

# VICTORIA PARK HIGH SCHOOL



## SCHOOL TOURS AND TRANSPORT POLICY

### TOURS

The Principal his staff and the SGB encourage various sporting, academic and cultural groups at VPHS to organise tours, which will enhance the learning and sporting prospects of as many students as possible by providing educational experiences, which the classroom alone cannot provide.

### SCHOOL OWNED TRANSPORT

In order to achieve this aim, the Principal, the SMT and the SGB have provided the necessary vehicles (mini-busses, a 35 seater and luggage trailers) to accommodate these transport demands.

### VEHICLE SAFETY

All vehicles, including trailers, owned by VPHS, are regularly serviced as per the manufactures requirements, thus keeping the vehicles mechanically sound. Further, as per the Road Ordinance Act, all vehicles are road-worthied and licenced annually.

### INSURANCE

All vehicles and trailers are comprehensively insured with a reputable Insurance Company through an Insurance Broker.

Public Liability insurance forms part of the insurance portfolio.

Personal Accident insurance for learners, both at school and off campus, is the responsibility of parents/guardians. It is accepted that learners will be catered for on their parent's medical aid or will need to take advantage of a public health facility.

### REQUIREMENTS FOR STAFF AND COACHES

Before a staff member is allowed to drive a school vehicle, he/she will have a PDP (Public Drivers Permit) and appropriate driver's code. The PDP is renewed every two years. All staff licence details are recorded and copies lodged with the Principal.

Learners are accompanied by at least two staff members/coaches on long distance tours. Where learners are mixed, both male and female staff will accompany the tour.

### TOURS

**LOCAL DAY TRIPS and SPORTING EVENTS:** Teams travelling to sporting games/practises and or cultural events daily or weekly, utilize the VPHS school busses with the consent of the Principal.

The parents/guardians of these learners are aware of their children's involvement in these activities and are informed accordingly by the coaches or teachers respectively.

**LONG DISTANCE TOURS** : All arrangements are made verbally and in writing before a tour will commence. Parents are required to sign a Letter of Indemnity, indemnifying the Principal and SGB of VPHS against any potential law suites, should the learner be injured or cause injury or damage to another person's property whilst on tour.

The necessary *DOE Form No.29000, (Application for approval for undertaking a tour)* is submitted to the DOE at least two weeks before the expected date of leaving.

**PARENT INFORMATION:** Should a situation arise, the accompanying staff/coach member will have access to the parent/s contact information.

**FINANCIAL:** The cost of tours (long distance) is partially/fully covered by the budget allocated to that sport annually. In the case of a partial funding, the balance of the tour is funded by the parents of the learners, by fund-raising or by sponsorship.

## **TRANSPORT POLICY**

The Admissions Policy of VPHS states that due consideration is given to applications received from parents who live or work within an acceptable radius of the school.

As a result, it is the understanding of the Principal and SGB that VPHS is therefore the school of choice and the onus is on the parent/s of the learner/s to ensure that the learner/s are transported to school timeously.

Being situated in Walmer, Port Elizabeth, learners need to use various means of transport to bring them to school, namely, walking, learner- owned motor bikes/motor vehicles, parent transport (motor vehicle) public transport (busses) trains and privately owned or company owned taxis.

**BEHAVIOUR:** Where it is brought to the attention of the Principal that taxi operators or parents/learners are behaving in such a manner that their actions are endangering our learners and are in contravention of the road ordinance rules, the offending driver is confronted by the Principal or his staff and the situation is remedied.

**DROP-OFF AREA AT VPHS:** Adequate provision is made outside the school grounds for parents to safely drop off their children at school. It is expected that parents will give due consideration to other road users and learners when they drop off or collect their children.

**OWN SAFETY:** Own safety, both of learners and staff, is of prime importance and concern. This issue is addressed during LO lessons and during assemblies. Learners and staff are made aware that actions have consequences and it is therefore in their own best interests to be observant and vigilant when using the school transport and any public transport.

**LEARNER BEHAVIOUR:** A learner is expected to uphold the Code of Conduct at all times, both at school and whilst away from school. Bad behaviour will be dealt with accordingly.