Rationale
Due to the nature of small schools it is sometimes necessary to transport students by private vehicles, belonging to staff and community members. This occurs because of the isolation of the school community and the prohibitive cost of public transport would otherwise deny students access to educational opportunities.
In times of an emergency there may be no other viable transport available except by private vehicle. The welfare of staff and students is paramount at these times.

Aims
• Ensure equity of access to educational experiences for our students
• Incorporate OHS principles into the transportation of students by private vehicle to educational activities

Legal Requirements
Before transporting students by private vehicle the following conditions must be met;
• Written permission from the parents of the student being transported
• The driver must hold a current driver’s licence
• The motor vehicle must be registered
• The number of passengers must not exceed the number of seatbelts in the vehicle

Child Protection
Staff transporting students by private motor vehicle should adopt common sense strategies to minimise the risk of child protection issues being raised. eg
• other adults or students being present
• students sitting in the rear of the vehicle
• advising senior officers of travel

Risk Assessment
Risk assessments must be carried out in line with the school OHS policy prior to the transportation of students by private vehicle.

Related documents
Legal bulletin 8, 25 February 2000
OHS Policy
Child Protection Policy
## Task or Activity: Transport of Students by Private Vehicle

<table>
<thead>
<tr>
<th>Hazard/Risk Identification (Type/Cause)</th>
<th>Assess/Assess Priority (Matrix)</th>
<th>Current Controls (Are these still effective? Can they be improved?)</th>
<th>Risk Management Plan</th>
<th>Elimination or Control Measures (Elimination Substitution Isolation Engineering Administration PPE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk of injury/illness due to Movement to and from vehicle</td>
<td>2</td>
<td>Students escorted by the driver</td>
<td>Action Summary Immediate/Interim Control</td>
<td></td>
</tr>
<tr>
<td>Entering and exiting vehicle</td>
<td>2</td>
<td>Entering and exiting vehicle from the footpath side</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restraint within vehicle</td>
<td>2</td>
<td>All passengers will have seat belts secured</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Injury from air bag</td>
<td>2</td>
<td>Younger students should avoid sitting in the front</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Monitor and Review

- Are the controls still effective?
- What further actions are required?
- Have there been any changes?
- Are all staff aware of the controls?
- Have new hazards been identified?

<table>
<thead>
<tr>
<th>Who</th>
<th>When</th>
</tr>
</thead>
</table>

Signature: ________________________ Review Date: ______________