

# School Travel Policy

*Inspiring Great Minds*



Queensland Academy  
for Science Mathematics  
and Technology





## SCHOOL TRAVEL POLICY

### 1. RATIONALE

Queensland Academy for Science, Mathematics and Technology is an independent public school for highly capable students in Years 7 to 12. The nature of this school means students attending QASMT may not be at their closest geographical school.

At the Queensland Academy for Science, Mathematics and Technology, we recognise the need for a policy that governs student travel and movement to and from school. This is particularly important at a school like QASMT where many students travel a longer distance in order to attend school. A School Travel Policy clearly details school expectations, as well as the responsibilities of students, parents and caregivers, and the school with respect to safe and responsible travel to and from school.

### 2. SCHOOL COMMUNITY BELIEFS ABOUT THE IMPORTANCE OF SAFE AND RESPONSIBLE TRAVEL

It is important that students, staff and parents and caregivers have a shared understanding of the policies and procedures relating to safe and responsible travel to and from school. The academy:

- Follows the Department of Transport and Main Roads guidelines in relation to the [Code of Conduct for School Students Travelling on Buses](#), and [Safe Travel of School Students](#).
- Believes that the school has a duty of care to students even during their travel to and from school
- Believes that the behaviour demonstrated by our students whilst travelling to and from school is a reflection on the school, and has a large impact on community perception of our school and students

### 3. RESPONSIBILITIES

#### Students

- Be aware of the school's School Travel Policy
- Act in a respectful, responsible and safe manner at all times when travelling to and from school, and whilst in school uniform outside of school
- Following instructions given by public transport officers and drivers
- Ensure school uniform is worn correctly to and from school
- Following all road rules, including rules regarding jaywalking and helmet use on bikes □ Park bicycles only in the assigned bike racks.
- Follow the regulations regarding student drivers, including registering at the school office as a student driver.

#### Parents (or guardians)

- Ensuring their child is aware of their rights and responsibilities whilst travelling to and from school
- Ensuring students are capable of travelling to and from school safely and responsibly if required to travel independently
- To speak to students about road and public transport safety

#### School

- Ensuring students and families are aware of the School Travel Policy



- Encouraging students to behave in a responsible, respectful and safe manner when travelling to and from school
- To follow up on any negative behaviour reported while students are travelling to or from school, or while in uniform in the community

#### **4. PUBLIC TRANSPORT**

##### **Safety**

It is of the utmost importance that that students are safe whilst travelling to and from school on public transport. To help ensure the safety of themselves and others, students are required to follow all driver or public transport officials instructions, as well as rules from the Department of Transport and Main Roads guidelines in relation to the Code of Conduct for School Students Travelling on Buses, including:

- Following rules on public transport
- Behaving in a calm manner
- Exiting the bus/train/ferry in an orderly manner

##### **Expected behaviour**

Students are expected to display exemplary behaviour at all times whilst travelling to and from school, and whilst in school uniform. Students on a concession (student) ticket are required to stand for adult passengers, particularly the elderly, people with disabilities, and pregnant women.

Students are not to eat or drink whilst on public transport.

##### **Consequences**

Consequences may be issued by the school or the public transport provider, and, depending on the severity of the offence, can include:

- Referral to the school
- Written cautions
- Refusal of travel
- Behaviour agreements
- Detention
- Parent contact
- Suspension or exclusion

##### **Transport assistance**

The Queensland Government provides assistance with school travel costs for eligible students in certain circumstances, e.g. for students with disabilities or for students residing greater than a certain distance from the nearest state school.



Parents are advised to check the [School Transport Assistance Scheme](#) or the [School Transport Assistance Program for Students with Disabilities](#) for further information if they believe their child may be eligible.

## 5. BICYCLES AND WHEELED RECREATIONAL DEVICES

Bicycles are to be parked in the racks provided which are located on the school grounds. Bicycles must not be ridden in the school grounds by staff or students. The bicycle racks are out of bounds during the day.

Students travelling to school via bicycle are advised to do so safely, with proper regard for other road and footpath users, the traffic laws, and school expectations. All students travelling to school by bicycle must wear a helmet.

Wheeled recreational devices, such as skateboards and scooters, are not permitted on school grounds. This is because they do not meet safety standards that other regulated forms of transport must abide by (for example, bicycles and helmets). For safety reasons, students must use other methods of transport to school.

## 6. SCHOOL DROP OFF AND PICK UP

### Parent parking

Parents are advised that there are no off street parking bays for parents' use at the school. The on-site parking is for staff only, and for the safety of our students, parents are asked to park on the street only, with the exception of disability parking which is located on Bywong Street as part of the ESP parking bays.

### Drop and go

From 2019, will have a dedicated drop off zone for students located at the front of the school near Gate 1. Drop and go zones provide a safe environment for students and keep traffic moving.

When using a drop-off and pick-up area parents:

- must use the area like a quick moving taxi rank
- need to move forward in the queue of vehicles to the signed area
- are only allowed 2 minutes in the signed area - if children are not ready to get straight into their vehicle at pick-up time, parents will need to drive round the block and queue to enter the area again
- should only let children out once they have pulled into the signed area (it is dangerous to let students out while waiting in a queue)
- should teach their children to look out for their vehicle and to get in quickly when they pull up must enter front in (never reverse).



## 7. STUDENT DRIVERS

Students who wish to drive to school must complete the Student Driver Registration form (Appendix 2) indicating parent or caregiver permission, as well as the Student Driver Declaration (Appendix 3). They must also present their driver's license and vehicle registration details to Executive Services.

Student drivers may access their cars only at the end of their timetabled school day or when they have been given permission to leave the school grounds (e.g. for an appointment). Student drivers wishing to transport a sibling or other student to or from school must supply a letter giving parental permission for this arrangement, from both the driver and passengers' parents. Students must notify the office of any changes to their license status.

Students are required to exercise responsible driving habits at all times. Students are not permitted to park on the academy grounds.

### Appendix 1

#### Getting to QASMT

Detailed information about getting to school by car and public transport is available on the QASMT website at this link: <https://qasmt.eq.edu.au/our-school/maps-and-transport>

### Appendix 2

## STUDENT DRIVING TO SCHOOL POLICY

Many of our students become drivers and start driving themselves to school during the senior years of schooling. Whilst this is a significant and exciting rite of passage for our young people, it is critical that we know who the students are.

Therefore, we request that if you have a student driver, you complete the *Students Driving to School Registration* form below with your student and return it to the Student Services counter at the campus as soon as possible. This policy does not apply to Learner drivers.

It is important that as parents/guardians you understand that we have a duty of care for all our students and that your son or daughter does not drive other students in their car without prior parental permission. This is to protect the wellbeing of all of our students.

I would also like to remind all parents that students are not permitted to leave the school grounds without written permission from parents. Therefore, it is not acceptable for students to leave the school grounds at any time during the day to get 'things' from their cars.



As a school, we appreciate support and reinforcement of these expectations from parents/guardians. Thank you for your ongoing support in this area.

If you have any questions about students driving to school, please contact the Head of House or relevant year level Deputy Principal.

## **SUMMARY**

1. All students are to complete the *Students Driving to School Registration* form indicating parent/caregiver permission and agreement to abide by the rules listed. The form must be lodged at the Student Services counter.
2. Student drivers may access their cars only at the end of the school day, or when they have been given permission to leave the school grounds e.g. appointment.
3. Student drivers wishing to transport passengers to and from school must supply a letter to the Principal giving permission for this arrangement from their parent/caregiver.
4. Students should notify the Deputy Principal of any changes to their licence status or vehicle details.
5. Students must exercise responsible driving habits at all times.
6. Students are not permitted to park on the campus grounds.

**STUDENTS DRIVING TO SCHOOL REGISTRATION FORM**

STUDENT'S NAME		INSTEP	
STUDENT'S CONTACT NUMBER			

A. How often do you drive to school? (please tick the appropriate box)

<input type="checkbox"/> DAILY	<input type="checkbox"/> ONCE/TWICE A WEEK	<input type="checkbox"/> OCCASIONALLY
<input type="checkbox"/> OTHER: PLEASE SPECIFY:		

B. Please supply the following information about the vehicle/s you drive:

MAKE		MODEL	
COLOUR		NUMBER PLATE	
TYPE OF VEHICLE: e.g. station wagon, sedan, etc.			
MAKE		MODEL	
COLOUR		NUMBER PLATE	
TYPE OF VEHICLE: e.g. station wagon, sedan, etc.			

C. Do you bring passengers to the school?

YES     NO    if you answered "YES" please give details:

STUDENT'S NAME	INSTEP	SIBLING OR DATE PERMISSION NOTE

D. I understand the rules listed below:

- A student must have parental permission to drive to school; the vehicle is not to be brought into the campus grounds.
- No student (except for a brother or sister) is to travel to or from school with a student driver without a note to the Principal giving the permission of the parent.
- Student drivers who use their vehicles to leave the school at unauthorized times will be asked to leave their vehicles at home.

NOTE: It is the student's responsibility to notify the school of changes to this information.

Parent's Signature \_\_\_\_\_

Student's Signature \_\_\_\_\_

Principal's Signature \_\_\_\_\_

Date / /

Date / /

Date / /