



EFFECTIVE: JANUARY 2023

REVIEWED: 2 JULY 2024

TOURS, EXCURSION & TRANSPORTATION POLICY

Country House School has accordingly constituted the following policy In terms of the South African Schools Act of 1996. Touring and hosting tours have educational value, and are considered to be an important feature in the school's wider extra-curricular programme. Cultural tours enrich the curricular programme. Both types of tours have valuable social benefits and promote school spirit.

Read this policy in conjunction with;

EXTRACURRICULAR POLICY

EMERGENCY PROCEDURE POLICY (available in the CHS application form, pg. 4)

MEDICATION POLICY (available in the CHS application form, pg. 4)

MEDICAL INFORMATION and EMERGENCY CONTACTS pertaining to the student
(available in the CHS application form, pg. 3)

1. FUNDING OF TOURS AND EXCURSIONS

- a. The basic principle is that parents are responsible for meeting the costs of their child.
- b. Staff supervising the tour are not required to meet any costs. Their expenses must be provided for in the tour budget which will be accompanied by proper quotations and verified by management.

2. FUNDRAISING

- a. School fund raising efforts may be held from time to time to provide revenue for the tour fund.
- b. A particular tour group may embark on fund raising projects, subject to approval.
- c. Care must be taken not to deflect sources of financial support from existing school programmes.
- d. Any initiative by parents must first be approved by the Heads.

3. SPONSORSHIPS

- a. Sponsorships may be sought subject to the above.
- b. Such monies must be made payable to the school account.
- c. Any sponsorships in kind (bags, T shirts) must first be approved by the Principal with reference to design, wording, etc. Tasteful advertising is acceptable.
- e. Any excess money raised via a sponsorship will be credited to the school fund and earmarked for future excursions.

4. DUTIES OF EDUCATORS ACCOMPANYING LEARNERS

- a. Learners must be under the supervision of an educator at all times.
- b. Educators must ensure that all the learners are present before departing from school and departing from the venue after the event.
- c. The educator must ensure that all learners are seated at all times in the vehicle.
- d. Where safety belts are available learners are obliged to use them.
- e. In the event of an injury or accident, reasonable efforts must be made to contact the parents of the learner involved. The Principal or Heads must be informed as soon as possible.
- f. All reasonable efforts must be taken to ensure the safety of learners in unforeseen, dangerous situations.

5. MEASURES TO ENSURE THE SAFETY OF LEARNERS DISCIPLINE

- a. Teachers responsible for learners on outings are in loco parents and have the usual authority to discipline learners.
- b. The school rules / code of conduct are still applicable 24 hours a day during a school outing.
- c. In addition to the normal school rules, additional rules may be applied. These – specific to the excursion - must be stated and enforced.
- d. The rules and actions taken against learners who violate these rules must be acknowledged ahead of time and understood.
- e. Should a learner commit a serious misdemeanour, the teacher in charge must call the Principal or Heads immediately, so that a decision may be made as to the handling of the situation.

TRANSPORT POLICY

1. PURPOSE OF THIS POLICY

This policy is aimed at:

Promoting the safe and reliable transport of learners, members of staff and any other stakeholders involved in school activities and for school purposes, either using the school's own transport vehicles or those outsourced to capable service providers;

2. SERVICE LEVEL AGREEMENT WITH TRANSPORT SERVICE PROVIDERS

1. In the event that the school's own transportation is not utilised, recognised and authorised service providers should be utilised at all times and in so far as it is practicable, unless in exceptional circumstances.
2. Each service provider will conclude a service level agreement with the member school, the terms of which will regulate the terms and conditions of the provision of transportation and record the duties and obligations between the parties.
3. The member school will regularly review the service level agreements and ensure that the standards expected of the service provider are regularly assessed and maintained.

MANIFESTO & SERVICE AGREEMENT (SAMPLE)

Manifesto:

As an outsourced transportation company, we pledge to prioritize the safety and well-being of all students entrusted to our care. Our commitment to excellence in service delivery and adherence to the highest standards of professionalism is outlined in this manifesto:

- 1. SAFETY FIRST: We understand the immense responsibility of transporting minors and prioritize their safety above all else. Our drivers are carefully selected, thoroughly vetted, and cleared on the child offenders list to ensure the utmost protection for the students.**
- 2. PROFESSIONALISM: Our team of drivers is composed of experienced professionals who hold valid driver's licenses and adhere to all rules of the road. They are trained to provide courteous and reliable service while upholding the values of respect and integrity.**
- 3. VEHICLE MAINTENANCE: We maintain a fleet of vehicles that undergo rigorous safety checks and regular maintenance to ensure they are safe, roadworthy, and in compliance with all regulatory standards. The safety and comfort of our passengers are paramount.**
- 4. COMMUNICATION AND TRANSPARENCY: We value open and transparent communication with our school partners, providing a designated point of contact for any inquiries or concerns. We strive to build strong, collaborative relationships based on trust and mutual respect.**
- 5. COMPLIANCE AND ACCOUNTABILITY: We are committed to compliance with all local, state, and federal regulations governing transportation services. We take accountability for our actions and continuously seek ways to improve our processes and service delivery.**
- 6. COMMITMENT TO EXCELLENCE: We are dedicated to providing high-quality transportation services that meet the unique needs of schools and students. Our goal is to exceed expectations and deliver an exceptional experience for all passengers.**

Service Agreement:

In consideration of the mutual promises and covenants contained herein, the parties agree as follows:

- 1. SCOPE OF SERVICES:** The Transportation Company agrees to provide transportation services for the School's tours or excursions as requested by the School. The services may include the provision of buses, vans, or other vehicles as needed.
- 2. SERVICE LEVELS:** The Transportation Company agrees to maintain a high level of service quality throughout the duration of the agreement, ensuring that vehicles are clean and well-maintained, and drivers are professional and courteous.
- 3. COMMUNICATION:** The Transportation Company will provide a designated point of contact for any questions or concerns. Open and transparent communication with the School is essential.
- 4. COMPLIANCE:** The Transportation Company agrees to comply with all local, state, and federal regulations related to the provision of transportation services. All vehicles used will be safe, roadworthy, and meet all safety standards.

By signing below, the Transportation Company acknowledges its commitment to the values and principles outlined in the manifesto and agrees to the terms and conditions of the service agreement.

3. DESIGNATED RESPONSIBLE ADULT

1. A designated responsible adult ("DRA") must be appointed and allocated by the member school to each instance requiring the transportation of learners and other related personnel.
2. More than one DRA may be appointed. The school will endeavour to send at least one adult per ten learners (rounded to the nearest ten) to all events/fixtures/outings, or a minimum of two coaches to mind and oversee the students.
3. The various duties and obligations of the DRA are set out herein and applies to both instances where the school's own transportation is to be utilised, and/or transportation is provided using a service provider.

PERSON RESPONSIBLE OBLIGATIONS & COMMITMENT DURING TRANSPORTATION

- Complete and/or ensure the completion of the **PRE-TRIP INSPECTION & CHECKLIST**
- Where transportation with a service provider is utilised, the school member shall undertake to ensure compliance with the provisions of Clause 2.
- Where the school's own transportation is utilised, the member school shall undertake to ensure compliance;
- drivers to be fit and competent to drive the vehicle allocated to him/her;
- all vehicles to meet the minimum safety requirements in respect of safety belts;
- the proper maintenance and service of vehicles by approved and authorised service providers;
- standard route plans for regular destinations shall be compiled by the school's Heads and every effort will be made by the School to ensure that the safest and most efficient route is used in so far as is practicable.
- The safe and secure loading and off-loading of learners and related personnel, within the designated safe area.
- The DRA shall be provided with details of the necessary emergency contact numbers and it is the duty of the DRA to familiarise him/herself with same.
- Immediately raise and report concerns/defects to the relevant individual/school Heads.
- Delay or cancel the trip, until such time as the concerns have been addressed and/or resolved.

4. CONDUCT BEFORE, DURING AND RETURNING FROM ANY TRIP

The member school's DRA must ensure that that learners and related personnel behave in accordance with the school's code of conduct at all times before, during and returning from any trip, and while travelling in the vehicle/s. Specifically, attention is drawn to compliance with regard to the following:

- Learners and related personnel travelling in the vehicle/s must remain seated at all times;
- Learners and related personnel travelling in the vehicles must wear their seatbelts at all times whilst the vehicle is in transit;
- No part of the body of any learner or related personnel may protrude from the vehicle;
- Nothing may be thrown from the vehicle.

5. PROCEDURE IN THE EVENT OF A BREAKDOWN OR ACCIDENT

The procedure in the event of a breakdown or accident that should be followed by the member school’s DRA is as follows:

- ✓ Assess the situation;
- ✓ Ensure the safety of the learners and removal from any dangerous or potentially dangerous areas;
- ✓ Contact emergency services if required;
- ✓ Notify the school/Heads and initiate procedure in terms of the EMERGENCY PROCEDURE POLICY (available in the CHS application form, pg. 4)

6. CONSEQUENCES FOR FAILURE TO COMPLY WITH THIS POLICY

Failure to comply with the member school’s code of conduct, this policy, and/or to obey the instructions of the member school’s DRA may constitute:

1. A disciplinary offence in terms of the member school’s code of conduct, in respect of Learners;
2. A disciplinary offence in terms of the employee disciplinary code, in respect of employees of the member school; or
3. A breach of the Service Level Agreement entered into with the service provider.

SIGNATURE APPROVAL

BEHALF OF HEADS		DATE	
BEHALF OF SGB		DATE	
PRINCIPAL		DATE	