

Transport

For students with disabilities
by taxi/access cab/bus



Parents/carers are responsible for:

- having the student ready to be picked up by taxi or bus at the correct time and place
- making sure that a responsible adult is present at the pick-up or drop-off place
- helping or lifting the student in or out of the vehicle and checking that the student is safely secured in their seat
- providing any additional seating equipment that is needed, e.g. a booster seat, a car seat or rubber backed seat covering
- immediately notifying the preschool or school with any concern about the transport.

Preschools and schools are responsible for:

- supervising students and helping with their loading and unloading
- ensuring that students are safely secured in vehicles
- regularly speaking with the driver to check on the student's behaviour and any other issues
- telling the driver where students should be seated
- if needed, telling the driver about strategies to manage a student's behaviour.

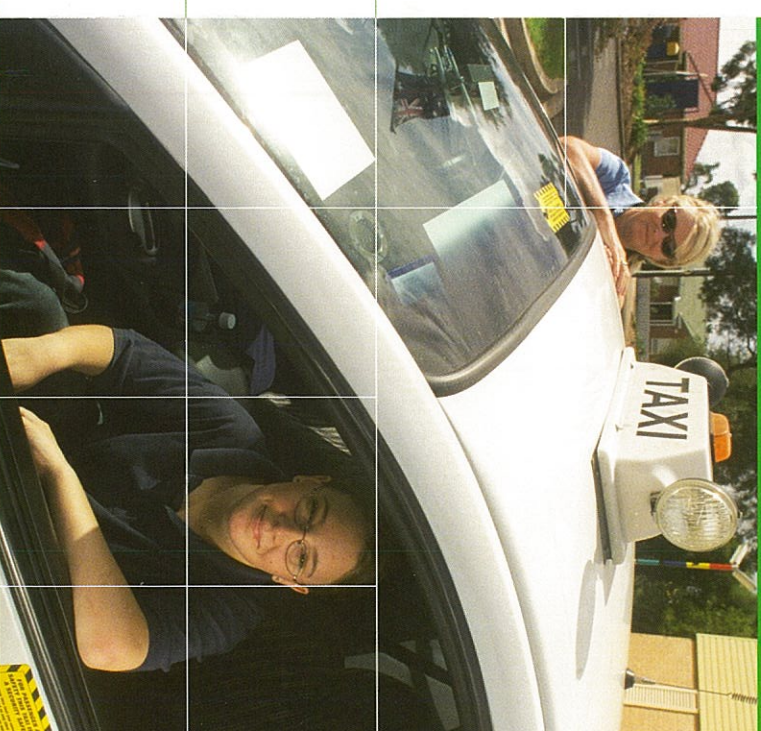
Preschools and schools have a responsibility for students until they reach the drop-off point.

Transport for students with disabilities by taxi/access cab/bus

For further information contact:
The preschool, school or taxi/ bus company.

Transport Services Unit

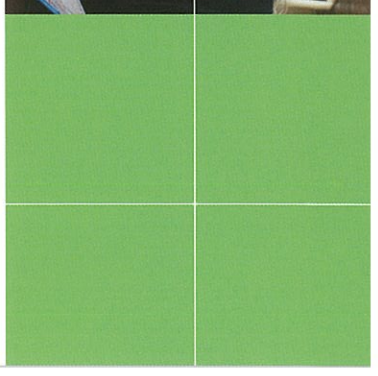
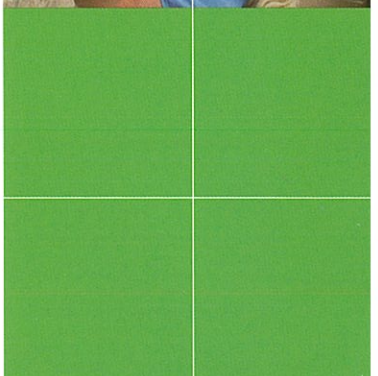
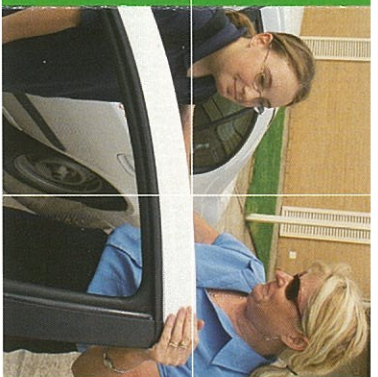
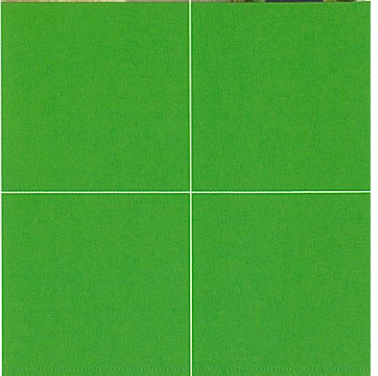
Telephone: 8226 1130
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Important information for drivers



Government of South Australia
Department of Education and
Children's Services



As a taxi/bus driver you are responsible for the safety of students in your care by ensuring that:

- the engine of the vehicle is turned off while students are being loaded or unloaded
- students sit in the seats allocated by teachers at the preschool or school
- all students wear a seat belt, if one is fitted to the vehicle
- bags and equipment are placed in the boot, if possible
- child safety locks on doors are on at all times
- you never remove students from the taxi or bus during the journey. You must never punish a student verbally or physically
- you have a two-way radio or mobile phone in your vehicle
- you do not touch students unless they need assistance in or out of the vehicle
- you do not give gifts of any kind to passengers, including lollies and drinks unless directed to by teachers at the preschool or school
- you do not speak inappropriately in the presence of students (e.g. swear)
- you do not talk with students about their home life
- you do not make contact with students outside of travelling times.

Other important rules

- if you reach the student's home and no adult is there, you must contact the preschool or school.
- You must not leave students on their own without permission from the preschool or school.
- You must not smoke near students or in the grounds of preschools or schools.
- Only carry passengers who have been approved for travel.
- Keep to the timetable you are given.
- Follow the route you are given.
- Do not use a private vehicle to transport students.
- You must not carry out any personal business while transporting students with disabilities.

BREACH OF THESE GUIDELINES MAY RESULT IN THE CANCELLATION OF YOUR SCHOOL RUN

Taxi/bus drivers must contact the preschool or school and the taxi/bus company:

- in an emergency, e.g. a vehicle breakdown or accident or if the parent/carer is not at home
- if they have any concern about a student's safety or welfare or the transport arrangements
- if they have a complaint about a student's behaviour.

Changes to travel arrangements

Any change to the pick-up or drop-off address must be made between the preschool and school and the parent/carer.

The company will tell you about the change.

You must not make any changes to the pickup or drop-off address with the parent/carer.