

## Hilliard Christian School – Uber and Taxi Policy



### Purpose:

The purpose of this policy is to establish protocols aimed at ensuring a secure environment for students during their transportation to and from school. By delineating clear procedures concerning taxi and Rideshare transportation, this policy aims to define responsibilities for both parents and the School.

### Aims:

To:

- facilitate safe transport arrangements for students.
- Implement transparent procedures for staff and parents.

### Procedures:

1. Parents must inform the school if they arrange for their child/ren to be picked up by taxi or Rideshare services.
2. The school is responsible for documenting the driver's name and obtaining a copy of their identification and contact number.
3. Staff at the Hilliard Front Desk are tasked with notifying parents once the child has been collected.
4. Under no circumstances should staff allow the child to enter the vehicle without prior notification from the parent.
5. A SEQTA Pastoral Care entry containing the collected driver information must be placed in the child's file.
6. Students who are arriving at school in a taxi or rideshare after 9am must sign in at Reception.

### Document Information

Document Name	Rideshare and Taxi Transport Policy
Approver	Seventh-day Adventist Schools Ltd. Board of Directors
Last Approved Date	26 <sup>th</sup> February 2024
Review Date	1 <sup>st</sup> January 2025

## Hilliard Christian School – Uber and Taxi Policy

Audience	Staff and Parents
Links	
Custodian	