



ST ANDREW'S COLLEGE



ST ANDREW'S PREPARATORY

# TRANSPORT POLICY

As reviewed March 2022

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Policy Applicability	All the boys of St Andrew's College Staff of St Andrew's College
Policy Owner	The Business Manager

Implementation Checklist	Responsibility	Date
Website	The Business Manager	
Notification of: Staff Boys Parents	The Head of School The Deputy Head: Pupil Affairs The Head of School	

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## **1. Introduction**

The pupils and staff of St Andrew's College frequently require transport to and from the school for which the school makes use of an extensive internal transport system, as well as the services of third-party providers. Purposes for travel includes 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.

## **2. Purpose of the Policy**

This policy is aimed at:

- a. Promoting the safe and reliable transport of pupils, members of staff and any stakeholders involved in school activities and for school purposes, either using the school's own transport vehicles or those outsourced to capable service providers
- b. Providing procedures and guidelines for the transportation of pupils, members of staff and any other stakeholders involved in school activities and school purposes.
- c. Providing the appropriate management of a combined fleet of vehicles and drivers for St Andrew's College, the Diocesan School for Girls and St Andrew's Prep School.

## **3. Background**

To enhance efficiency and effectiveness, a combined Transport Department for St Andrew's College, The Diocesan School for Girls 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.

A crisis procedure protocol has been established, is reviewed regularly and provided in vehicles for adopted in the event of an accident.

## 4. Applicability

4.1. This policy applies to:

- a. All employees and pupils of the school, as well as other persons involved in transportation for school-related activities and for school purposes;
- b. Parents and guardians of pupils making use of the transportation for school-related activities and for school purposes; and
- c. Service providers of the transportation, or any activities related and incidental thereto.

4.2. This policy further regulates the provision of transportation for school-related activities and for school purposes in the following circumstances:

- a. Using the school's own transportation; and/or
- b. Using transportation provided by an authorised and approved service provider, in terms of a service level agreement with the school.

4.3. This policy does not extend to the conveyance of pupils in private vehicles (e.g. the conveyance of pupils in the private vehicles of parents of other learners at the school.)

## 5. Definitions

The School	St Andrew's College, situated at Somerset Street, Makhanda/Grahamstown, South Africa.
The Schools	Any or all of St Andrew's College, the Diocesan School for Girls and St Andrew's Prep School, all situated in Makhanda/Grahamstown
Transport Department	The department responsible for ensuring the necessary transport and drivers are available for all the school's needs.
The Head	The Head of St Andrew's College or his/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 will take/recommend/propose any action deemed necessary for the efficient, legal and safe operation of the Transport

	Department. Complaints, suggestions, breaches of policy, etc. should be addressed to this person.
Valid Driver's Licence	A licence that meets the requirements in terms of the National Road Traffic Act.
Vehicle	Any motor vehicle owned by the schools and registered in the name of the schools

## 6. Policy Requirements

### Section 1: Combined Requirements for The School's

All transport requirements 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. Manage the scheduling and performance of drivers
- j. Ensure that Insurance on all the vehicles is up to date
- k. Ensure the safe and secure loading and off-loading of pupils and related personnel, within the designated safe areas of the school.

#### 6.2 Drivers

The following will apply to all drivers employed by 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, if applicable, 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 of driving experience before being employed as a school driver.
- c. On occasion, suitably qualified and experienced academic and support staff will assist in driving school vehicles. Anyone without a valid driver's licence and PDP will not be permitted to drive pupils.
- d. A record will be kept in the Transport Office of all drivers' licences and PDPs.
- e. The Transport Officer will draw up and enforce the drivers' conditions of service and will take such actions as to ensure that the safety of the passengers is the priority at all times. As such, he will ensure that the drivers' schedules permit them to be fully rested, he will conduct breathalyser tests if and when necessary, he 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.
  - School drivers will have annual medical check-ups and eye examinations.
  - School drivers will undergo on-going training.
  - All drivers will either rest or be relieved after two hours of continuous driving.
  - There must be a relief (second) driver for a journey longer than four hours.
  - No driver may have consumed alcohol within eight hours of driving a school vehicle. The Transport Officer and/or his/her nominee has the right to perform a breathalyser test on any driver should there be any suspicion of the consumption of alcohol prior to or during the driving of a school vehicle.
  - All drivers (provided by the school and service providers) must have a suitable night's rest, in appropriate accommodation, before embarking on a journey.

### **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 Makhanda/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, door-lock, fuel cap, gear-lock and other keys of the vehicle are suitably safeguarded against loss or theft.

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

In the event that the School's own transportation is not utilised. Recognised and authorised service providers should be utilised at all times and in so far it is practicable, unless in exceptional circumstances.

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. At least one staff member must be present on every bus. It is the staff member's responsibility to monitor the pupils and the driver.
- h. 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 required designated intervals.
- i. 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 and WhatsApp are acceptable) to the member of

staff in charge of the activity, the Transport Officer, the Travel Office 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.
- d. Parents who make their own arrangements to transport their children in their vehicles **and/or** give lifts to other boys **and/or** give permission for their son 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 of school vehicles**

Members of staff of the three schools may request the use of a vehicle for personal purposes.

In such cases, the person will be charged according to the tariffs agreed by the Transport Officer and the Business Managers.

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 Transport Officer keeps 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.

## **6.8 Pre-Trip Inspections**

The driver of the vehicle transporting the learners and related personnel must carry out the following pre-trip procedures:

- a. An internal and external inspection of the vehicle prior to the trip and before learners and related personnel board the vehicle;
- b. In the event that a trailer is to be towed by the vehicle, an inspection of the trailer and the connection of the trailer to the vehicle.

Should the driver have any concerns with regard to the vehicle, the trailer or the trip itself, the driver is to immediately raise and report these concerns to the Transport Officer and delay or cancel the trip, until such times as the concerns have been addressed and/or resolved.

## **6.9 Procedure in the event of a breakdown or accident**

The procedure in the event of a breakdown or accident that should be followed by the driver and/or responsible person on the vehicle is as follows:

- a. Assess the situation;
- b. Ensure the safety of the learners and removal from any dangerous or potentially dangerous areas;
- c. Contact emergency services if required;
- d. Notify the Transport Officer;
- e. Adopt the crisis procedures as provided in the vehicle.

## **6.10 Post trip reporting obligations**

The obligation to report defects or concerns with a vehicle rests with the driver of the vehicle in each instance.

The defect or concern must be submitted in writing to the Transport Officer.

## **Section 2: Requirements for St Andrew's College**

### **6.11 Staff representatives on transport**

- a. Driver's employed by the Schools are considered members of staff for in-house shuttle transport in the school's fleet of vehicles.
- b. All other third-party transport, excluding individual shuttles, are required to have a member of staff on board.

### **6.12 Transport to and from the airport for school holiday breaks**

- a. The Travel Office Co-Ordinator arranges transport to and from the airport for school holiday breaks and shuttles for personal activities.
- b. Lists for buses will be available a week before the travel day.
- c. It is the responsibility of the boy to make sure his name is on the list and to determine what time his bus will depart.
- d. No boy may change the bus he is designated to travel on without the permission of the Travel Office Co-ordinator.
- e. It is the responsibility of each boy to ensure that he is on the correct bus and does not keep a bus waiting.
- f. A member of staff will check boys onto the buses.

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

- a. The arrangements for travelling to sports fixtures will be available, whenever possible, at the Sports Office two days before the event.
- b. It is the responsibility of the boy to find out what vehicle he 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 boy may change any of the official travel arrangements without the consent of the Director of Sport.
- d. Boys 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 son to and/or from a sports fixture must inform the Director of Sport in writing (by email and WhatsApp are acceptable), ideally, no later than two days before the event.
- f. Parents whose son 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, ideally, at least two days before the event.
- g. In the event that travel arrangements need to change during the sports fixture, and a boy 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 boys travelling with parents other than their own must be adhered to. Permission must be obtained from the boy's parents before he may travel in a private vehicle with other parents.
- h. A member of staff should check the boys onto buses before and after the sports fixture and the names of boys on the bus lodged with the Director of Sport and/or the Transport Officer as soon as possible.

### **6.14 Conduct before, during and after a trip**

- a. The responsible staff member for the trip must ensure that pupils and related personnel behave in accordance with the school's code of conduct at times before, during and returning from a trip, and while travelling the vehicle/s.

- b. Specifically, attention is drawn to compliance with regard to the following:
  - i. Pupils and related personnel travelling in the vehicle/s must remain seated at all times;
  - ii. Pupils and related personnel travelling in the vehicles must wear seatbelts at all times whilst the vehicle is in transit;
  - iii. No part of the body of any pupil or related personnel may protrude from the vehicle;
  - iv. Nothing may be thrown from the vehicle.
- c. Failure to comply with the school's code of conduct, this policy, and/or to obey the instructions of the responsible staff may constitute:
  - i. A disciplinary offence in terms of the school's code of conduct, in respect of the pupils;
  - ii. A disciplinary offence in terms of the employee disciplinary code, in respect of employees of the school; or
  - iii. A breach of the Service Level Agreement entered into with the service provider.

### **6.15 General Rules**

- a. No boy may be transported to/from school or to/from a sports fixture in the back of an open bakkie.
- b. Boys are expected to be polite to the drivers and to thank them when leaving the bus.
- c. Boys are expected to behave in an appropriate manner on the bus and the school rules apply at all times.
- d. Boys 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 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 Head regarding any action to be taken. The Head of the school or his/her 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 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 his/her delegated representative will be responsible for any breach of policy in Section 2. He/she 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 Head of the school and /or his/her 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 2025.