

# ROAD SAFETY AND DRIVER EDUCATION

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2.Review date	May, 2022
3.Approved by	Jason Hanrahan - System Performance Leader
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5.Related documents	Log an Incident - Assurance Form, Critical Incident Management Form, Critical Incident Management Policy, Traffic Vehicle Accident Response, Transport and Traffic Management - Driveway and Carpark Safety and Driving Safety, Road Safety Assessment for Schools Checklist See Compass for - Events/Risk Management
6.Appendices	Page 3
7.Ratified	May, 2020

## Version Control

Initial document – 11 May, 2020

Version 2 - July, 2021



CSO Operational Guidelines



Catholic Schools Office  
Diocese of Armidale

## 1. PURPOSE AND RATIONALE

This document has been drafted to seek to reduce the rate and severity of road / public transport incidents involving students. It supports the delivery of effective road safety and driver education programs within the schools of the Armidale Diocese to educate participants as to how to prevent road or public transport incidents involving students, staff or visitors within school grounds and on public roads. This policy is intended to guide use of the funding provided by the NSW Government (Transport for NSW) for the purpose of delivering effective road safety and driver education in Armidale Diocese schools.

## 2. DIRECTIONS FOR SCHOOLS

**Principals** will ensure:

- 2.1 Staff have access to regular road safety and driver education professional development provided by the ARMCSO (Armidale Catholic Schools Office) Road Safety Education Advisor.
- 2.2 Road safety and driver education is embedded within the school's K-12 PDHPE teaching and learning programs, and delivered to students at an age-appropriate level.
- 2.3 A whole-school approach to road safety - including supervision rosters and school based management plans.
- 2.4 Risk assessments are conducted on road safety both in the roads directly around their schools and as a part of any off-site excursion, and any critical incidents are reported in line with the ARMCSO Critical Incidents Management Policy.
- 2.5 Assign a school based Road Safety Officer to oversee procedure and disseminate resources.

**The CSO Mission and Learning Team** will:

- 2.6 Develop road safety and driver education programs and deliver related professional development for school staff on a needs basis.
- 2.7 Promote road safety through regular communications (e.g.E Bulletin and Road Safety website).
- 2.8 Collaborate with government agencies (including CSNSW) on road safety initiatives and promotions and communicate these to schools.

**School staff** will:

- 2.9 Manage student road safety in line with all risk assessments undertaken by the school.

**PDHPE staff** will:

- 2.10 Deliver road safety and driver education programs as part of the PDHPE syllabus.

**Student Wellbeing professionals** will:

- 2.11 Support road safety and driver education programs as needed particularly for students in 11-12 (where PDHPE is an elective).

### 3. DEFINITIONS

The following definitions apply for the purpose of this document;

Road safety and driver education programs are educational activities that promote the safe use of roads by school students. Within this context, ARMCSO encourages a holistic approach that includes road awareness, different road users (i.e. pedestrians, cyclists and motor vehicles) and positive driving behaviours.

### 4. APPENDIX

[Log an Incident - Assurance Form](#)

[Critical Incident - Assurance Form](#)

[Critical Incident Management Policy](#)

[Driveway and Carpark Safety and Driving Safety](#)

[Traffic Vehicle Accident Response](#)

[Road Safety Assessment for Schools Checklist](#)

[Transporting Students in Staff or Parent Volunteer Cars](#)