

MAHANA SCHOOL PROCEDURE

TRANSPORT FOR SCHOOL TRIPS

Motor Vehicle

Each vehicle and driver must have:

- A current registration and warrant of fitness, declared by each parent in writing at the beginning of each school year
- A current drivers license
- A legal seatbelt and position for each passenger in the car
- Where possible, shoulder belts to be used in preference to lap belts
- A master copy of each passenger list should be held in the school office
- All children under the age of seven must be in a secure, approved child restraint. It is the responsibility of the parents to provide this. If available, booster seats will be used for children aged over seven years and under 148cm.

Bus

Buses must have:

- A certificate of fitness
- Adequate seating provision
- Enough adults to ensure safety

Accidents

- Parents should be notified once attention has been paid to the scene.

Rick Management

- All supervisors will be made aware of EOTC guidelines prior to each trip.

Adopted: 02/12/92
Reviewed: 10/09/96
Reviewed: 26/09/00
Reviewed: 31/03/04
Reviewed: 28/07/06
Reviewed: 21/07/10
Reviewed: 29/05/14