



School

Dunedin Rudolf Steiner

Learning with head, heart and hands

ROAD SAFETY PROCEDURE FOR SCHOOL EXCURSIONS

RATIONALE AND PURPOSE

1. To ensure the safety of the children as they cross roads (particularly SH88) on organised school trips,
2. To encourage children to take responsibility for their own personal safety while on the road,
3. To ensure that there are rules and guidelines for all methods of transport that children may be using while in our care at school.

Walking

1. Students must walk on a footpath where one is available. Where not available, students are encouraged to walk facing on-coming traffic, shortest to the front and tallest at the back.
2. Students must use pedestrian crossings or crossing points where available (*N.B. SH88 at Maia only has a crossing point and advice from MWH Ltd (on behalf of NZTA) is to cross in groups of 5 with teacher when it is safe to do so. This allows for stopping on the refuge island half way if traffic does appear. Depending on group numbers this could require 3 adults – one crossing and 2 to supervise on each side). Groups should not attempt to stop traffic on SH88.*
3. All children are regularly instructed in safe walking, both in rural and urban settings.
4. Children are provided with safe supervision within the school context i.e. teachers instruct them to cross the road in a group when it is safe to do so.
5. High visibility vests should be recommended for those walking to and from school and for use on school excursions.

Walking while on school outings, in addition to the above

1. At uncontrolled intersections, children must wait for the teacher to signal to cross.
2. Teachers must watch for traffic at uncontrolled intersections, signalling to children to cross in small groups when roads are clear.
3. On roads where no footpaths are available, children will walk in single file (shortest to tallest) towards oncoming traffic (right hand side of the road) well off the road edge.
4. School set of high visibility vests should be used for all children.

Safe Cycling and Scootering

1. In accordance with the recommendations of the New Zealand Police, Bike Wise and the NZTA, we recommend that children under 10 shall always be accompanied by a responsible older person when cycling on the road. Many children over that age still require supervision.
2. Children who cycle to school are expected to abide by all road rules and act in a responsible manner.
3. All cycles must comply with the legal safety standards.
4. Students cycling to school must wear a helmet certified to the NZ/Australian standard. Helmets should be securely fastened and properly adjusted.
5. Children who scooter should also wear helmets and suitable footwear.
6. Children are not to ride their bikes in the school grounds, unless on a designated day.
7. Children who cycle are to exit from the main gate.

Bus Safety

1. Children are given regular instruction on general bus rules, emergency procedures and conduct when boarding and leaving the school bus.
2. All buses hired for transportation purposes will be hired from a chartered bus company.
3. Buses hired for school trips must have adequate seating for the number of children being carried (NZTA guidelines).
4. The duty teacher has the responsibility to ensure that all children are seated and reinforce the schools behaviour expectations and bus regulation guidelines (LTSA).
5. When travelling by bus one teacher must accompany the group on the bus and must ensure all children are accounted for.
6. Any bus that is deemed, by the teachers, to endanger the safety of children is to be reported to the Principal, who will discuss this with the bus company.

Motor Vehicle Transport

Where private motor vehicles are used for school trips each driver must have:

1. A current registration and warrant of fitness for the vehicle,
2. A current full driver's licence,
3. A seatbelt for each passenger in the car (three pointed shoulder and lap belt),
4. Child restraints (Booster seats) for all children under seven years old are compulsory. These are also recommended for all children until they are 148cm tall or 11 years of age. (Please refer to the Appendix on NZ legislation on Child Restraints)
5. A written declaration will be signed by each driver in relation to the above and any paperwork required as a volunteer assistant in an Education Outside the Classroom event..

6. A passenger inventory will be issued to the driver prior to the excursion, a copy of which will be retained at the school office for the duration of the trip.
7. Children are regularly instructed in correct procedures when travelling in a vehicle.
8. Any child travelling in a front seat should have the seat pushed back to avoid too much contact with the air bag.

School parking, drop off/pick up & vehicles visiting school

1. Regular newsletter reminders are required to ensure that care-givers are aware of the parking policies at the school. Parking around the school is limited. Staff park on the gravel road (Manapouri Street extension) and in two designated spaces by the lower classroom. Parents should park on the school side of Fern Road, and turn their vehicles well away from the school entrance gates – ideally at the bottom of Fern Road, before it turns in to the new sub-division. Walking up from the Maia bus stop is encouraged.

School entrance ways must be kept clear at all times to allow access by emergency vehicles.

The school’s vehicle entrances are to be kept clear at all times. This is to ensure access for emergency vehicles is not hindered.

2. Service vehicles are permitted in school grounds, only with the permission/ knowledge of the Management Team during school hours and must take all care when moving around the property.
3. Parents should not use the upper gravel road when dropping or picking children up from school.

RAMS forms

The above guidelines should be incorporated into RAMS forms where applicable.

Conclusion

The priorities given to road safety for students of the school reflect the needs of the local community and legal requirements.



Signed: Designation:

Dated: ____/____/____ Review Date: ____/____/____