

# Winchester School Policy

## School Transport

### References

A. NZTA guidelines for the use of child restraints,  
<https://www.nzta.govt.nz/safety/vehicle-safety/safety-belts-and-restraints/child-restraints/using-child-restraints-in-new-zealand/>

### Rationale

- To ensure the safety of all staff, volunteers and children of Winchester School while operating motor vehicles or riding in motor vehicles when on Winchester School business. Secondly, to ensure we comply with all NZSTA standards and rules and the Land Transport Act 1998 and the Health & Safety in Employment Act.
- Under section 6 of the Health and Safety in Employment Act 1992 employers are responsible for the safety of their employees whilst they are at work. From 5 May 2003 the Health and Safety in Employment Amendment Act 2003 clarified the definition of 'place of work' to include a vehicle, so a car can now be a place of work. Winchester School therefore has a responsibility to ensure the safety of employees who drive as part of their work.

This policy applies to parents (as volunteers) who are asked to use their own private motor vehicle to transport children to and from curriculum activities and or special occasions.

### Purpose

- The purpose of this policy is to provide guidelines and rules around the transportation of children, the requirements for staff and volunteers, and to recognise the reciprocal obligations of all persons involved.
- To state Winchester School's commitment to ensuring the safety of adults and children in the transportation of children when they travel to locations or events.

### School Guidelines

1. Where school trips require transport, buses, taxi-vans and shuttles should be used, as best suits the size of the trip.
2. For small-group trips, parents (as volunteers) may be approved by the Principal to transport small groups subject to the requirements in para 4.
3. With the exception of para 5, school employees must not use their own vehicle to transport children.
4. In the case whereby parents or other approved volunteers are transporting children, the Principal or delegated nominee must check the condition of the vehicle is acceptable, and sight the following prior to use of the private motor vehicle:
  - a. current motor vehicle registration,
  - b. current warrant of fitness,
  - c. seatbelts available for all children to be transported,
  - d. car seats and boosters are available in accordance with NZTA guidelines and NZ

Law (see Ref A),

e. current driver's licence.

5. There may be extreme or unforeseen circumstances that require the Principal to use his or her judgement for the best outcome for the child. The board trusts the Principal to use their judgement on the day in the circumstances as they understand them to be at the time.

**Insurance:**

School Insurance policy provides cover for volunteers but excludes staff using their cars to transport children on a regular basis. Volunteers must have insurance on their own vehicles when transporting children to school events.

**Liabilities:**

Parents and other volunteers) driving children to or from school events are liable for any speeding fines, parking infringements or traffic offences they may incur.

**Chairperson..... Date .....**

Note: This policy must be uploaded to the school website when reviewed.