

# ST COLUMBA'S CATHOLIC COLLEGE



ACT JUSTLY

## ROAD SAFETY POLICY

### Other Related Documents:

- St Columba's Staff Handbook
- St Columba's Driving Policy

### CONTACT PERSON

<b>Assistant Principals</b>	- Mr Ross Gawthorne / Ms Carol Muscat
<b>Head of Wellbeing</b>	- Mrs Tracy Mulhall
<b>Year 12 Leader of Wellbeing</b>	- Ms Belinda Pranjic
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### STATUS

### DATE TO BE REVIEWED

December 2015

Working Document

December 2022

### LAST REVIEWED

November 2021

## **Rationale**

At St Columba's Catholic College we believe that a road safety policy provides a framework of common understanding for students, staff, parents/carers and the community who interact with the College to provide a safe environment.

Our Catholic College is founded on the person of Jesus Christ and is committed to educate in Gospel values - especially in hope, love, justice and care for others in the community.

Road crashes are a major cause of the accidental death of young children and adolescents in New South Wales. This policy is designed to ensure the health, safety and welfare of our students who use the services and facilities of this College. We do this by assessing the risks in the road environment around our College, developing practical College management procedures and ensuring that curriculum pertaining to all road safety issues is taught to our students.

## **Environmental Statement**

Factors that may impact on the safety of staff and students on site include:

- Traffic flow on school driveway
- Traffic in staff car park, student car park and turning circle
- Presence of buses in bus-bay
- Amount of students waiting in bus-bay
- Staff supervision allocation in bus-bay
- Condition of roads and footpaths on site
- Presence of pedestrian crossings

## **Aims/Goals**

At St Columba's Catholic College we aim:

- To provide a quality road safety education policy that develops responsible road use, attitudes and behaviours.
- To provide management procedures that aim to maximise student safety and the wellbeing, health, and safety of all.
- To encourage the education of road safety issues in the wider College community, e.g. Parents/carers, staff and visitors.
- To empower children and young people to be safe road users.

## **Curriculum Statement**

At St Columba's Catholic College our staff will develop and implement effective, sequential road safety education programs within:

- 7-10 PDHPE programs

Our programs will make use of current NSW Roads and Traffic Authority (RTA) resources and will address the following road safety issues for our students:

- passenger safety;
- pedestrian safety;
- safety on wheels (bicycles, scooters, roller-blades and skateboards); and

- driver education

The above mentioned areas are integrated into 7-10 PDHPE programs based on the following areas of the NSW PDHPE Syllabus:

<b>NSW PDHPE 7-10 Syllabus Individual and Community Health - Road Safety</b>	
Stage 4	<ul style="list-style-type: none"> <li>● defining risk factors and behaviours in a range of road environments and situations</li> <li>● protective behaviours and equipment</li> <li>● influences on pedestrian, passenger and wheeled device behaviours</li> <li>● laws and rules</li> </ul>
Stage 5	<ul style="list-style-type: none"> <li>● responsible driver and passenger behaviour</li> <li>● factors influencing road-use behaviour</li> <li>● major causal factors in road and traffic related injuries, e.g. human (speeding, drug use, fatigue, occupant restraint), environmental, vehicular</li> <li>● consequences of unsafe road-use behaviour</li> <li>● skills and attitudes that support safe road behaviour, e.g. hazard perception, road sharing and tolerance</li> </ul>

When it is appropriate we will make use of other suitable resources and incorporate them as part of an ongoing program. The use of additional resources will enhance the teaching and learning of road safety education to our students.

## **College Management Procedures**

At St Columba's Catholic College the staff will maximise the safety of students by following the policies and procedures set down in the Staff Handbook and the Student Management Policy.

Members of the community, at St Columba's Catholic College will be informed of the importance of:

- modelling safe road user behaviour;
- parking vehicles safely outside the College and observing all staff and student parking signs;
- ensuring that children are protected whilst travelling to and from College;
- reinforcing the safety messages taught at College;
- identifying and reporting safety issues in and around the College; and
- contributing to solving road safety issues that are of concern to the College and community.
- crossing roads away from parked cars.
- using designated footpaths or walking in areas away from the road.
- using seatbelt restraints for all passengers prior to driving away.
- waiting safely at bus stops.
- waiting until the bus has gone and choosing a safe place to cross the road.

Student drivers and bicycle riders who are not complying with safe driving/riding regulations will be managed through the steps outlined in the St Columba's Student Management Policy.

Management Issues	Operational Procedures in Place
1. Pedestrian Movement	<p>Students entering or departing school grounds are to do so via the path that runs between the Convent and the Clonard building.</p> <p>Students are instructed not to walk through the staff car park or across the driveway when arriving or departing the school grounds.</p> <p>Students depart the site via the path on the western aspect of the school driveway.</p>
2. Bus-Bay	<p>On arrival at school students disembark the bus in the Bus Bay. They proceed from there directly to the playground after 8:20am before which time they are supervised in the Bus Bay.</p> <p>A staff member is on duty to supervise the students when they alight from the bus.</p> <p>There is one designated Bus Bay. The students assemble in the Bus Bay at the conclusion of school and are to remain seated until they are instructed to stand and line up to board their bus.</p> <p>At all times whilst in the Bus Bay the students have adequate teacher supervision.</p> <p>Parents are informed not to pick students up from the Bus Bay, drive through, or park in the Bus Bay</p>
3. Bus travel and Safety	<p>Students who travel on buses line up before boarding the bus and are supervised by a teacher as they board. Students must have their Opal Cards.</p>
4. Parent delivery and collection of students	<p>At the conclusion of the school day, students being collected by parents are to wait in the 'Archway' at the front of the school to await the arrival of their parents. Students who are picked up from the 'kiss and drop' zone at the front of the school, must use the eastern pathway and cross at the crossings.</p>
<b>School Sport</b>	
1. Travel to and from venues	<p>When students travel to and from sporting venues by bus, safe bus travel procedures as above apply.</p> <p>A registered bus company is used.</p> <p>If walking to a venue, students are lead by a teacher. Footpaths and pedestrian rules are followed at all times. Students will be closely observed when crossing the road and the teacher will be the first and the last person on and off the road.</p>
<b>Excursions</b>	
1. Travel to and from venues	<p>Students travel to and from excursion venues by bus and/or parents</p> <p>Safe bus travel procedures as above apply.</p> <p>Students must have permission to travel with a parent. The appropriate permission note is available from Student Services</p>
2. Travel during excursion time	<p>Will be specifically outlined on the 'Risk Assessment'</p>
<b>School Deliveries</b>	
1. Delivery Vehicles	<p>Delivery vehicles are encouraged to drive/park out the front of the school.</p>

No vehicles are permitted on school grounds during school hours unless prior arrangement and proper supervision is provided for vehicle entering/exiting school ground organised by the Business Manager.
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## Bicycle Riders Policy

1. The CEDP and NSW Roads and Traffic Authority recommend that children under 10 years of age DO NOT ride bicycles to or from school unless accompanied by an adult.
2. Children must correctly wear a Standards Australia approved bicycle helmet at all times when in control of a bicycle.
3. All RTA road rules concerning bicycles are to be followed. This includes the pedestrian's right of way on footpaths. The bell should be used as a warning when approaching pedestrians.
4. Bicycles ridden to school must be in good, safe working order and bicycles must be fitted with a bell. It is the responsibility of the parent/carer to ensure that the bicycle is in good and safe working order and that all protective equipment as required by law is provided.
5. Bicycle riders are expected to use the available pedestrian entry point.
6. Students are to dismount before entering the College grounds and walk their bicycles whilst on site.
7. Bicycles are to be stored in the bike rack provided. Bicycles must be locked with a chain and padlock supplied by the bicycle owner.
8. Bicycles and helmets are brought and stored on College grounds at the owner's risk.
9. Parents will be notified if students do not adhere to the College's Bicycle Policy and permission will be withdrawn until the issues identified have been satisfactorily addressed.
10. No riding of bicycles, scooters, roller blades or skateboards is permitted in College grounds during and after hours.

**Note:** Skateboards, scooters and rollerblades are not permitted at St Columba's Catholic College under any circumstances, unless directed by teachers. Students who bring those items will be required to store them at Student Services.

## Discretionary Basis

The Principal has the right of discretion to make provision for departure from the policy or the application of the policy in the event of unforeseen and exceptional circumstances.



## PARENT/CARER CONTRACT FOR BICYCLE RIDERS

- I have given them permission to ride to and from the College.
- I take full responsibility for my child's behaviour and safety when they ride to and from the College.
- I understand that the storing and securing of my child's bicycle/ scooter is their responsibility at the College.
- My child has received instruction on the relevant road rules and the correct wearing of a bicycle helmet.
- I understand that if my child does not comply with these rules, the privilege of riding a bicycle to the College will be withdrawn.

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STUDENT CONTRACT FOR BICYCLE RIDERS

- I have discussed the road rules that apply to me travelling to and from the College with my parents/carers and I will obey these rules.
- I will wear my helmet correctly at all times travelling to and from the College.
- I understand that it is my responsibility to store and secure my bicycle at the College.
- I will walk my bicycle in the College grounds at all times.
- I understand that if I do not abide by this contract, the privilege of riding my bicycle to and from the College will be withdrawn.

Student Name: \_\_\_\_\_ Class: \_\_\_\_\_

Student Age: \_\_\_\_\_ Student Date of Birth: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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# STUDENT DRIVER AGREEMENT

(For driving to and from St Columba's Catholic College)

The following is to be read and signed by the student wishing to drive to and from St Columba's Catholic College

I \_\_\_\_\_ of Homeroom \_\_\_\_\_

(Please print full name using capital letters)

will be travelling to and from St Columba's Catholic College by a registered vehicle and I agree:

## STUDENT MOTOR VEHICLE DRIVERS' CONDITIONS

1. Student drivers are required to obtain written permission of parents/caregivers to drive to and from the College and hold a valid drivers license. The car driven must have current registration, together with comprehensive insurance or third party property insurance.
2. The driving of other students as passengers to and from St Columba's Catholic College requires the prior permission from each set of parents / caregivers as well as the College. No student passenger will be transported in this vehicle unless permission has been given by their parent/ carer.
3. If siblings/ other passengers are to be transported this needs to be approved in the parental permission letter.
4. Student drivers are not permitted to transport other students to school related activities (to sport, excursions etc) unless given written specific permission on a case-by-case basis by both sets of parents, Leader of Wellbeing or an Assistant Principal in special circumstances.
5. Student drivers are **not** permitted to park in the staff car park. Student drivers are required to park in the student car park.
6. Student drivers must take extreme care in the vicinity of the College due to the heavy vehicle and pedestrian traffic associated with a large school. Student drivers must adhere to speed limits on College property.
7. Students driving vehicles will be expected to maintain a high standard of conduct the College can remain proud of. Any reports of bad manners, noise, 'showing off', yelling out of vehicles, infringement of traffic / council regulations or recklessness will result in disciplinary action.
8. Permission to drive a vehicle is granted on **standard school days only**. Students will be informed about whether such travel arrangements are suitable for College events at other premises, such as sports carnivals and College excursions or during exam periods where students do not attend school according to their usual school timetable. Students must not assume they can drive to such events – prior permission is required from the College.
9. Students driving to the College will be expected to adhere to normal school hours and once the vehicle has been parked, students are not to return to their vehicle until they are leaving College for the day. Student cars cannot be used during the day to leave College grounds. If there is a genuine need to visit the vehicle during school hours, written permission is required from parents, the Leader of Wellbeing or Assistant Principal.
10. If there is any breach of the conditions described above without satisfactory explanation the school may take disciplinary action including withdrawing the agreement to drive to school.
11. I confirm that the details provided over the page are true and correct.

Student Signature: **X**

Date:





## Parent / Caregiver Permission for Student to Drive to School

The

following is to be read and signed by one or both parents / caregivers:

I

/We \_\_\_\_\_ (Please print in Capital

letters names of Parents / Caregivers)

give my/our permission for the student named overleaf to drive to and from St Columba's Catholic College and for the sibling(s)/passenger (s) named below to travel with the student driver. I/We agree to and will support the conditions set out in this form by St Columba's Catholic College and I/We also acknowledge, agree and understand:

1]

The College takes no responsibility for student safety at times when students are driving a vehicle to or from school or to events, excursions or activities such as sport or when they are passengers of other students;

2]

The College has responsibility for student safety only when students are within the school grounds during school hours and subject to the conditions in this form;

3]

Students shall not drive their vehicles to College functions in school hours and no other student shall be a passenger in a vehicle driven by a student without the prior written permission from the respective parents/caregivers being given to the school; responsibility for providing permission rests with parents/ caregivers;

4]

**Insurances:** Parents/Caregivers are responsible for ensuring that appropriate insurance cover is current at all times to cover any claims arising out of accident or injury as a result of student travel in a private vehicle; parents/caregivers need to make their own inquiries and arrangements in relation to insurances. Please indicate insurance details below;

5]

Parents/Caregivers and students are advised and acknowledge that St Columba's Catholic College is not liable for any loss or damage suffered by any student or by any parent/carer in connection with students driving to or from the College/College activities or travelling as passengers of a student in or on any vehicle to or from the College/College activities and that the College accepts no liability for personal accident or injury or for damage to vehicles or property.



Signature of Student: \_\_\_\_\_

Signature of Parent/Carer: \_\_\_\_\_

Approved by Principal: \_\_\_\_\_

Date: \_\_\_\_\_

**Attach photocopy of driver's license and insurance policy**