Rationale:
To outline the school’s support, conditions and guidelines regarding student enrolment-related travel. To ensure that Maryborough Education Centre (MEC) strives to provide a travel environment that aspires to the highest standards of safety and security for students. MEC will follow all Department of Education and Training’s policies and guidelines where student travel is involved.

Goals:
- To ensure students at MEC can access all travel options available to enrich and enhance their overall experience during the course of their schooling
- To ensure where students engage in travel that they do so in compliance with Department of Education and Training (DET) guidelines and policies
- That MEC aims to protect the health and safety of all students during learning experiences involving any form of travel
- To ensure that where necessary travel risk assessments must be completed as required with School Council Approved activities following DET policy

Guidelines:
- Prior to any form of travel being undertaken by, or provided for a student – written or electronic consent must be provided by an authorised parent or legal guardian
- Where possible when conveying an individual student in an approved vehicle, there must be at least two staff members (preferably one of each gender) at all times
- Where private staff vehicle travel is necessary the appropriate indemnity form must be provided to parent/legal guardian and written consent must be obtained prior to travel occurring
- All necessary DET travel approvals for students and staff will be obtained prior to any interstate or international travel
- Travel and Medical Insurance will be compulsory for all interstate and overseas travel by students at their own cost through DET approved supplier – currently VMIA
- MEC must always follow DET policy regarding international travel and comply with the Department of Foreign Affairs and Trade (DFAT) travel advice prior to undertaking such travel
- Where required for international travel, MEC will assist students in gaining all necessary visas, a passport and recommended vaccinations
- MEC will follow DET’s policy in regard to transporting students in private vehicles, school owned or hired vehicles and in relation to motor vehicle registration and insurance requirements
- MEC will adhere to DET’s policy for staffing and supervision for all travel in relation to excursions and activities
• MEC will provide parents/legal guardians with clear advice about the student transport options and arrangements in a timely manner

• Under no circumstances should students transport other students in private vehicles for any school organised activity or function whether held during or outside school times

Resources:

• Information relating to staffing and supervision ratios for student excursions

• Transporting students

• Transport
  o Private cars
  Reimbursement of expenses guide

  o School owned or hired vehicles

  o Motor vehicle insurance

• Travel Insurance

Evaluation

• The School Council is to review this policy every three years or if changes are implemented by DET.

This policy was last ratified by School Council on Wednesday 20th June 2018

Signed:

Paul Rumpff
School Council President