

Transportation Guidelines Including School Minivans and Car



Waimate High School is committed to providing students with educational, cultural, social and recreational activities outside Waimate township. Given the location of Waimate, travel and transportation are an important part of the school's educational activities.

Definition of Transport

This includes the use of the school's minivan, car, public transportation (bus, train, air, sea); students, parents and staff in their own private motor vehicles.

Purpose of Procedures

- To ensure the safety of students, parents and staff.
- To provide transportation to and from educational, cultural, social and recreational events.
- To ensure legal and insurance requirements are met.

1. Vehicle Checks

Waimate High School maintains all vehicles to a high standard. They all carry a current Warrant of Fitness and Vehicle Registration. The school vehicles are used to provide transportation to educational, cultural, social and recreational events both locally and further afield. It is the driver's responsibility to check the road worthiness of the minivan/car prior to departure. Even though the vehicles have a current Warrant of Fitness, they cover a large distance on a regular basis and general 'wear

and tear' can occur. If damage or problems are identified, the Property Manager is to be advised.

School events that are held outside the South Canterbury Region involving the minivan, require the driver to complete a Minivan Inspection Sheet prior to departure (Appendix 1). The inspection sheet identifies any problems with the vehicles which can be passed on to the Property Manager to address. It is recommended that this inspection is completed two days prior to departure in order for any problems to be rectified.

In the event that a vehicle is hired to transport students; a school vehicle inspection is to take place unless the driver is satisfied that the hire company has taken similar steps to ensure their vehicle is safe and roadworthy. It is the driver's responsibility to complete this as they are legally responsible for the vehicle they are driving.

2. Availability and Cost

The minivan/car will be available in the first instance to staff of Waimate High School for the purpose of carrying out school business. In areas of more than one school group requiring the minibus/car, the group travelling the furthest distance will take precedence. Outside school users need to request the hiring of the minivans through the Principal.

In the event of staff using their personal vehicle for transportation of students, a member of the SLT must be informed prior to the trip going ahead. Parents must also be informed that a personal motor vehicle is being used.

School related hire:

Day hire \$75 + fuel
Each day thereafter \$25 + fuel
½ day hire \$50 + fuel

Non- school related Activity hire:

\$90 + fuel
\$60 + Fuel

3. Seatbelts and Seating

The minivans and car are all fitted with seatbelts. All drivers and students who are passengers in the minivan/car must wear seatbelts at all times. The minivans transport 11 passengers + the driver. The car transports 4 passengers + the driver. These limits must not be exceeded.

In cases of outside hired vehicles, drivers must complete a Waimate High School Minivan Inspection Sheet (Appendix 1) and transport no more than 11 passengers + driver in a minivan and 4 passengers + the driver in a standard sedan.

4. Speed Limits

Drivers must follow all speed limits as specified by the New Zealand Transport Agency. The speed indicated on the road sign indicates the type of road and possible hazards that may be ahead. When towing a trailer in any vehicle the speed limit on the open road is 90km/h. The driver of the vehicle is legally responsible for fines if the speed limit is breached.

5. Emergency Procedure

All staff are to follow the Contingency Plan in the event that someone is injured as a result of an accident (Appendix 3). The driver must immediately contact emergency services for assistance. The driver must make sure the other passengers in the vehicle are safe and away from any potential hazards.

In the event of an accident involving another vehicle, the driver must record the name, contact details and insurance details of the driver/s of the other vehicle/s involved.

6. Driving Times

Due to the location of Waimate High School, long distance driving is a regular occurrence. This can cause driving fatigue and tiredness which is a cause of many serious crashes on New Zealand roads. It is important for drivers to take regular and adequate rest breaks at least every two hours and immediately stop when tired. For long distance trips, the event organiser should consider the presence of a second driver.

The Land Transport Safety Authority recommends that journeys should not exceed a total of 10 hours in one day (including rest stops). This should be followed by an overnight stay consisting of 10 hours minimum continuous rest.

The event organiser also needs to accommodate for the activities the drivers will be involved in pre and post journey. Strenuous activity before and/ or after a trip will exacerbate the onset of fatigue and tiredness. Regular rest periods of longer intervals and the need for a second driver is highly recommended.

7. Administration

All relevant paperwork must be completed before the minivans, car, hired vehicle; parent or student vehicle leaves the school grounds. They are to be sited and signed by the EOTC Coordinator or Principal. The paper work includes SAPs forms, Vehicle Inspection Sheets and Non Staff Member Driver form. In cases involving student drivers, permission for them to transport other students must be gained by the parents/ caregivers of all parties involved.

8. Reimbursement

If a school vehicle is not available for use on school business, staff will be reimbursed for the use of their own vehicle. The rate of reimbursement for this is .62c/km. All parents and helpers who provide transport for school should be acknowledged with a donation. This is be determined by how far they have travelled and is at the discretion of the staff member in charge. Staff members, who choose to use their own vehicle on school business when the minivans / car are available, will do so at their own expense.

9. Insurance Policy

The nominated driver of the minivan/ car must have a full license and have held it for a minimum of two years. The current policy covers all drivers including those under 25 years of age. The school has a spreadsheet that contains the licence details of all current members of staff, how long they have had their licence and when it expires. Staff must immediately notify the Principal or EOTC Coordinator if their driver licence has been suspended or cancelled, or has had limitations placed upon it.

For people nominating non staff members to drive, the person in question must complete a Non Staff Member Driver form (Appendix 2) and have them sign a copy of the Transportation Policy. This is to confirm they have read the procedures and requirements, and are aware of the Contingency Plan in the event of an accident. The EOTC Coordinator and Principal have the right to decline a nominated driver from transporting students.

Appendix 1

Minivan Inspection Sheet

Driver _____

Date _____

Van Rego _____

Speedometer _____

The items on this inspection sheet should be checked daily. Mark with an "X" if there is a problem. Tick if it is OK and to indicate that you have checked it.

EXTERIOR CHECKS

____ Check Tires for wear and deflation LF____ LR____ RF____ RR____

____ Check Exterior of Vehicle for any damage that may be dangerous

____ Check Windscreen and all other windows

____ Check Warrant record expiry date here _____

____ Check Registration record expiry date here _____

____ Check Road User Charges record here _____

(if there are less than 1500km left, please notify June)

INTERIOR CHECKS

____ First Aid Kit

____ Fire Extinguisher

____ Check fuel level (**Should be FULL**)

____ Check Horn

____ Check interior Mirror and adjust for clear rear view vision

____ Check exterior Mirrors and adjust for clear rear view vision

____ Check operation of all SEAT BELTS

LIGHT CHECKS

____ Check Sidelights Front Left____ Front Right____ RearLeft____ Rear Right____

____ Check Highlights Front Left____ Front Right____

____ Check Brakelights RearLeft____ Rear Right____

____ Check Indicators Front Left____ Front Right____ RearLeft____ Rear Right____

____ Check Hazardlights Front Left____ Front Right____ RearLeft____ Rear Right____

____ Check Reversing lights RearLeft____ Rear Right____

____ Check Fog Lamps Front____ Rear____

MECHANICAL CHECKS

- _____ Oil Level
- _____ Washer Fluid Level
- _____ Coolant Level
- _____ Check Spare Wheel and Tools

TRAILER TOWING CHECKS

- _____ Check trailer Sidelights Front Left _____ Front Right _____ RearLeft _____ Rear Right _____
- _____ Check trailer Brakelights RearLeft _____ Rear Right _____
- _____ Check trailer Indicators Front Left _____ Front Right _____ RearLeft _____ Rear Right _____
- _____ Check trailer Hazardlights Front Left _____ Front Right _____ RearLeft _____ Rear Right _____
- _____ Check trailer Reversing lights RearLeft _____ Rear Right _____
- _____ Check trailer wiring plug and socket
- _____ Check Tires for wear Left _____ Right _____ Spare _____

WINTER DRIVING CHECKS

- _____ Chains (In Vehicle and in good condition (2 sets for MiniBus)
- _____ Washer Fluid Level FULL AT THE START OF ALL WINTER JOURNEYS
- _____ Check Heater/Defroster
- _____ Check Heater Rear window
- _____ Check Ice scraper is in Vehicle

*Form to be completed prior to any trip and given to *Property Officer (G Hamilton)*

The following discrepancies were noted: _____

Driver's Signature: _____

Corrective action taken: _____

Appendix 2 Transport Safety and Drivers

Transport of students by: volunteer / contractor / school staff (please circle)

1. Name of Driver _____

2. You hold an appropriate current driver's licence/s for the vehicle you will be driving

3. Your licence is:

- Full car Licence
- Passenger Service Licence
- Large passenger service and heavy traffic

4. The vehicle you are driving is registered

5. Vehicle registration number _____

6. The vehicle you are driving is roadworthy and has a current:

- Warrant of Fitness

7. The vehicle you are driving is covered by one of the following insurances:

- Third party property
- Comprehensive

8. I agree to adhere to all the road rules

9. Do you have any driving convictions that would prevent you from being a driver on this outing?
Yes ____ No ____

10. Each person in the vehicle will use a seat belt

11. The seating capacity of the vehicle will not be exceeded

12. I will carry chains specific to my vehicle and use them if needed: _____

13. I have read and agree to uphold the Waimate High School Transportation policy: Agree____
Disagree____

I acknowledge the above information is accurate

Name: _____

Sign: _____

Date: _____

Appendix 3

Waimate High School Contingency Plans

The following plans have been established as guidelines to assist Waimate High school staff, Board Members and the community deal with a range of events which could possibly occur both on- and off-site.

The school will be supported in such events by the Waimate Police, and the Ministry of Education's regional Group Special Education (GSE).

The school acknowledges Arthur Sutherland and Kaiapoi High School. The former created these plans for Kaiapoi High in 1989.

ACCIDENT RESPONSE SEQUENCE when someone is injured (All staff are qualified)
Steps 1 to 7 are a sequence.

- 1) Approach the victim safely/look out for danger and take charge of the situation
- 2) Check responsiveness. Talk to Victim
- 3) Determine extent of injury/ies by performing a rapid initial assessment (survey) where one checks: Airway (A), Breathing (B), Circulation (C).
- 4) If necessary Act to stabilise the patient by performing the urgently needed first aid. That is, as is needed, open the airway, perform either CPR or resuscitation, stop/control bleeding
- 5) Treat for Shock
- 6) Check for other injuries by carrying out a thorough body search (Secondary survey)
- 7) Act on what you find to make the patient comfortable**
- 9) Hand over to medical/emergency people
- 10) Look after self and any other people. Treat for shock.
- 11) Record the vital signs throughout- and post- the emergency
- 12) Fill out Accident/Incident form and enter information into the School Incident Register. **In the case of serious harm OSH will need to be informed.**
- 13) Inform the principal
- 14) Principal talks to Board, Guidance Counsellor, GSE, parents, staff, other students and media

The school Crisis Management Plan may require activation

RESCUE PLAN when someone needs to be rescued from further harm

All of the following should occur simultaneously if possible

- 1) Take charge
- 2) Look after yourself (and the group by way of delegation)
- 3) Assess the environment, the victim and your options
- 4) Set up the site where the victim is to be placed
- 5) Stabilise the victim if required
- 6) Move the victim to the nearest safe location

The school Crisis Management Plan may require activation

THE FATALITY PLAN when someone has died

The order of the steps may vary

- 1) Look after the group: shelter, fluids and food
- 2) Cover the body & create a no-go zone
- 3) Contact the TIC, the Principal & Police using direct dial if possible
- 4) Allow for grieving (the language of death is sometimes an issue. It is accurate and no less caring to use the term 'died')
- 5) Abandon the activity
- 6) Principal informs the Board, GSE, parents, staff, other students and media
- 7) Activate trauma plan with help of GSE

EVACUATION PLAN #1 someone needs to be moved to medical care when the event occurs within the urban setting

Either take the victim/patient there yourself **or** let the ambulance service carry out the task

The school Crisis Management Plan may require activation

THE EVACUATION PLAN #2 WHEN SOMEONE NEEDS TO BE MOVED TO MEDICAL CARE WHICH IS SOME CONSIDERABLE DISTANCE AWAY (OUTDOOR ED STAFF ARE TRAINED FOR THIS)

- 1) Assess the patient for stability (stable.....unstable)
- 2) Assess the resources you have (personnel and equipment)
- 3) Assess the environment (easy or difficult terrain?)

- 4) Implement **either** Action A by preparing the patient and carrying them **or** Action B by calling for a helicopter via the Police

Action A will be appropriate if 1, 2 and 3 are in your favour.

The steps are: either construct or go get stretcher; prepare the stretcher and the patient for the trip; select the route; prepare the team; carry the patient to a pick-up point and/or medical care; and at all times look after the group.

Action B will be necessary if any one of 1, 2 and 3 is unfavourable.

The steps are: send out a message (written message with two runners preferable) or call the Police on 111 requesting a helicopter; prepare the heli site (anchor things down); care for the patient and the group; attract the helicopter to your site.

The school Crisis Management Plan may require activation

SEARCH PLAN #1 SOMEONE IS MISSING FROM YOUR GROUP ON AN EOTC EVENT

1, 2, 3 and 4 are sequential

- 1) Question witnesses to establish the circumstances of loss and the Point Last Seen
- 2) Look in possible hiding places to eliminate these first
- 3) Alert the police and principal
- 4) Compile clues from any witnesses to the time leading up to the discovery that the person is missing

The school Crisis Management Plan may require activation

SEARCH PLAN #2 SOMEONE IS MISSING FROM YOUR GROUP OUT IN THE BUSH/HILLS OR MISSING FROM THE SCHOOL ENVIRONS AND YOU NEED TO ACT IN AN APPROPRIATE WAY TO GET AN EARLY FIND. (OUTDOOR ED STAFF ARE TRAINED FOR THIS)

1, 2, 3 and 4 are sequential

- 1) Question witnesses to establish the circumstances of loss and the Point Last Seen
- 2) Look in possible hiding places to eliminate these first
- 3) Alert the police and principal
- 4) Compile clues from any witnesses to the time leading up to the discovery that the person is missing

5, 6, 7, 8, and 9 can be concurrent depending on the resources you have

- 5) Check point last seen taking steps not to disturb clues/evidence
- 6) Check areas of high probability (what excited/intrigued the person?)

- 7) Set up confinement/"road blocks"
- 8) Check paths of least resistance
- 9) Deploy attraction such as calling out their name, lighting a fire, shining a torch
- 10) Evaluate the situation. If you have found them be positive. Give TLC.

If the subject is still missing call up the police who will activate their SAR team and contact the principal who will contact parents, other students and staff, the Board, and deal with media. *The school Crisis Management Plan may require activation*

FOLLOW UP PLAN-Some useful steps following any event

- 1) All cases of serious harm must be reported to OSH immediately
- 2) Contact with parent(s)/caregiver(s) must be immediate
- 3) Develop a support plan for the group, the staff and your relationship with the victim and family, and implement that plan (the MoE GSE will help)
- 4) Keep in contact with all parties including the media
- 5) Look after your own welfare
- 6) Investigate the incident and report to the BOT

TRAUMA PLAN (Trauma can be associated with any number of events)

A The school Trauma team meets to

- 1) Establish the facts
- 2) Establish/confirm the support systems already in place
- 3) Undertake a needs analysis and decide on the actions required (refer to B below)
- 4) Allocate roles

B The school Trauma team actions as appropriate the following

- 1) Look after those involved eg students, staff trauma team, families directly and indirectly involved
- 2) Oversee the involvement of the media, police & other services
- 3) Maintain a clear paper trail
- 4) Staff the phones
- 5) Contact of GSE (Group Special Education)

- 6) Control the flow of information
- 7) Convene progress meetings
- 8) Prepare communiqués
- 9) Make available an appropriate/separate space
- 10) Monitoring of the Trauma Team
- 11) Debrief and evaluate actions
- 12) Identify areas of ongoing support
- 13) Acknowledge the contributions of those involved
- 14) Identify any Professional Development needs

SPECIAL NOTES for any event

Investigation.....

The school's **incident investigation plan** would be activated after any incident.

Recording....

All incidents/accidents including near misses relating to students, staff, contractors, student leaders and volunteers must be recorded in the Incident Database held in the school office. All EOTC incidents go into the School Incident Register.

Communication: as is good practice, send out a written message with at least two runners if radio or phone is not appropriate. The principal is the only staff member authorised to talk to the media. The BOT spokesperson is the chairperson.

Contact numbers:

Principal 03 689 8920 ah 6897879 / 0272295598

Deputy Principal 03 689 8920 ah 6896545 / 0210578169

The direct dial for the Waimate police is 03 689 7272. emergency dial 111.

EOTC coordinator 03 689 8920 a/h 03 689 7190 mob 0273160369

Appendix 4

STUDENT DRIVERS and PASSENGER PERMISSION

Complete one or more of the following and return to _____ by _____

A. Permission to drive car on school EOTC event

I give permission for my child _____

To drive his / her / my car

For the EOTC trip to _____ Date _____

I have read and understand the Waimate High School Transportation Policy

I have read, understand and completed the Transport Safety and Drivers form

In signing this form, I will comply with all requirements of the Transportation guidelines and Transport Safety and Driver form.

Student name: _____

Signed by student: _____ Date: _____

Parent / guardian name: _____

Signed by parent/guardian: _____ Date: _____

B. Permission for a student driver to carry students in a car on an EOTC event

I give permission for my child _____

To carry the following students

1 _____ 2 _____ 3 _____

4 _____ 5 _____ 6 _____

For the EOTC trip to _____ Date _____

I have read and understand the Waimate High School Transportation Policy

I have read, understand and completed the Transport Safety and Drivers form

In signing this form, I will comply with all requirements of the Waimate High School Transportation Guidelines and Transport Safety and Driver form.

Student name: _____

Signed by student: _____ Date: _____

Parent / guardian name: _____

Signed by parent/guardian: _____ Date: _____

C. Permission to travel in vehicle driven by a named student, staff member, or assistant

I give permission for my child _____

To travel in a car driven by _____

For the _____ trip to _____ Date _____

The student driver _____ has read and agreed to comply with the Waimate High School Transportation Guidelines, as well as follow all New Zealand road rules.

Signed by parent/guardian _____ Date _____

Name _____