

## Transport Policy



### **PREAMBLE:**

This policy is developed, adopted and implemented to ensure compliance by the transport and or bus service companies rendering transport services to the school in meeting the standards of safety and security set out in and prescribed by the *Occupational Health and Safety Act*.

### **PURPOSE, GOALS & OBJECTIVES OF THE POLICY**

Section 8(1) of the *Occupational Health and Safety Act* provides that “Every employer shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of his employees.” As a result, Laerskool (as the employer) aims to incite and encourage the creation of a safe and secure working environment for all learners and educators (as employees) and all other delegates and members of the school part-taking during school trips in so far as ensuring the use of safe buses and transport vehicles that are roadworthy.

Therefore, the purpose of this policy is to facilitate and ensure the safety and security of all the passengers being conveyed by the transport or bus service during school trips.

The goal of this policy is to establish a framework to regulate the conveyance of the school passengers during school trips so as to ensure compliance with common and legally prescribed safety measures.

The objective of this policy is to provide a framework for securing the safety of all passengers being conveyed in all school trips and or activities by the transport or bus service authorized by the school for conveyance of the passengers.

**DEFINITIONS:**

**“Authorized”** means: having the necessary required consent from the authoritative body of the school;

**“Bus”** and or **“Bus service”** means: the auto mobile vehicle of the particular bus company used in the service of transporting or conveying the passengers of the school;

**“Convey”** and or **“Conveyance”** means: to transport and or carry by means of the bus;

**“Laerskool”** and or **“School”** means: Laerskool Rustenburg situated at 170 Fatima Bhayat street, Rustenburg, 0299;

**“National Road Traffic Act”** means: National Road Traffic Act No. 93 of 1996

**“Occupational Health and Safety Act”** means: Occupational Health and Safety Amendment Act No. 181 Of 1993;

**“Passengers”** means: all the people from the school being transported;

**“Pre-trip Inspection”** means: the thorough check up, examination and scrutiny to ensure that the bus and or transport vehicle is roadworthy and in good condition to be utilized for passenger conveyance.

**“Roadworthy”** means: but not limited to: a bus and or transport vehicle that possess a roadworthy certificate and which on inspection by a competent person shall meet the standards of being roadworthy beyond the mere roadworthy certificate;

**“Transport”** and or **“Transport Vehicle”** means: auto mobile vehicle intended for utilization for and or being utilized for the conveyance and or carriage of people from one place to another;

**POLICY RULES AND REGULATIONS:**

1. The bus shall and must always and at all relevant times be subjected to pre-trip inspection(s) by the driver together with an elected delegate or member of the school at the sufficient relevant time before departure is to take place.
2. The pre-trip inspection(s) shall take place sufficiently before any passengers from the school can board the bus and or transport vehicle for them to be conveyed and the bus or transport company may through the bus driver be required to produce the bus driver's 'driver's license' and the bus's roadworthy certificate to prove that the bus has undergone and passed a roadworthy test in the last six months as required in terms of Sec 145 of the *National Road Traffic Act*.
3. The pre-trip inspection(s) shall take place on the school premises and shall be subject to a pre-inspection checklist provided by the school which the bus and or transport vehicle shall be deemed safe and secure for conveying the school passengers for the school trip.
4. The bus driver and or person tasked with driving the transport vehicle shall arrive at the school sober and in a proper physical and mental state to drive and or propel the bus or transport vehicle intended to convey the school passengers and he or she shall thereafter maintain such a sober state of mind by not consuming any alcohol or drugs with a narcotic effect as provided for in *Sec 65 of the Naional Road Traffic Act* during the course of the school trip.
5. The pre-inspection(s) shall be subject to be assessed to meet and comply with the safety and security standards and requirements of the provisions provided for in the *Occupational Health and Safety Act*.
6. The school shall provide the pre-trip inspection(s) checklist sheet through the elected member to conduct the inspection with the bus driver.
7. Should the bus or transport vehicle not qualify and comply in meeting the safety and security standards set out in the pre-trip inspection checklist, an alternative bus or transport vehicle shall immediately be made available by the bus company that has tendered an unsafe,

insecure and or unroadworthy bus. Failure to do so shall result in the termination of the agreement between the bus service company rendering its transport services to the school.

8. The school and bus company and or transport service company binds itself to abide and comply with this policy and all its prescribed terms and conditions upon accepting an agreement to tender transport services to the school and it shall as such take all reasonably practical and relevant measures and steps to ensure that it provides qualified drivers together with safe and secure buses and transport vehicles for the school trip(s).
9. The policy shall be reviewed at any time a meeting is scheduled for the purpose of reviewing this policy through the consent of all relevant and affected parties.

This policy shall come into effect and operation by virtue of the signatures of the persons undermentioned. The policy shall as such be complied with by the bus and or transport companies conveying school passengers at all relevant times.

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School Principal

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Date

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SGB Representative

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Date