and arrival home are given to parents.
- Children are assigned to cars by the person organising the trip.
- The person providing transport is given the list of students traveling with them and is responsible to ensure they are in the car before they leave and also when they return.
- Parents are reminded that they need to have a current full licence, a current warrant of fitness and registration. This will be checked by the teacher in charge of the trip prior to leaving.
- Clear instructions and directions are given to parents along with the emergency phone number.
- Children under 7 years of age are to be restrained in approved child restraints.
- The teacher leading the trip will ensure they have all cell-phone numbers for the drivers. If the trip is longer than a 30 minute trip, cars should travel in convoy and have clearly communicated destination and stopping points.
- The teacher shall also ensure any emergency medicine is taken along with a first-aid kit and is available to person who potentially needs it.
- The teacher will ensure any children with dangerous conditions such as allergies, chronic asthma or the like are under the care of an adult who knows what to do should an emergency arise.
- On arriving and leaving a destination and before anybody leaves a full roll call is taken.

**Reviewed August 2016**

Parent Form

Thank you for offering to provide transport. Please be aware it is your responsibility to have a full licence and have a warranted vehicle.

Emergency Numbers - School 4317851; The Principal 021575705

Children Travelling in your car;

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