

ROAD SAFETY CHECKLIST FOR TRANSPORTATION OF LEARNERS

No	Aspect	Requirements	Indicate as appropriate (Seen/Not seen)
General requirements			
1.	Authorisation for the trip	Letter from PS/ES or CAO/City Clerk/Town Clerk	
2.	Prohibitions/Restrictions	No nursery/Kindergarten/Pre-primary learners are permitted to undertake any school trips/tours.	
3.	Record of Learners	Signed list of learners by the headteacher	
Type of transport			
4.	School vehicle	Valid P.M.O License	
5.	Hired Public service vehicle	- Valid P.S.V License - Authorisation letter from MoWT	
6.	Condition of vehicle	Road worthiness report from MoWT (Check physical condition of vehicle)	
7.	Insurance	Valid Motor Third Party insurance	
8.	Seating Capacity	The number of learners shall correspond to the seating capacity as per the license	
Safety of learners during transportation			
9.	Time of travel	6:00 am - 6:00 pm	
10.	Driver	- Appropriate valid driving licence and class of vehicle - Shall have a valid driver badge and a customized photograph relating to the school/bus company	
11.	Drivers physical condition	Check on alcohol, drugs and fatigue	
12.	Teacher	- Letter of Designation and school ID - For mixed schools there should be both a male and female teacher present	

Recommended to Travel or Not:.....

Name & Rank of Traffic Officer:.....

Check Point:.....

Signature:.....

Date:.....

INDICATOR 13: Road Safety

Standard	Requirement	Guidelines
Safe transportation of learners.	1. Type of transport	a. All vehicles transporting learners to and from school should be with a valid Private Motor Omnibus (PMOs) license with IOV certification. • The school van should be road worthy. • Passenger vehicles should seek clearance for road worthiness from appropriate authority. • All vehicles transporting learners should be labelled with the school's name. b. Those who walk to school should be accompanied by a trusted caregiver.
	2. Human resource	The school should have a: a. Driver with an appropriate valid driving permit class for a vehicle. b. A designated staff with a letter of assignment indicating clear roles and responsibilities to accompany learners to and from. c. The driver and the transport assistant shall be in uniform and always display their identification badges.
	3. Safety of learners during transportation.	a. Vehicles carrying learners should adhere to the recommended vehicle capacity. b. Schools should have a policy for transportation of learners. c. Learners should not be exposed to any verbal, audiovisual, print media materials that are not related to learning. d. The parent shall give written consent for the learner to be transported. e. Learners should be transported during daytime between 6AM-6PM.
	4. Record of learners aboard	a. A record of learners transported should be kept with the transporter and a copy left at school. b. A logbook to be maintained. c. Tours to be approved by parent. d. A route chart and logbook should always be maintained. e. A roll call at boarding and dropping off should be done.

5. Management of learners on trips/tours/ excursions.

All trips/tours/excursions must be approved by the appropriate authority:

- a. The foreign trips should be approved by the Permanent Secretary MoES.
- b. The local trips should be approved by the Chief Administrative officer/Town Clerks /City Town Clerk.
- c. For internal/local trips the learners should be transported under strict supervision of the school.
- d. All pre-primary/kindergarten learners should not participate in any trips outside the school.