

# Road safety education policy

Example policy for New Zealand schools. Updated by Waka Kotahi NZ Transport Agency, 2021.

## Goal

All children make safe school journeys and undertake learning that increases their lifelong capacity to contribute to a safer road system.

## Purpose

Road safety is a shared responsibility between the school, parents and whānau, children, the territorial authority, Waka Kotahi, and New Zealand Police.

The purpose of road safety education is to eliminate death or injury to children on or around roads. It also provides children and their whānau with increased confidence and ability to walk, cycle and scoot.

Road safety education is a lifelong process. At school, it takes place through curriculum-based learning and children's participation in safe road use practices, including in and around the school gate, drop-off zones, bus stops, pedestrian crossings and during school trips.

## Our school's prevention actions

1. The school includes a road safety unit each year in our curriculum. Children receive training in road safety procedures, including:

- safe road crossing
- use of walkways
- safe practices in and around buses and other vehicles
- cycling (Year 5+).

For student in Years 3-8 the units focus on inquiry into road safety practices. Students seek to influence the road environment to ensure safer journeys for themselves around the community. Their findings may lead to changes to:

- this policy
- road engineering around our school community
- the enforcement of road, cycle, and walking rules.

2. Staff and adults in the school community model and reinforce good road safety practices.

3. Whānau are consulted about, and informed of expectations, for children's travel to and from school.

4. The controlled pedestrian crossing is the only approved safe crossing point for our school. The operation of this crossing is based on the [School Traffic Safety Teams Manual](#). The crossing will be supervised by a teacher or caregiver *[morning start and finish times, and afternoon start and finish times]*.

All students in the school patrol complete training before being assigned to duty. Children and whānau must use the pedestrian crossing when school patrols are in operation.

5. Permission from the Deputy Principal is needed for children who cycle to and from school. Children Year 4 and under must cycle with an adult. Safety helmets must be used by all cyclists. Whānau are responsible for the roadworthiness of the bicycle and the riding ability of the student.

6. The school has a safe cycling and scooting contract for students to sign. This outlines the school's expectations for using their cycle or scooter near the school gate and on school grounds.

7. All staff members, adult volunteers and students taking part in the school's walking school bus are informed of their responsibilities and will follow agreed routes and procedures.

8. The approved drop off and pick up point for children transported to or from school by car is ... [location]. Whānau are regularly notified of this.

9. Parking on the school grounds during the school day is only permitted according to [school's procedure entered by each school]. Whānau are regularly notified of this.

10. Parents and whānau transporting children to or from curricular and co-curricular activities must be briefed on the route to be followed, and must ensure:

- they have a current registration, insurance and warrant of fitness for the vehicle
- they possess a current full New Zealand driver licence
- there is a diagonal shoulder seatbelt for every child carried
- children are correctly secured:

*Under New Zealand law, all children younger than 7 must use an approved child restraint appropriate for their age and size. Children aged 7 must be secured in a restraint if one is available in the vehicle. From age 8 all vehicle occupants should use an approved restraint and must use a seat belt if one is available. \**

\*Note: International best practice recommends the use of an appropriate child restraint (or booster seat) until your child reaches 148 cm tall or is 11 years old. See more:

[Requirements for using child restraints in New Zealand \(Waka Kotahi\)](#)

11. The school has a bus procedure which provides guidance on safe student behaviour on and around buses. The procedure explains how the bus operator, the school and whānau will respond to unsafe behaviour. The school:

- bases the procedure on the Ministry of Education's [Tips on how to keep children safe on school transport](#)
- sets up and trains a team of student bus wardens, based on the [School Traffic Safety Teams Manual](#)
- keeps caregivers informed of safe bus procedures, including placing the Making Safe Choices leaflet for Year 1-8 or 9-13 (from the [Road Safety Posters and Pamphlets page](#)) in welcome packs for new families.

12. Welcome packs for families include advice for safe travel to and from school, such as the [Hike it, Bike it, Scoot it, Skate it Leaflet](#).

13. The Board of Trustees and the Principal ensure all road safety education activities and school travel comply with the Health and Safety at Work Act 2015 and the Vulnerable Children Act 2014.

14. The school assesses if road safety education offered by external providers is fit for purpose, using the [Guidelines for Assessing Road Safety Education for Young People](#).

### **Our school's response actions**

15. If whānau, students or school staff see illegal or dangerous road user behaviour it should be reported to the police.

16. If whānau, students or school staff see careless and risky road user behaviour when travelling to or from school, this should be reported to the school office. School action may include:

- getting help from the police (e.g. School Community Officer or the local community constable)
- speaking directly to the person concerned
- informing the school community about safe and appropriate road safety behaviour in the school newsletter.

### **Review**

This policy will be reviewed annually and communicated to members of the school community.

### **Approved date**

Board of Trustees Chairperson: .....