



The Springfield Primary School



STUDENTS PRIVATE/PARENT TRANSPORTATION PROCEDURE

Name of the Policy	STUDENTS PRIVATE/PARENT TRANSPORTATION PROCEDURE
Date Approved	April 2022
Date of Review	March 2026



STUDENTS PRIVATE/PARENT TRANSPORTATION PROCEDURE

INTRODUCTION

Student safety is our utmost priority and we are dedicated to ensuring our student drop off and pick up procedures are efficient and safe by providing experienced and trained security guards to manage and regulate the traffic situation in both entrance and exit gates.

PARENT/ PRIVATE TRANSPORTATION

Arrival:

- The school pedestrian gate will open at 6:30AM.
- The designated staff for gate duty should be present near the designated gates on or before 7:10AM.
- The designated staff will receive the children and send them to the respective entrance doors from where the class room duty teachers will receive the students.
- For private transport drivers, the parents are required to send an authorization letter together with the drivers' QID copy of the private driver to make sure that the student was being picked-up by an authorized person.
- In case of change of driver, the parent should notify the admin office and submit an authorization letter together with the new drivers' QID before the student will be handed over to the new driver.

Dispersal:

- The gates will open at 2:00PM for parent / private pick up.
- The designated staff will hand over the students to their parents only after confirming the pickup person.
- For private transport drivers, the parents are required to send an authorization letter together with the drivers' QID copy of the private driver to make sure that the student was being picked-up by an authorized person.
- In case of change of driver, the parent should notify the admin office and submit an authorization letter together with the new drivers' QID before the student will be handed over to the new driver.

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