

## Fact Sheet: Parents, Guardians and Student Drivers: Transporting students to school sanctioned events at External Venues



### General Guidelines

#### 1. Preferred Transportation Method:

The school's preferred method is by school organised transport.

Alternate provisions may apply to exceptional circumstances.

A staff member will be present and supervise students on school organised transportation.

#### 2. Exceptional Circumstances Only:

Students driving themselves or other students, and/or parents/guardians dropping off their children at external venues at the start of or prior to the school day, is only permitted in exceptional circumstances and with written permission from parent/guardian provided to the College prior to the activity – noted on parent slip.

#### 3. Dropping off Students at the External Venues:

Parents/guardians must acknowledge arrival time, supervision details, location and other pertinent site / activity specific information. This will be provided by the College prior to the event as outlined on the parent slip.

Parents/guardians must supervise their children until the supervising teacher arrives at the venue.

Students are not to be dropped off and left alone at the external venue

Students drivers are not permitted to arrive at an external venue prior to the arrival of the supervising teacher – as outlined in the parent slip.

#### 4. Supervision Requirements:

Students cannot be left alone at an external venue after the event. If a parent/guardian is late to collect their child, the student must return to school on the school organised transportation. Staff members are not permitted to wait at an external venue for the parent / guardian to arrive past the designated departure time – outlined on the parent slip.

#### 5. Parent Collecting Students from External Venue:

When collecting your child from an external venue, parents/guardians must speak directly with the teacher on duty before your student departs the venue. Please be advised that written permission must be provided to the College **prior to any activity** if a student is to travel home or to an alternate location with a parent or guardian other than their own. This is to ensure the safety and proper duty of care for all students.

We appreciate your support in adhering to this requirement.

#### 6. Liability and Risk:

The school is not liable for students who drive themselves or are passengers in other cars/vehicles.

Students must adhere to Queensland Government Road rules and St John's College behaviour expectations.

In the event of an incident or accident, student drivers must, as first point of call, contact parents and relevant authorities prior to contacting the College.

Claims arising from accidents in private vehicles depend on the owner's insurance and common law principles. The school accepts no liability for vehicle damage or risks involved in private travel.

#### 7. Staff Transporting Students – Exceptional Circumstances only:

Staff are required to adhere to BCE policy when transporting students in private vehicles.

Staff are required to use the BCE Transport of Students in Private Vehicles form found on SPIRE

Staff are required to gain written consent from parents / guardians and the Principal or delegate before transporting student in private vehicles.

#### Summary:

The school prioritises organised bus transportation for external events to ensure safety and adequate supervision. Exceptions for student drivers or parental drop-offs are limited and require thorough documentation and approval. The school's policies aim to minimise liability and ensure clear guidelines for student safety and supervision.