



## Manly West Primary School Details of Vehicle Used to Transport Students

### Use of private motor vehicles by parents and students for department activities.

If students are required to attend departmental activities away from the school site, parents may provide transport to and from the activity if:

- Written permission from the parent(s) or caregiver(s) of the student being transported is obtained.
- The driver is licensed.
- The motor vehicle is registered.
- The number of passengers in the vehicle does not exceed the number of seat belts or in larger vehicles, the number of passengers that the vehicle may be licensed to carry.

N.B. The RTA recommends that children under the age of 12 not be seated in front of an air bag.

Current Working with Children Check, driver's licence and car registration details should be received prior to giving permission for students to be transported in the vehicle. Transporting students in parent's vehicles should only occur in those circumstances where there is no other feasible option available to provide the transportation.

Use of private motor vehicles by staff to transport students or undertake other official duties. In exceptional circumstances, staff may transport students in a private motor vehicle. This might arise, either in the event of an emergency, or because no other viable options are available to transport the student(s). In non emergency situations, the same requirements as outlined in respect of parents must be complied with. Staff transporting students by private motor vehicle should always adopt relevant common sense strategies to minimise the risk of child protection issues being raised. Examples of these strategies include another adult being present, other students being present, having students sit in the rear of the vehicle and advising senior officers of the travel arrangements.

(Refer Legal Issues Bulletin No. 8, 25 February 2000)

### If you are the driver

Excursion Name \_\_\_\_\_

Name of Driver \_\_\_\_\_

Drivers Licence number and expiry date \_\_\_\_\_

Car Registration and valid to date \_\_\_\_\_

Number of seatbelts \_\_\_\_\_

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### If your child is a passenger

I give permission for my child \_\_\_\_\_

in class \_\_\_\_\_ to travel by private transport.

Parent name \_\_\_\_\_ Signature \_\_\_\_\_