



**THE DIOCESAN SCHOOL  
FOR GIRLS**

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# **TRANSPORT POLICY**

Dates of Approval by the Relevant Committee Structures: Management	June 2013
Implementation Date	June 2013
Revision History	March 2015
Review Cycles	Every three years, at least
Policy Applicability	All the girls of the DSG Staff of the DSG
Policy Owner	The Business Director

Implementation Checklist	Responsibility	Date
Website	L Hobson	
Notification of:		
Staff	D. Wright	
Girls	D. Wright	
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## **1 INTRODUCTION**

The pupils of the Diocesan School for Girls frequently require transport to and from the school for which the school makes use of an extensive transport system. Purposes for travel include but are not limited to: academic activities, sports fixtures, community outreach, outdoor education, social outings and travel to and from the airport. To meet the demands of the school curriculum and to ensure the safety of all who use the transport provided, it is necessary to have a policy in place. The purpose of this is to regulate the transport processes and to serve as a guide to all members of the DSG community – staff, pupils and parents.

The Transport Policy is laid out in this document.

## **2 OBJECTIVES OF THE POLICY**

The aim of this policy is to establish a set of criteria for:

- The safe transportation for all those using the school's transport or transport arranged by the school.
- The appropriate management of a combined fleet of vehicles and drivers for the Diocesan School for Girls, St Andrew's College and St Andrew's Prep School.

This policy will be a reference and act as guidance to all those who use or are in any way involved with the school's transport department.

## **3 BACKGROUND**

To achieve efficiency and effectiveness, a combined Transport Department for The Diocesan School for Girls, St Andrew's College and St Andrew's Prep school has been established. A Transport Officer manages the pooled fleet of vehicles and drivers for the mutual benefit of the schools. To support the achievement of this objective the following applies:

- a. Transport needs and requirements are treated collectively across all the schools and the necessary operations, vehicles, equipment and personnel are acquired and managed accordingly.

- b. A common capital purchasing approach and system for vehicles and equipment is in place.
- c. Mutually agreed accounting procedures and cost allocation models are in place in the three schools.
- d. A common and comprehensive personnel plan is in place for staff employed in the Transport Department.
- e. All transport bookings are made through the Transport Office and managed by the Transport Officer and/or Transport Assistant.
- f. There is a pool of qualified drivers for all three schools. These drivers undertake the majority of the driving requirements.

## 4 APPLICABILITY

This policy will apply to all those who use the school's transport system, including but not limited to:

- The Transport Officer
- The pupils of the school
- Members of staff of the school
- Drivers employed by the school

## 5 DEFINITIONS

The School	The Diocesan School for Girls, situated at Worcester Street, Grahamstown, South Africa.
The Schools	Any or all of the Diocesan School for Girls, St Andrew's College and St Andrew's Prep School, all situated in Grahamstown
Transport Department	The department responsible for ensuring that the necessary transport and drivers are available for all the school's needs.
The Head	The Headmistress of the Diocesan School for Girls or her designated representative.
Transport Officer	The member of staff employed by the schools to oversee the full running of the Transport Department.
Responsible Authority	The person who takes/recommends/proposes any action deemed necessary for the efficient, legal and safe operation of the Transport Department. Complaints, suggestions, breaches of policy, etc. are

	addressed to this person.
Travel Co-Ordinator	The person employed by the schools who co-ordinates pupils' travel arrangements: at the beginning and end of term; at the beginning and end of half-term; on other occasions, as required. The Travel Co-Ordinator works closely with the Transport Officer.
Sports Director	The person employed by the school who oversees all sport at the school. This person and/or his/her delegated authority oversee girls' transportation to and from sports fixtures. In this regard, the Sports Director works closely with the Transport Officer.
Valid Driver's Licence	A licence that meets the requirements in terms of the National Road Traffic Act.
PDP	Professional Driver's Permit, issued by the Traffic Department.
Vehicle	Any motor vehicle owned by the schools and registered in the name of the schools

## 6 POLICY

### SECTION 1: COMBINED OPERATIONS

All transport requirements (other than travel at the beginning/end of term and beginning/end of half-term, which must be directed to the Travel Co-Ordinator) must be directed to the Transport Officer, who will make the necessary arrangements. No member of staff, pupil or parent may make private arrangements with any drivers.

#### 6.1 The Transport Officer

The Transport officer shall:

- a. Arrange all transport requirements for the three schools, as and when requested
- b. Keep a record of all fleet vehicle details and relevant information
- c. Maintain the vehicles in a safe and roadworthy condition
- d. Ensure that the vehicles are operated in accordance with the manufacturer's instructions
- e. Ensure the proper garaging and/or securing of vehicles
- f. Maintain a register of authorised users
- g. Direct that vehicles are not used for personal purposes unless under approved conditions
- h. Direct that all vehicles are provided with a vehicle log and that this log is maintained

- i. Oversee the drivers
- j. Ensure that Insurance on all the vehicles is up to date.

## **6.2 Drivers**

6.2.1 The following will apply to all drivers employed by the schools in the Transport Department.

- a. All drivers must be in possession of a valid driver's licence and valid Public Driving Permit (PDP) for the code of vehicle they are driving. Under no circumstance will any person without these valid licences be permitted to drive a school vehicle.
- b. All drivers must have at least five-years driving experience before being employed as a school driver.
- c. A record will be kept in the Transport Office of all drivers' licences and PDPs.
- d. The Transport Officer, together with the Business Manager, will draw up and enforce the drivers' conditions of service and will take such actions so as to ensure that the safety of the passengers is the priority at all times. As such, he/she will ensure that the drivers' schedules permit them to be fully rested, he/she will conduct breathalyser tests if and when necessary, he/she will arrange appropriate medical check-ups, etc. The Transport Officer will maintain full records of the service, performance and any other relevant information on each driver.

6.2.2 On occasion, suitably qualified and experienced academic and support staff may assist in driving school vehicles. Anyone without a valid driver's licence and PDP will not be permitted to drive pupils.

## **6.3. Pool Vehicles**

- a. Vehicles are only to be used for the purpose for which they were designed and designated.
- b. All vehicles must have current licences, operator certificates and a Certificate of Fitness (COF).
- c. The transport fleet is to have the appropriate number of vehicles to effectively carry out the functions of the three schools.
- d. All vehicles are to be serviced and maintained by qualified service providers at the designated intervals. Records of these activities will be kept in the Transport office.
- e. Vehicles will be replaced at 150 000km, or every four years, or at the discretion of the Transport Officer, in consultation with the Business Managers at the schools.
- f. Each vehicle will carry a crisis procedure document to be used in the event of an emergency.
- g. Each vehicle will carry a suitable first aid kit.

- h. Each vehicle will undergo a weekly safety check and before departing on a journey out of Grahamstown.
- i. The speed restriction on all school vehicles will be a maximum of 100 kph.
- j. All seats in the vehicles will be fitted with working seatbelts that are to be worn by drivers and passengers at all times while travelling.
- k. All busses will be fitted with run flat tyres for safety purposes.
- l. All vehicles will carry a valid Log Book which is to be completed for each trip.
- m. All vehicles will be fitted with a satellite vehicle monitoring system for tracking and management purposes.
- n. Employees in charge of vehicles shall ensure at all times that the ignition, doorlock, fuel cap, gearlock and other keys of the vehicle are suitably safeguarded against loss or theft.

#### **6.4 Hired Transport (third-party service provider)**

When acquiring the services of a third-party provider to meet school transportation requirements, the following will apply:

- a. Vehicles will only be sourced from reputable service providers.
- b. Vehicles used should be compliant with the relevant government safety standards.
- c. Vehicles must be roadworthy.
- d. Vehicles hired should be suitable for the task at hand.
- e. Vehicles should be driven by qualified, licenced and experienced drivers.
- f. It is the responsibility of the Transport Officer or his/her designated representative to ensure that the hired transport and drivers meet the required conditions as specified above.
- g. Service providers must provide, in writing and at least once a year, confirmation that their vehicles have been serviced and maintained by qualified service providers and at the designated intervals.
- h. Service providers must provide, in writing and at least once a year, confirmation that they have suitable Passenger Liability Insurance Cover in place.

#### **6.5 Pupils**

- a. Pupils may not be transported in private vehicles for school activities, unless prior permission has been obtained from the pupil's parents. Permission must be sent in writing (email is acceptable) to the member of staff in charge of the activity– the Transport Officer, the Travel Co-Ordinator or the Sports Director.
- b. The schools must have adequate passenger liability insurance cover in place.
- c. Pupils will, as far as possible, not be transported after dark. However, accepting that there will be times when this restriction needs to be lifted, any requirement to transport pupils after dark must be first sanctioned by the Head or his/her designated representatives. If possible under the circumstances, prior consent will be obtained from the pupils' parents.
- d. Parents who make their own arrangements to transport their children in their vehicles



***and/or***

give lifts to other girls

***and/or***

give permission for their daughter to travel with another parent do so at their own risk. They will not be covered by the school's insurance policy in the event of an accident.

## **6.6 Private use**

- a. Members of staff of the three schools may request the use of a vehicle for personal purposes.
- b. In such cases, the person will be charged according to the tariffs agreed by the Transport Officer and the Business Manager.
- c. The schools will not accept any liability of whatsoever nature that may arise from the private use of the schools' vehicles

## **6.7 Insurance**

The schools will keep operative comprehensive and third party insurance of all registered school vehicles which provide insurance cover and indemnity, the benefit of which is available to authorised users of the vehicles.

No insurance cover is provided when a school vehicle is driven by

- an unauthorised driver
- a driver under the influence of alcohol exceeding the legal limit

In these instances, the costs to repair damage are to be borne by the driver.

## **SECTION 2 DSG OPERATIONS**

### **6.8 Transport to and from the airport**

- a. The Travel Co-Ordinator arranges transport to and from the airport.
- b. Lists for buses will be available a week before the travel day.
- c. It is the responsibility of the girl to make sure her name is on the list and to determine what time her bus will depart.
- d. No girl may change the bus she is designated to travel on without the permission of the Travel Co-ordinator.
- e. It is the responsibility of each girl to ensure that she is on the correct bus and does not keep a bus waiting.
- f. A member of staff will check girls onto the buses.
- g. The lists of the names of girls on each bus are to be lodged with the Transport Officer as soon as possible.

### **6.9 Travel to and from sports fixtures**

- a. The arrangements for travelling to sports fixtures will be available at the Sports Office two days before the event or as soon as possible before an event.

- b. It is the responsibility of the girl to find out what vehicle she will travel in, what time it will be leaving and from where the vehicle will be departing. This applies both to leaving school and returning to school.
- c. No girl may change any of the official travel arrangements without the consent of the Director of Sport.
- d. Girls may only travel to or from a sports fixture in the official school transport or with their parents.
- e. Parents who wish to transport their daughter to and/or from a sports fixture must inform the Director of Sport in writing (by email is acceptable) not later than two days before the event.
- f. Parents whose daughter has been invited to travel in a private vehicle with another parent must give their permission for this in writing (email is acceptable) to the Director of Sport at least two days before the event.
- g. In the event that travel arrangements need to change during the sports fixture and a girl will not be travelling back to school on the school transport, it is the responsibility of the parents concerned to ensure that the responsible staff members are apprised of the arrangements well in advance of the due time of departure. The conditions specified in (f) above, regarding girls travelling with parents other than their own must be adhered to. Permission must be obtained from the girl's parents before she may travel in a private vehicle with other parents.
- h. A member of staff should check the girls onto buses before and after the sports fixture and the names of girls on the bus lodged with the Director of Sport and/or the Transport Officer as soon as possible.

#### **6.10 General Rules**

- a. No girl may be transported to/from school or to/from a sports fixture in the back of an open bakkie.
- b. Girls are expected to be polite to the drivers and to thank them when leaving the bus.
- c. Girls are expected to behave in an appropriate manner on the bus. The school rules (as specified in the DSG Handbook) apply at all times.
- d. Girls are expected to leave the bus in an acceptable state of tidiness. They should pick up and dispose of their own litter.

## **7 CONSEQUENCES OF BREACH OF THE POLICY**

- 7.1 The Transport Officer is the responsible authority in the event of any breach of policy in Section 1. Any breaches should be reported to the Transport Officer, who will liaise with the relevant Head(s) regarding any action to be taken. The Head of the school or her/his nominated representative will institute disciplinary proceedings when and if deemed necessary, according to the school's discipline policy.

7.2 The Transport Officer is the responsible authority for any breach of policy by the drivers. The Transport Officer will liaise with the Business Manager of the relevant school, who will institute disciplinary procedures when and if necessary, according to the school's discipline policy.

7.3 The Head of the school and/or her delegated representative will be responsible for any breach of policy in Section 2. She/he will take whatever disciplinary action is deemed to be necessary in the circumstances.

## **8 GOVERNANCE**

Good governance requires that all documentation pertaining to any records specified in Section 1 be kept by the Transport Officer and be available for inspection by the Heads of the schools and /or her/his nominated representatives.

Good governance further requires that any notes kept by Reporting Officers, Investigations and Disciplinary Hearings and Appeals are confidential and, as such, kept in a secure environment. All findings must be documented and kept in a secure environment.

## **9 REVIEW**

This policy will be reviewed at least every three years. Next review will be in 2018.