

Guidance for Transporting Students

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If there is a requirement for a student to be picked up and dropped off to/from school, it is important to determine whether firstly there are alternative methods to getting the student there. If all methods have been attempted and/or exhausted, then:

- Seek written consent from parent/caregiver for you to transport student to/from school daily.
- Contact numbers for parents/caregiver, school and office contact to inform of success/failure of getting student to school.
- Gather background information on student to assess safety when transporting student by yourself. Is there any relevant information that may compromise your wellbeing?
- Ensure vehicle has a current WOF/Rego and you have a full, clean license.
- Transport plan – do you need to stop off anywhere (to get food etc?).
- Emergency contact numbers accessible if there are any incidents/plans change.
- Do not transport student if they are threatening/violent/threatening to jump out of a vehicle
- If plans change, let the school and parent/caregivers know as soon as possible.
- Seatbelts must be worn at all times.
- Why does this student need help with transportation? Is there a need for additional whanau support?