



**POLICY (Number: Pxii)
TRANSPORT POLICY**

The school does not provide transport for pupils to and from school.

In certain instances (where the number of pupils and distance travelled warrants to cost), busses are hired to transport children to and from sports matches and school excursions and trips.

When booking transportation, the attached Risk Assessment is sent to the bus companies that we are approaching for quotes. Only bus companies that comply with all our requests will be considered.

In these cases, the following is required:

- Written permission must be obtained for each child from a legal parent / guardian.
- The busses booked must adhere to safety standards set by the school, including but not limited to:
 - Seatbelts for all seats in working order
 - Tyres in an acceptable condition
 - Driver in position of a valid license and PDP
 - Vehicle License Valid
 - Road Transportation Permit

The above is all checked by the person responsible for the excursion.

In some cases, the cost of the bus transportation will be included in the fees and not billed separately, in some cases the cost is covered by the school and sometimes the cost will need to be recovered from parents.