
THEODOR HERZL TRANSPORT POLICY

PREAMBLE

Theodor Herzl School ('the school') is mindful of its obligations towards the learners and parents of the school as well as the rights and responsibilities of all the parties viz. the school, the learners and the parents.

The school accordingly sets out its transport policy hereunder with a view to ensuring the safety and welfare of all the parties and clarifying the responsibilities of all role players.

1. CIRCUMSTANCES UNDER WHICH SCHOOL TRANSPORT WILL BE PROVIDED

- 1.1. The school shall endeavour to provide transport for all educational, cultural and / or sporting engagements which have been organised during the course and scope of the school curriculum.

This may be in the form of vehicles used by the school, those supplied by staff, parents and where necessary, by the private sector.

- 1.2. This does not derogate from the right of parents to transport their own children and in that event, this policy will not apply to them.
- 1.3. The school will not under any circumstances permit learners to be utilised as drivers.

2. MODE OF TRANSPORT

- 2.1. All school owned vehicles used to transport learners (referred to interchangeably as "passengers" hereafter) will be subject to regular inspection by the school and / or the Automobile Association ("AA").
- 2.2. The school will utilise a special vehicle(s) designated for this purpose.
- 2.3. In the event of the designated vehicle(s) not being available, the school will utilize vehicles belonging to the staff of the school.
- 2.4. If there are insufficient vehicles from the school and / or staff complement, the school will request parents to provide their private vehicles.

2.5. If all of the above are not available, the school may use transport from the private sector.

3. SUITABILITY OF TRANSPORT USED

The school will utilise vehicles which are roadworthy and it will take all reasonable steps to ensure that all vehicles utilised which belong to the school and / or staff where applicable:

3.1.1. are roadworthy , proof whereof will be ascertained by the certificate of roadworthiness, if the vehicle is more than three years old.

3.1.2. have been serviced regularly according to the Manufacturer's recommendations.

3.1.3. have been insured and in the case of staff vehicles, the insurance policy shall include specific insurance for commercial use and transporting of passengers.

3.1.4. contain a seatbelt for each passenger.

4. QUALIFICATIONS OF DRIVERS

The school will ensure that all drivers of school owned vehicles transporting passengers shall:

- 4.1. hold a valid and appropriate driver's licence;
- 4.2. comply with all the limitations and qualifications contained in the relevant driver's licence;
- 4.3. have a minimum of one year's driving experience as a licensed driver;
- 4.4. be of sound mind and in good medical health;
- 4.5. be in possession of a public driver's permit.

5. DRIVERS' OBLIGATIONS

All drivers utilised by the school will be required to bind themselves to this policy which requires that they take all reasonable precautions to ensure the safety of passengers by complying with the following:

- 5.1. Observance of the speed limit and all lawful traffic instructions;
- 5.2. Taking reasonable precautions to deal with adverse weather conditions;

- 5.3. Demonstrating a healthy awareness of other road users including pedestrians and other drivers;
- 5.4. Ensuring that all passengers are securely seated with a seatbelt and that they stay seated in their seat belts whilst the vehicle is in motion;
- 5.5. Taking particular care for the safety of passengers who are either boarding or alighting the vehicle;
- 5.6. Removing from the vehicle any person who contravenes the code of conduct for passengers if their presence endangers the safety of other passengers and informing the school thereof, which in turn will contact the parent of the learner;
- 5.7. Issuing necessary instructions to all passengers to ensure their safety;
- 5.8. Ensuring that children under the age of 12 are never seated in the front seat whilst being transported.
- 5.9. Issuing instructions for the safety of the passengers in the event of an accident or breakdown, or in the event of any other incident occurring, which prevents a journey from being completed in the usual manner.
- 5.10. Ensuring that the learner / teacher ratio of 13:1 is observed during all journeys.

**6. RESPONSIBILITIES OF PARENTS WHO ASSIST THE SCHOOL
WITH TRANSPORT**

All parents who assist the school with transport shall:

- 6.1. ensure that they are appropriately insured;
- 6.2. ensure that their vehicle is roadworthy;
- 6.3. carry and be in possession of a certificate of roadworthiness;
- 6.4. be in possession of a valid and appropriate driver's licence;
- 6.5. comply with all the restrictions and limitations imposed by the driver's licence;
- 6.6. not transport passengers for gain.
- 6.7. observe all the obligations applicable to Drivers above.

7. USE OF STAFF AND / OR VOLUNTEERS

The school will endeavour to ensure that there is always an additional member of staff and / or volunteer to supervise and ensure the safety of passengers over and above the driver.

8. DUTIES AND OBLIGATIONS OF STAFF AND VOLUNTEERS

The staff and volunteers shall ensure that:

- 8.1. all learners and passengers utilising school transport who misbehave or cause damage to or risk to the driver or other passengers or in any way threaten the safety of the passenger and / or vehicle are sanctioned and if necessary, removed, and handed over to the school or the parent.
- 8.2. all passengers remain seated for the duration of the journey;
- 8.3. all passengers are securely fastened with a seatbelt.
- 8.4. the learner / teacher ratio of 13:1 is observed.

9. RESPONSIBILITIES OF LEARNERS

All learners / passengers are required to sign a Code of Conduct which requires that they:

- 9.1. remain seated and securely fastened with a seatbelt for the duration of the journey;
- 9.2. comply with all instructions issued by the driver and / or driver, staff member and / or volunteer in charge
- 9.3. shall not misbehave, cause damage or injury to the vehicle, driver or other passengers or in any way threaten the safety of the other passengers and / or the vehicle;
- 9.4. shall not use any door for a purpose other than which is indicated by a notice unless the driver, staff member or volunteer directs otherwise;
- 9.5. shall not endanger the safety of, or cause discomfort to or impede anyone who is travelling on the vehicle or boarding or alighting from it;
- 9.6. shall not endanger the safety of or cause discomfort to or impede the driver or any staff member or volunteer working on the vehicle;

- 9.7. shall not trail or throw anything from the vehicle;
- 9.8. shall not cause distraction by engaging the driver while the vehicle is moving unless in an emergency or to deal with matters of safety;
- 9.9. shall not distract the driver or obstruct his vision;
- 9.10. shall not use or play any noisy instrument which may cause any annoyance to others in the vehicle;
- 9.11. shall not deliberately interfere with the vehicle's fitted equipment, or in any other way cause a nuisance.

10. COMMUNICATION

- 10.1. In respect of all transport issues the school has designated Ms. Ingrid Carter to deal with the implementation of this policy.
- 10.2. The drivers, parents and / or learners are required to familiarise themselves with this policy and be bound thereby.

10.3. Copies of this policy are available on the school's website and will be circulated to all parties.

11. COMPLAINTS' PROCEDURE

11.1. Any complaints received by the school from parents concerning learner / passenger behaviour, vehicles or transport generally will be immediately investigated. In the event of the complaint being upheld, the school reserves the right to take any appropriate steps necessary.

11.2. Any complaints received verbally will be recorded by the school, investigated immediately and responded to verbally.

11.3. Any complaints that require a written response, should be lodged in writing. It is the school's intention to respond to written complaints within a period of 30 days.

Reviewed May 2017