



Policy: 1.2e BGMS Transport Seat Belt Policy and Procedure

## TRANSPORT SEAT BELT POLICY AND PROCEDURE

### 1. Purpose

Blue Gum Montessori School (BGMS) aims to provide a safe environment for children and staff. To achieve this goal, it is everyone's responsibility to ensure the safety of one another.

### 2. Scope

The policy applies to all members of the BGMS community when travelling in buses for excursions, or any school activity.

### 3. Policy Statement

BGMS provides and maintains a safe workplace including booking and travel on buses with seat belts.

### 4. School Responsibilities

The Principal is responsible for setting the BGMS standard that all buses for excursions will have seatbelts and all children and staff are responsible for wearing them at all times during travel between BGMS and the excursion destination.

### 5. Functions of Staff and Responsibilities

The teacher in charge is responsible for ensuring the bus has seat belts and that all children and staff wear seat belts.

### 6. Taxi Transportation Services

The School does not endorse the use of taxi services for the transportation of children of BGMS by staff of the school for school related activities.

### 7. Responsibilities

#### 7.1. Audit and Compliance, Monitoring and Review

- The Principal/delegate will check this policy is being implemented
- Administrative staff are aware of this policy when booking buses for excursions
- The Principal/Delegate will audit the buses prior to the excursion for compliance and quality assurance.

#### 7.2. Reporting

Failure to follow this policy will result in a warning relating to keeping children safe and duty of care.

#### 7.3. Records Management

An official incident report is to be made to the Principal for failure to comply with this policy.



| Approval and Amendment History       | Details                            | Date       |
|--------------------------------------|------------------------------------|------------|
| Original Approval Authority and Date |                                    | 20/09/2016 |
| Review                               |                                    | 22/06/2017 |
| Review                               | Taxi Service Clause                | 26/08/2019 |
| Review                               | Use of Taxi Clause amendment       | 23/09/2019 |
| Review                               | Principal – correct spelling error | 18/08/2023 |
| Review, Update and Reformat          |                                    | 25/03/2025 |
| Review                               | Principal                          | 30/09/2025 |