

SAFE TRAVEL POLICY-

Arriving and departing school
in a safe manner

KEEBRA PARK
STATE HIGH SCHOOL



KNOW



PERFORM



ACHIEVE





This purpose of this Safe Travel Policy is to ensure that students arrive and depart the school grounds in a safe manner. This includes accessing buses when travelling to and from school. Bikes, scooters and skateboards are also included in this policy.

Arrival of buses in the morning and students entering school grounds –

Procedure:

As the various buses arrive at school at their scheduled times students are expected to disembark from the bus and enter the school via the front gate in a safe and orderly manner.

- Students are to disembark the bus and immediately enter the school grounds.
- Students are not to leave the school precinct and go to the local shops.
- Students are to make their way into the school grounds and be prepared to be at their homegroup class by the required time of 8.50am each morning of Monday, Tuesday, Thursday, Friday, and 9am Wednesday.
- All students, once they arrive at school, should enter the school grounds immediately and not congregate at the front of the school or at the bus shelter.

Departure of buses in the afternoon and students exiting school grounds –

Procedure:

Students will be dismissed from class at 2:40pm AFTER the bell has rung each day (1pm on Friday for all students). No student should leave the classroom prior to the bell. Those catching buses are expected to make their way to the bus area in a safe and orderly manner.

- All students catching buses, no matter what time the arrival of the bus, are expected to stay within the school grounds, behind the main gates, until the bus arrives and is parked and stationary.
- Students should not be waiting on the footpath for the bus but inside the school gate.
- Bus students must not leave through the official school entrance way as this needs to be kept clear for members of the public who may be entering/exiting the school for various reasons.
- Students catching a bus must wait for the teacher on duty to open the gate and instruct students.
- Once the bus is parked and stationary, only then are students able to exit the gate to line up to board the bus in a safe and orderly manner.
- Students must line up in a single line until given permission by duty teacher to board the bus.
- Bus passes and Go Cards must be ready to present to the driver.



KNOW



PERFORM



ACHIEVE



Students who travel to and from school by bike, scooter or skateboard –

Procedure:

- Enter the school via the entrance gate, not the road leading to the carpark.
- Students must use pathway and dismount and walk their bike/scooter to the bike racks.
- No bikes, scooters or skateboards are to be ridden inside the school grounds.
- To avoid loss, students are expected to individually lock bike/scooter with a personal lock and chain. Skateboards are the responsibility of the individual.
- Students are NOT to enter the school riding bikes/scooters /skateboards via the driveway or road.

Students who walk home/ out of school grounds to meet a parent –

Students not catching buses are asked to leave the school grounds via the main school entrance. Students walking home should leave the school entrance and use the pedestrian crossing at the front of the school and make their way to their destination being mindful of crossing roads in a safe manner.

- Students are not to walk through the car park areas within the school.
- Students being picked up by cars are asked to leave the school via the school entrance at the front of the school and walk safely to the parked car.
- Pedestrian crossings MUST be used when crossing the road.
- Students need to be aware of road safety near the school driveway as cars are moving in and out of the staff car park at all times of the day.

Responsibilities: Staff on Bus Duty

- Each afternoon staff are rostered onto duty at the front gate.
- Staff will arrive promptly to the front of school at the 2:40pm bell.
- Staff will ensure they are directing students to remain behind the school gates and within the school grounds until buses have arrived and safely parked. Only then are students able to exit the school grounds to safely line up to enter bus.
- Staff will direct students not catching buses to leave via the appropriate school entrance gate.
- Staff will remind students of correct procedures to ensure students are aware of the correct processes.
- Staff are required to make a note of students who repeatedly fail to comply with this policy and teacher direction and to pass this on to relevant staff for follow up.
- Staff will inform students that consequences will be applied as per the school's Student Code of Conduct if policy is not followed.

Failure to comply with this policy is a breach of the school's safety guidelines in relation to the Student Code of Conduct.



KNOW



PERFORM



ACHIEVE



Safe Car Travel Policy –

School grounds must be safe for all students, staff and visitors. It is imperative that drivers follow the Queensland Road Rules <https://www.tmr.qld.gov.au/Safety/Queensland-Road-Rules.aspx>

School Road Safety:

When you are entering a school zone, you will see a school zone sign. The sign will tell you the:

- reduced speed limit
- times when this limit is in place

Our school zone speed limit on Anne Street is 40km/h. The school zone times are:

- 7 am - 9 am
- 2 pm - 4pm

Drop-off, pick-up and parking:

Schools are busy areas, where there are often lots of students who do not always understand the danger of roads and vehicles. Make sure to take extra care when parking on the roads and streets around the school and follow the signed parking rules and signs at all times. Please note the yellow edge lines where stopping and parking is prohibited and park a safe distance from the crossing.

Senior Student Driver Policy and Passengers:

Keebra Park State High School values student safety at all times, particularly when travelling. Senior students who are current licensed drivers may drive to and from school. This is the decision of the student, their parents or carers and the owner of the vehicle. It is vital that parents be aware that their child is driving, or that they are the passenger in a car being driven by another student. It is also important that the school be notified of which students are driving and who their passengers are (including any younger siblings), as well as know that the parents are aware.

Parking:

Students may park in the parking areas on Anne Street. Students are not permitted to park on school grounds. Car parks are for the use of staff members only or visitors to the school. Students who use street parking are responsible for their vehicle and any property within the vehicle. Keebra Park State High School does not accept any responsibility for damage or loss.

Senior Student Private Transport Permission Form – Conditions:

All students wishing to drive a motor vehicle to school must:

- adhere to all road rules and drive in a safe and responsible manner;
- be respectful of our neighbours and community when arriving and leaving (please dispose of any rubbish);
- register the Make, Model, Colour and Registration Number of the vehicle with the school;



KNOW



PERFORM



ACHIEVE



- provide authorisation from your parent, guardian or caregiver to drive the vehicle (this is not applicable to independent students);
- provide authorisation from your parent, guardian or caregiver to carry passengers;
- no more than one peer passenger should travel with the driver. Peers do not include siblings;
- provide authorisation from your passenger/s parent, guardian or caregiver to be a passenger in your vehicle;
- park on Anne Street **PLEASE DO NOT PARK ON SCHOOL GROUNDS (this is for staff only)**;
- use the vehicle to travel to and from school only – not travel to sporting venues or excursions;
- not use the vehicle during the school day without the permission of Administration;
- Any unsafe driving behaviour or breaches of road rules will be reported to the Police.

All students wishing to be passengers in a student-driven vehicle must:

- register the name of the student driver with the school;
- provide authorisation from their parent, guardian or caregiver to travel with this student;
- only travel to and from school – not to sporting venues, excursions etc.

Students must complete and submit to the administration office a **Senior Student Private Transport Permission Form before they commence driving to and from school**. Vehicles must be registered and covered by compulsory Third Party Insurance. Please note: Department of Education, Training and Employment does not have Personal Accident Insurance Cover for students.

Students driving to school activities or events:

The Department of Education specifies a hired bus, coach or public transport (i.e. Taxi) as the preferred methods of transporting students for school activities.

Students are not permitted to drive their own cars to sporting events, excursions or other school-related activities. Exceptions to this will only be permitted with express written permission from the Principal and will only be granted in very special circumstances. In the event of permission being granted, passengers will not be permitted for safety reasons. The principal can revoke this privilege at any time if the privilege is abused. Permission notes must be obtained by the parent and outline the driver and the passengers involved.

School Events:

Students are not permitted to drive their own cars to sporting events, excursions or other school-related activities. Exceptions to this will only be permitted with express written permission from the Principal/delegate and will only be granted in very special circumstances. In the event of permission being granted, passengers will not be permitted for safety reasons.

Use of private vehicles by staff to transport students for school activities:

Staff may transport students in a private vehicle if:

- there's an emergency, or
- no other option is available to transport the student(s) to a particular department activity.



KNOW



PERFORM



ACHIEVE



Staff transporting students by private vehicle will always adopt the following strategies to minimise the risk of child protection issues being raised. These include:

- another adult being present and/or
- other students being present
- having students sit in the rear of the vehicle

The staff member must advise the principal or delegate of the travel arrangement.

Behaviour:

Students who drive to school are responsible for their driving and behaviour. Failure to comply with the school's expectations for conduct by students in the community may be dealt with under the school's disciplinary procedures (Student Code of Conduct). Dangerous behaviours may be reported to the police.



KNOW



PERFORM



ACHIEVE