



DISCIMUS UT SERVIAMUS

PINEHURST PRIMARY SCHOOL

Achieving excellence in a value-based community

PINEHURST TRANSPORT POLICY

The school relies on the use of vehicles for the transportation of children for educational excursions, sports fixtures, outdoor education camps and tours. As the safety of our children is of paramount importance, the school applies the following safety measures.

SCHOOL MINIBUS

- The bus is serviced at the manufacture's required service intervals. As the kilometres covered during a year are usually low, the bus is in practice serviced on an annual basis.
- Before any long distance journey is undertaken, the bus is sent for a full safety check.
- The bus is sent for an annual roadworthy inspection.
- The bus is licensed to carry 16 occupants. This number may not be exceeded.
- All seats are fitted with seatbelts. It is the responsibility of the driver to instruct the passengers that the seatbelts must be fastened.
- The bus is equipped with a fire extinguisher and a first aid box.
- In the event of a trailer being used, the driver is responsible for checking the operation of the trailer lights.
- Only drivers in possession of a Professional Driver's Permit may transport passengers in a minibus. The school funds the PDPs, which are renewed at two yearly intervals.
- Advanced driving courses are offered to drivers (staff members) who wish to undertake such a course.
- Drivers are required to have a cell phone with them. The contact numbers of the emergency services, together with those of the school, the Principal and the Deputy Principal are to be programmed into the cell phone.
- Drivers may not exceed the applicable speed limit. A maximum speed of 100km/h may not be exceeded.
- Drivers undertaking long distance journeys are required to stop every two hours for a minimum of ten minutes per stop.
- On camps / tours the teacher-in-charge is required to have a complete list of the children's parents together with their contact details.
- No driver may have consumed any alcohol or drugs / medication that impair judgement, on the day of driving.
- Compliance with regard to bus maintenance and driver's licences / permits is the responsibility of the Deputy Principal.



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PRIVATE VEHICLES

- Private vehicles include cars, station wagons, SUVs, 4x4s, minibuses, trucks.
- Children may only be transported in roadworthy vehicles.
- The children must be seated on a seat of the vehicle and they must wear seatbelts.
- They may not be transported in the rear of a station wagon, SUV, 4x4, minibus, truck or hatchback type vehicle.
- The number of occupants which the vehicle is licensed to carry may not be exceeded.
- The driver must be in possession of a valid driver's licence – please furnish the secretary with a copy of your licence.
- Drivers may not exceed the applicable speed limit.
- Drivers undertaking long distance journeys are required to stop every two hours for a minimum of ten minutes per stop.
- No driver may have consumed any alcohol or drugs / medication that impair judgement, on the day of driving.

EXTERNAL BUS / COACH COMPANIES

- Only reputable companies are used for transportation of children on camps / tours.
- When booking with a company, we require that they complete a safety questionnaire which covers the following: type of tyres fitted, tyre replacement policy, service intervals, regularity of safety checks, aspects covered in safety checks including seat belts, availability of service records, a written report on the experience and safety record of the assigned driver.
- The number of occupants which the vehicle is licensed to carry may not be exceeded. Each occupant must wear a seat belt.
- Drivers may not exceed the applicable speed limit. A maximum speed of 100km/h may not be exceeded.
- Drivers undertaking long distance journeys are required to stop every two hours for a minimum of ten minutes per stop.
- There must always be a teacher accompanying the children on the coach. The teacher is responsible for maintaining strict discipline. The children are to be seated at all times.
- The teacher is required to have a cell phone with him / her. The contact numbers of the teacher in the accompanying minibus, the emergency services, together with those of the school, the Principal and the Deputy Principal are to be programmed into the cell phone.
- A school minibus usually accompanies a coach on camps / tours. (Not the SOS camp, as it is close to home) The reason for taking the minibus along, is for backup in case of an emergency.
- The driver of the accompanying minibus is required to have a cell phone with him / her. The contact numbers of the teacher in the coach, the emergency services, together with those of the school, the Principal and the Deputy Principal are to be programmed into the cell phone.
- On camps / tours the teacher-in-charge is required to have a complete list of the children's parents together with their contact details.
- No driver may have consumed any alcohol or drugs / medication that impair judgement, on the day of driving.



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EXCESS LAYER LIABILITY COVER

- The school has extensive liability insurance cover, which is reviewed on an annual basis.

INDIVIDUAL CHILD TRANSPORT SAFETY

- Young children are not physically and emotionally ready to cross the roads safely. Judgement of speed, distance and spatial concept has not been developed. Young children should therefore not walk to school on their own. Only children who are familiar with the traffic safety rules should be allowed to walk unaccompanied to school. If parents cannot accompany children to school then walking in groups should be promoted.
- Only children who are highly proficient on their bicycles and who have been taught the traffic safety rules should be allowed to cycle to school.
- The safest route to and from school should be looked for and each parent should accompany his child on that route until he is sure that the child knows it, i.e. cycling and walking.
- Children should always be visible when walking or cycling to school, especially in winter months when it is still dark when children walk or cycle to school. Children should wear reflective clothing. For example reflective strips on rain jackets, school satchels, school shoes, bicycles and helmets.
- Helmets are compulsory for all cyclists. The child's helmet must fit correctly and it must always be fastened securely.
- Motor accidents can happen close to home. All children should always wear a seat belt when travelling in a vehicle to and from school.
- Children waiting to be collected from school must wait inside the school grounds and not in the road or on the pavement.
- We must set a good example to our children in traffic situations, e.g. not stopping on red lines, not dropping our children off on a blind bend on the wrong side of the road etc!

SGB Chairperson:

Signature:

Date:

15 APRIL 2024