

# Emmaus Catholic College

**Kemps Creek**



## **Road Safety Procedures**

**2017**

**November 2016  
To be reviewed December 2017**

**Roles and Responsibilities:**

It is the role of the WH&S Committee to monitor and suggest the adequacy of road safety within the school. If any recommendations arise from the Committee the WH&S Convenor (Assistant Principal) will communicate these concerns to the Principal and appropriate action taken. The WH&S Committee is:

Assistant Principal and WH&S Convenor (Melinda Bowd).  
Business Manager Principal's Representative (Paul Moran)  
Chairperson WH&S Committee (Paul Moran)  
Staff nominated Committee Member (Ross Ashdown)  
Staff nominated Committee Member (Raelene Finlayson)

**In the case of an incident related to transport the Assistant Principal should be contacted immediately.**

## **Road Safety Procedures and Expectations:**

### **Students travelling to and from school by private vehicle**

Students travelling to and from school are to be dropped off and picked up **in the drop off area outside the College gates and not in any part of the staff car park.** This applies all year round in wet or dry weather. No students are to be dropped off or picked up **in the staff car park** between 8.00 am and 9.30 am and 2.00 pm and 3.30 pm. This is for the safety of our students, parents and staff. Should a student be physically incapacitated or requires special need, application can be made to the Assistant Principal or Principal for a drop off and pick up permit. Any Parent / Caregiver having business with the College (*i.e. school fees, interview etc*) during those hours are welcome to enter the staff car park and park his / her vehicle in a parking bay. If no parking bays are available, parking is available in Bakers Lane outside the College gates. Parking on the kerbside of the staff car park is not permitted. **NO STUDENT IS TO CROSS BAKERS LANE TO BE PICKED UP ON THE OTHER SIDE OF THE ROAD. (see Staff Handbook)**

## **TRAVELLING**

Conduct when travelling reflects the student's respect for herself or himself. It also has bearing on the good name of the College and on the student's reputation.

- When travelling to and from College, or on excursion, the appropriate uniform should be worn.
- When travelling to and from College, students are to use the most direct route and the first available transport. Please read fine print on concession tickets for details of travel conditions.
- When returning from an excursion, a student may be permitted to terminate the journey if a note from the parents requesting the same is presented to the teacher in charge.
- Lost bus passes/opal cards are the responsibility of the individual students to have replaced. Replacement forms are available from the drivers and a fee to the Bus Company is involved.

- Students are expected to travel quietly and with courteous consideration for the driver and other travellers at all times.
- Busways provides transport for the majority of students. Their phone number is Busways Penrith 9625 8900.
- Year 12 Students who wish to drive to and from College may do so **only with the permission of the Assistant Principal**. Formal application must be sought giving the name of the student and any passengers who may travel with him / her. **Under no circumstances** is any student who is not authorised to travel in a car with a particular Year 12 student to do so: **There will be no exceptions**. Notification that Year 12 students may drive cars will be given by the Principal or Assistant Principal (School). Students should not drive to school until such notification is given. (see **Staff Handbook**)

**No student is to ride his or her bike or skateboard to school.** Mamre Road is very dangerous and provides no pathway for this type of transport. This expectation will be reviewed if/when a secure pathway is constructed along Mamre Road.