

Additional Information

- » If parents/carers need an alternate address temporarily, please advise your school 10 days before the change is required, using the appropriate form. This change will only occur if it fits within an existing run and changes to transport do not disadvantage other students travelling in the same bus or taxi.
- » If parents/carers change their address they will need to complete a new transport form and wait until this has been processed. Parents/carers cannot direct the driver or company to go to the new address. Parents/carers will be responsible for transport until new arrangements are in place.
- » There can only be two addresses for each child.
- » If there is more than one address, please attach a schedule to the transport application form and submit to the preschool or school. If the schedules are not accurate or not provided, transport can be withdrawn as we are unable to safely transport students.
- » It is expected communication between driver and parent remains positive. If Students with Disability – Transport Assistance Programme receives reports from drivers regarding poor communications, the issue will be investigated and transport may be withdrawn.
- » Please prepare your child for safe travel or any unforeseen change. Provide the school and driver with strategies to minimise anxiety.
- » Whilst we endeavour to keep schools informed, drivers may change due to illness or changed employment. It is not always possible to provide advance notice.
- » Your child must be safe to travel in the taxi/bus. They must travel independently with other students without supervision. We do not provide adult supervision on buses/taxis. If your child is unsafe in their travels, they may be removed from transport.

If your child is unsafe to travel, your school will work with you and your child to seek a solution to facilitate safe travel.

Further information

If you require further information please contact your preschool or school.

Your school:

Phone:

Contact person:

Run No:

Company:



Students with Disability - Transport Assistance Programme (Taxi/Bus)

Information for parents and carers

Parents/carers have a responsibility to support the processes we have implemented to ensure the safety of children and students using the service.



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The Students with Disability – Transport Assistance Programme is a service to assist parents and carers, rather than remove their individual responsibility for school transport arrangements. The responsibility of conveying students with disability to and from school rests with parents/carers.

Parents are responsible for:

- » Providing at least two contactable emergency phone numbers to the school/preschool. These numbers must be updated with school if changed.
- » Checking the identification details of new/relief drivers (displayed on their car dashboard).
- » Ensuring their child is ready to meet the transport at the specified time and place.

Whilst we request parents/carers to be ready, the driver is contracted to arrive at school on time. Your pick up times may vary.

Drivers are instructed to wait up to 2 minutes at the designated stop for the student to be present or for acknowledgement from the parent/carer before moving on, unless otherwise directed by the DECD Transport Services Unit. Drivers will not knock on the front door or beep the car horn.

- » Assisting or lifting their child in and out of the vehicle and securing their seatbelt – this is not the responsibility of the driver.
- » Providing a suitable and Australian Standard car/booster seat if required and securing their child.

Drivers are instructed to have minimal physical contact with students and are not required to assist with these responsibilities.

- » Being present at the pickup/drop-off point to provide supervision or ensuring a responsible adult is present. If the parent/carer is not present, the driver will be instructed to return the child/student to school and the parent/carer will need to collect. A waiting time invoice will be sent to the parent/carer via the school.
- » Drivers are instructed not to leave students at an unattended address or where there is no adequate adult supervision.
- » Providing a rubber backed blanket if there is a potential for a toileting accident.
- » Notifying the taxi/bus company at the earliest opportunity if their child is not attending preschool/school on a particular day.
- » Contacting the preschool director/principal in an emergency eg if the parent/carer is unable to be at home or organise appropriate supervision.
- » Contacting the principal/director immediately about any issues/concerns.
- » Arranging all changes to a pickup/drop-off address or temporary changes through the preschool or school in advance. Parents/carers cannot arrange with the driver for an alternate pickup/drop off. The school will notify parents/carers when changes have occurred to transport.

Direct arrangements with the driver or company cannot be made.

Key points

If you want to change the pick-up/drop-off address:

- » Contact your preschool director or school principal
- » Obtain a form for a permanent change or a temporary change to transport assistance. Complete the form and give it to the director or principal within ten days of the expected change.

A temporary change will only be approved if it can be accommodated on an existing route.

Sites will be informed of changes, including temporary changes, or if changes cannot be accommodated. Parents will be responsible for transporting their child to the preschool/school if changes cannot be accommodated.

Failure to adhere to these requirements may result in the cancellation of transport assistance.

