NAG 5—Health and Safety

Transporting Students

Rationale

The Board of Trustees is required to provide education to students in a safe physical and emotional environment. While it is the responsibility of the family to get students to and from school, there are times when NHS employees may transport students for education purposes.

Purposes

To ensure that

a) Students are transported in a way that is safe for them and NHS staff.
b) Transportation of students is done in a controlled and consistent way.
c) The transportation of students is for the purpose of enhancing their education.

Guidelines

a) Procedures and guidelines established by host institutions take precedence and staff must follow these at all times.
b) Transportation of students to and from school is the responsibility of the family.
c) Transportation of students by NHS staff must be approved by a senior staff member on a case by case basis.
d) There is no compulsion for NHS staff to transport students and such arrangements should not be entered into, or continued if the staff member feels unsafe doing so.
e) The risks involved in transporting students must be formally identified and minimized.
f) Parent or guardian written permission is to be obtained and recorded in advance.
g) Vehicles used for student transport meet the appropriate regulations for safety and registration.
h) NHS staff must comply with current Land Transport legislation.

Adopted December 2019

Chairperson _____

Review Date December 2022