

STUDENT TRAVEL To and From School

Review: 2020

Rationale:

1. Lilydale Heights College is committed to the safety of our students as they travel to and from school
2. The Department of Education and Training sets specific requirements regarding the safe transit of students
3. Students are transported to and from school by a variety of means including bus, bicycle, personal and family vehicles and we must safely accommodate all.
4. The majority of students arrive at the beginning of the school day and leave at the completion of classes. Instances of leaving during the school day must be completed formally with parent permission.

Aims:

1. That all students travel to and from school safely and remain supervised in- bounds until their classes are completed for the day and they are leaving.
2. That we implement all DET requirements relevant to student travel.
3. That the various forms of transport are accommodated and each contribute to a safe environment.
4. That any student departures apart from the beginning or end of the day are formally approved and recorded.

Implementation:

1. The following strategies will contribute to safe student travel and supervision:
 - Students are reminded of road safety and safe travel behaviours through relevant forums and specialist activities
 - Bus travellers will be informed of their responsibilities and College expectations
 - Bus drivers will be required to collect and drop-off students at specific points in the bus zone.
 - Cyclists will be reminded of safe road use. They will be required to walk bicycles through the school grounds and leave them in the provided facility for the school day. Bicycles brought to school are at the risk of the owner.
 - Once students have arrived at school they must immediately move in-bounds and remain there for the duration of the school day. All students are expected to attend every class thereafter. No student is permitted to go out-of-bounds between classes.
2. The College will implement DET policy:
 - School Contract Bus Guidelines DET School Policy and Advisory Guide (School Operations: School Services) will be adhered to.
 - Students are not permitted under any circumstances to transport students in private cars in connection with any school program or function whether held during school hours or at other times DET School Policy and Advisory Guide (Student Safety: Student Drivers).
3. The following accommodations will be made:
 - All members of the College community will be advised of the Local Council and Vic Roads by-laws relevant to access times on Nelson Rd.
 - All bus transportation will occur in the designated area under supervision
 - Staff and visitors to the College can access car parks at minimal speed and exercising the appropriate level of care. They park in the College grounds at their own risk.
 - Parents/guardians will be required to drop-off and collect students from the parking zones outside the school grounds
 - Student drivers must complete the Requirements for Students Driving Cars to School (see appendix 1)
 - Student drivers may use the bus area car park at minimal speed and exercising an appropriate level of care. They park in the grounds at their own risk. They are not permitted to access vehicles during the school day or drive around the school grounds.

4. Student attendance and exit from school will be monitored using the following processes:
 - Student rolls will be marked at the beginning of the day and throughout lessons
 - Students arriving late to school must log their arrival at the General Office and seek a Late Pass
 - If a student needs to leave the school before the end of classes they must bring a parental note to the General Office before school and request an Early Leavers Pass.
 - If a student leaves class for any reason they must do so with their teachers permission and a signed pass.
 - If a student is unwell and wanting to go home they must report to the School First Aid attendant and seek support.
 - Any exceptional circumstances that might require a student to leave the premises must be directed to Learning Leader or Assistant Principal.

Resources:

- DET School Policy and Advisory Guide
- DTAC Student Driver Policy Guidelines 2004

Evaluation:

This policy will be reviewed as part of the College's three-year review cycle or before as appropriate.

Endorsement:

Policy and Planning July 2017

College Council August 2017

APPENDIX 1

Any student of legal driving age who intends to drive to school, either on a regular basis or occasionally, must comply with the College Policy and is required to complete the Parent Permission and Student Agreement Form.

College Requirements

1. Students are required to adhere to all road rules and drive in a safe and responsible manner.
2. Students are only to use their car for travelling to and from school. Students are not permitted under any circumstances to drive from the school grounds between classes during the day.
3. Car make and registration details must be recorded with the school.
4. Students may only park in the designated student parking area.
5. Students are not permitted to carry another student as a passenger to and from school without the written permission of their parent/guardian and the passenger's parent/guardian.
6. Students are required to notify the school of any passenger who may be travelling with them to and from school.
7. Student drivers, a parent/guardian and, if relevant, the parent/guardian of any passenger, must sign the Parent permission and Student Agreement Form.

Students who fail to meet these obligations will be required to hand their car keys to the Principal/Assistant Principal/Learning Level Leader and car parking privileges will be revoked. Any unsafe driving behaviour or breaches of road rules will be reported to the police.

Letter to Parents of Drivers and Passengers



LILYDALE HEIGHTS
COLLEGE

Dear Parent/Guardian

A number of our senior school students are driving or intend to drive to school this year and some have indicated that they intend to carry another student as a passenger.

Student Name: _____ has indicated that he/she intends to drive to school/will be a passenger of another student who is driving to school.

Despite the fact that most young drivers try to be careful, safety conscious and considerate when driving, research clearly shows that they are at a higher risk of having a serious crash than older, more experienced drivers. The presence of a young passenger also greatly increases the risk for teenage drivers.

It is important that all students and their parents/guardians are aware of these risks and the type of behaviour that the school expects from student drivers.

Copies of the school policy on student drivers and the Parent Permission and Student Agreement Form are attached. The policy outlines the school's expectations and provides information regarding the transport of passengers. Of particular note is that student drivers are not permitted to carry another student as a passenger to and from school without the written permission of their parent/guardian and the passenger's parent/guardian.

To ensure that all involved are aware of these requirements, student drivers and a parent/guardian and, where appropriate, a parent/guardian of any passengers, are required to sign a Parent Permission and Student Agreement Form. The form must be signed and returned prior to students using the designated parking area.

These requirements are intended to ensure the welfare and safety of students and maintain a positive image of the school within the local community.



Parent Permission and Student Agreement Form



Students Driving Cars to School

This form must be completed by any student who intends to drive to school either occasionally or regularly.

Student Name:	
Car Make:	
Colour :	Registration No:

Note: If the student intends to drive any car other than the one registered on this form, it must also be registered with the school.

Parent Permission

I give permission for _____ to drive to school and take the passenger indicated on this form. I am aware of the school requirements regarding students driving to school.

Signature of Parent/Guardian: _____ Date: _____

Parent/Guardian of Passenger

I give permission for _____ to be driven to and from school by _____.
I am aware of the school requirements regarding students driving to school.

Signature of Parent/Guardian: _____ Date: _____

Student

I agree to adhere to the school requirements regarding students driving a car to school.

Signature of Student: _____ Date: _____

Note: A photograph of the student's driver licence must be attached to this form.