



## **NATIONAL KINDERGARTEN - PRIVATE TRANSPORT PLAN & POLICY**

1. **Own Transport:** Parents or guardians bringing children by own transport in mornings should leave their children in front of the gate with security/supervisor available at the time. After school, once all the school buses have left from the campus, the parents or guardian can collect their children from the class teacher. Parents are advised to hold the children's hands from the school gate entrance until their vehicle.
2. **Do not block the entrance:** Parents or guardians must park their vehicles only in the allotted parking area.
3. **Identify Key Stakeholders:** Determine who the key stakeholders are for the school's transportation plan. This may include school administrators, transportation coordinators, parents, and students. Consult with these individuals to gather input and ensure the plan meets the needs and expectations of all parties.
4. **Define Objectives:** Clearly outline the objectives of the transportation plan. Identify the goals you want to achieve, which may include ensuring the safety of students, optimizing transportation routes, reducing costs, and minimizing environmental impact.
5. **Assess Existing Transportation Resources:** Evaluated our transportation resources, including the number and condition of school buses or vehicles, their routes, and the staff involved. Determine if any modifications or upgrades are needed.
6. **Safety and Compliance:** Ensure that our transportation plan complies with safety regulations and guidelines. This includes maintaining vehicles, conducting regular safety inspections, and training drivers in safety procedures. Implement a system for reporting and addressing safety concerns promptly.
7. **Route Planning:** Develop efficient transportation routes to minimize travel time and costs while ensuring students' convenience and safety. Consider factors such as pick-up and drop-off points, road conditions, traffic, and the proximity of students' homes to the school.



8. **Schedule and Timetable:** Create a schedule and timetable for all transportation routes, specifying the pick-up and drop-off times for different locations. Ensure that the schedule allows for punctuality and prevents delays.
9. **Vehicle Maintenance and Upkeep:** Establish a regular maintenance schedule for school vehicles to keep them in good working condition. Create a maintenance log to track repairs and inspections.
10. **Communication Plan:** Develop a communication plan to keep all stakeholders informed. This can include emergency communication protocols, notifications for schedule changes, and providing contact information for transportation coordinators.
11. **Environmental Considerations:** Explore ways to minimize the environmental impact of transportation, such as implementing fuel-efficient vehicles, carpooling options, and encouraging the use of public transportation for students living close to school.
12. **Document the Plan:** Document the transportation plan in a clear and accessible manner. Include all the necessary details, contact information, and emergency procedures.
13. **Review and Update:** Periodically review the transportation plan to assess its effectiveness and make necessary improvements. Be open to feedback from students, parents, and staff to refine the plan over time.

A well-thought-out transportation plan helps schools efficiently manage transportation needs while ensuring the safety and well-being of students. Regularly reviewing and updating the plan will help address evolving requirements and challenges. As well all staff reviewed and done signature of this own transport plan.