



## STUDENT TRANSPORT POLICY

All Trinity College Colac Policies will be read and developed with reference to the Core Values, Vision and Mission of the College as well as any other relevant College policies.

### Rationale

We believe that the safety of all Trinity College students should be paramount as they travel to and from school, or when they travel for College related purposes. Further to this, whenever travelling, Trinity College students should behave in a manner which supports the safety of other members of the community and the ethos of Trinity College.

### Scriptural Context

*'Because you have made the Lord your refuge, no evil shall befall you. He will command his angels to watch over you lest you dash your foot against a stone.'*  
(Psalm 91: 9-12)

### Definitions

'Students' mode of travel' in attending and leaving school includes any forms of travel used in attending or leaving school.

'School day' is defined as the period between the commencement of the particular student's scheduled first class or activity of the day and the conclusion of the last class or activity of the day.

The 'Trinity College Student Bus Code of Conduct' is the Code of Conduct, as determined by the Principal, by which Trinity College students are expected to conduct themselves when travelling by bus both to and from school.

'Unlicensed drivers' refers to drivers that do not have a current statutory driver's licence and includes 'Learner' drivers and those with disqualified statutory driver's licences at the time the designated transport is undertaken.

### Policy Statement

Trinity College Colac is committed to ensuring the safety of all our students while they travel to and from the College, or when they travel for College related purposes. We do this in partnership with parents and other members of our community.

Policy Guidelines	Guideline Indicators
<p><b>Trinity College Colac will</b></p> <ul style="list-style-type: none"> <li>• Ensure the safest possible transport of students to and from the College, whilst attending the College for their regular or scheduled timetabled classes.</li> <li>• Ensure the safest possible transport of students to and from the College, whilst attending any extra-curricular activity or events.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that all modes of transport are legal.</li> <li>• Regulate the 'Trinity College Student Travel Code of Conduct' and monitor the general behaviour of students whilst travelling to and from school.</li> <li>• Fulfil any legal and insurance coverage obligations the College has whilst students travel to and from school.</li> <li>• Ensure that the pastoral care responsibilities to students extend beyond the College.</li> <li>• Implement a "School Vehicles" procedure.</li> </ul>
<p><b>Bicycles/Scooters/Skateboards or similar</b></p> <ul style="list-style-type: none"> <li>• Students using these modes of transport to and from school are mutually responsible with their parents for correct observance of the road laws of the community. It is beyond the scope of the school to enforce road laws during students' use of these transport modes. However, the school is responsible in following up reports or complaints from the community regarding any misconduct on these modes of transport.</li> </ul>	<ul style="list-style-type: none"> <li>• The wearing of an approved (S.A.A.) helmet is compulsory for all students riding a bicycle or scooter to and from school. Helmets may be left with the bicycle or scooter at the bike shed. The name and address of the owner must be clearly marked on the helmet.</li> <li>• Parents / carers are responsible for ensuring that bicycles used by students to get to and from school are in a condition safe for use on roadways.</li> <li>• Bicycles, scooters and skateboards will not be used during school hours, without specific parental / carer permission.</li> <li>• The College will provide designated entry and exit points for bicycles to enter and exit College premises and communicate with students/parents/carers through media as determined by the Principal.</li> <li>• A bicycle and scooter storage area is provided for storage of bicycles/scooters during the day. Students are responsible for ensuring their bicycle/scooter is securely stored in the bicycle/scooter storage area.</li> <li>• The bicycle/scooter storage area is out of bounds to students during school hours, unless there is specific reason to be in this area.</li> <li>• Bicycles should not be left in this storage area after school hours (including weekends and holidays). The College cannot be held responsible for the safekeeping of the bicycles.</li> <li>• Skateboards are to be stored in the appropriate room as designated by the Principal or Principal's delegate.</li> </ul>
<p><b>Bus Travel</b></p> <ul style="list-style-type: none"> <li>• A large number of our students travel to and from school on buses. It is the responsibility of Colac Secondary College to implement and administer the bus system in the Colac region.</li> <li>• Trinity College will administer the daily charter bus to and from Apollo Bay.</li> </ul>	<p>The Principal or Principal's delegate of Trinity College is responsible for:</p> <ul style="list-style-type: none"> <li>• Liaison with the Colac Secondary College (as the organising school) with a view to the wellbeing of Trinity College students.</li> <li>• Keeping up-to-date rolls of all bus travellers, once information is received from the Colac Secondary College.</li> <li>• Ensuring the Trinity College Student Travel Code of Conduct and general student behaviour is monitored.</li> <li>• Dealing with enquiries from parents/carers regarding bus travel.</li> <li>• The organisation and supervision of bus travellers during and after school.</li> <li>• Liaison with the bus companies and/or drivers regarding buses and students who travel on them if applicable and, in conjunction with Colac Secondary College, arrange for bus passes for students as required.</li> </ul>
<p><b>Transport of Students by staff members</b></p> <ul style="list-style-type: none"> <li>• Trinity College staff are not to provide</li> </ul>	<ul style="list-style-type: none"> <li>• Trinity College staff may provide transport to students, when</li> </ul>

<p>transport to students without authorisation from the Principal. Such authorisation must comply with Ministerial Order 870.</p> <ul style="list-style-type: none"> <li>• For use of private vehicles for school business, refer to 'School Vehicle Procedure'.</li> </ul>	<p>it is deemed at the time that circumstances require such transport. When such transport is provided, the Principal or the Principal's delegate is advised as soon as practicable of the transport and circumstances as to why the transport occurred.</p> <ul style="list-style-type: none"> <li>• In the above two circumstances, every effort is to be made by the College to obtain permission for student transport from parents/carer.</li> <li>• Unlicensed drivers are not permitted under any circumstances to transport any member of the school community on any specific College-related matter.</li> </ul>
<p><b>Transport of Students by other Trinity College students</b></p> <ul style="list-style-type: none"> <li>• No Trinity College student may travel to or from school in a car driven by another Trinity College student who is a P-plate driver, unless permission has been granted by the Principal or the Principal's delegate and written consent is obtained from the parent / carer, specifically nominating passengers being transported.</li> <li>• Trinity College will abide by all relevant legislation / statutory regulations relating to P-Plate drivers, when consideration is made as to whether students will be transported to school by the P-Plate driver.</li> </ul>	<ul style="list-style-type: none"> <li>• Any Trinity College student who wishes to drive to school may do so, once a permission form has been signed by the student's parent/carer and the Principal or Principal's delegate. (Appendix 1: Application For Use of Personal Vehicles)</li> <li>• Travel rules and regulations will be as directed by the Principal</li> </ul>

**Reflective Material**

'Trinity College Student Bus Code of Conduct'

Trinity Procedural Expectations

Appendix 1: Application for use of Personal Vehicles

Trinity College Colac School Vehicles Policy

Ministerial Order 870 Child Safe Standards: [www.cecv.catholic.edu.au](http://www.cecv.catholic.edu.au)

Standards Association of Australia (S.A.A): [www.standards.org.au](http://www.standards.org.au)

Ratified	10 <sup>th</sup> November 2020
College Governor	Fr Michael O'Toole
Board Chairperson	Simon Vaughan
Date of next review	November 2023