

 **ROAD SAFETY & CAR PARKING**

 **PROCEDURES**

# GUIDELINES

**Walking:**

* Students must walk on a footpath where one is available, where not available students are encouraged to walk facing on-coming traffic, shortest at the front to tallest at the back.
* Students in junior classes will be given regular instruction in the correct way to walk and cross the road.
* All students are regularly instructed in safe walking, within rural and urban settings for visits.
* Students 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.

## **Safe Cycling :**

* In accordance with the recommendations of the *New Zealand Police, Bike Wise and the LTSA,* we recommend that children under 10 shall always be accompanied by a responsible older person when cycling on the road.
* Students who cycle to school are expected to abide by all road rules and act in a responsible manner.
* All cycles must comply with the legal safety standards.
* Suitable footwear must be worn by all students cycling to and from school.
* Students cycling to school must wear a helmet certified to the NZ/Australian standard, and have a sticker stating which standard it complies with. Helmets should be securely fastened and properly adjusted.
* All Year 5 - 6 students will participate in the “Riding By” Police Education Programme or similar and appropriate modules from the “Out and About” programme with the assistance.
* Students **are not to ride their bikes in the school grounds** except for educational purposes.
* Students who cycle are to enter and exit from the walkway.
* The Road Sense/H&Slead teacher will carry out spot checks on cycles and cycle helmets.
* Children using skateboards, rollerblades, or skates in the school grounds are to wear certified helmets.
* Children biking within the school grounds outside school hours are to wear certified helmets.

##### Bus Safety:

* Students are given regular instruction on general bus rules, emergency procedures and conduct when boarding and leaving a bus.
* The bus controller will appoint bus monitors (*if required*) (with parental permission) who will be trained for the responsibility by the Police Education Officer.
* All buses hired for transportation purposes will be hired from a chartered bus company.
* Buses hired for school trips must have adequate seating for the number of students being carried (LTSA guidelines).
* The bus controller/teacher in charge has the responsibility to ensure that all students are seated, and reinforce the school’s behaviour expectations and bus regulation guidelines (LTSA).
* The bus monitors have the responsibility to ensure the bus roll is marked correctly each day.
* When travelling by bus for school excursions one teacher must accompany the group on the bus and must ensure all students are accounted for.

**Motor Vehicle Transport**

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

* A current registration and warrant of fitness for the vehicle.
* A current full driver’s license.
* A seatbelt for each passenger in the car.
* Students are regularly instructed in correct procedures when travelling in a vehicle.
* The school has a zero tolerance of drug and alcohol use by drivers.
* Drivers will not be reimbursed for the use of their vehicles on school trips, except for those providing transport for school camps.

**PARENTS/CAREGIVERS CAR PARKING**

* Where parents park, students are to use the **FOOTPATH** to get to the vehicle.
* If children are to be picked up or dropped off they must be escorted.
* Children are to alight and enter the car from the footpath side door.
* Parents / caregivers are requested not to park in such a way as to impede any bus
* before and afterschool.
* Parents/caregivers are requested **not to park in the drop off/pick up zone** and are to refrain from calling students across the road.

• A notice will be published in the newsletter regarding car park procedures as and when thought necessary.

**STAFF CARPARKING**

Staff and visitors are to use the car park.

It is expected that students will at all times stay away from the staff car park and other parked cars.

Car Park

* **Wh**

**Review Responsibility: *H&S (RoadSense) Co-ordinator, & DP***

**Date Confirmed: 14 February 2017**

**Principal: …………………………………………………………..**