

School logo area

[SCHOOL NAME] Road Safety Policy

About this template

This road safety policy template has been developed by the Road Safety Education Victoria (RSEV) partners, the Transport Accident Commission (TAC), the Department of Transport and Planning (DTP), Public Transport Victoria (PTV), and Victoria Police. The template provides guidance and example text to help your school create its own road safety policy.

Throughout this document, **shaded boxes**, like this one, explain the purpose of each section of a Road Safety Policy and provide tips for tailoring the template to fit your school's situation. **All shaded boxes should be deleted before publishing your road safety policy.**

Below each grey shaded box, **grey example text** is provided to help you write in that section of your school's road safety policy. These are suggestions only. Any example text used should be changed if needed to meet your school's needs and align with your School Strategic Plan (SSP), Annual Implementation Plan (AIP) and school's values. **Any example text not used should be deleted before publishing your road safety policy.**

For support with road safety education, policy development and resources go to the [Road Safety Education Victoria \(RSEV\) website](#) or email: education@transport.vic.gov.au

Rationale

This section should explain to readers why the Road Safety Policy is important and why your school has created one.

Example text:

[SCHOOL NAME] is committed to providing a safe road environment for the whole school community.

Everyone deserves to be safe when travelling to and from school, and it is unacceptable that anyone – especially a child or young person – is killed or seriously injured on Victorian roads. We believe that road safety is a shared responsibility, and that we need to work together to create more understanding, safer behaviours and safer environments among our school community.

To support this policy, we will continue to proactively engage with students, staff, parents/carers/guardians and community members and/or organisations (where appropriate) to improve safety in our school community.

Context of this policy

This section should outline how your road safety policy fits in with and supports your school's vision, values and/or strategic plans.

Example text:

- This policy aligns with our school's planning documents by: [INSERT KEY APPLICABLE PARTS OF THE PLAN]
- It reflects our school's values of: [INSERT RELEVANT SCHOOL VALUES]

Aims

This section describes what your school hopes to achieve through its road safety policy. It outlines the "what", rather than the "how".

Consider what and how much your school might be able to deliver – depending on your school's situation. We recommend focusing on 3-5 key aims to help create a clearer, more achievable policy.

Example text:

- To deliver a whole school approach to road safety which encourages safe decision making and behaviours around roads.
- To foster safe active travel to and from school.
- To embed understandable, engaging road safety education across all year levels, in accordance with the Victorian Curriculum.
- To create a safe and supportive environment that encourages all students and staff to model safe road user behaviour.
- To promote student-led advocacy that empowers young people and provides support and opportunities for them to become road safety advocates and leaders in their communities.
- To build a culture of proactive engagement, where parents/guardians and external stakeholders are consulted on road safety decisions.
- To build stronger partnerships with local government, community groups and road safety advocates to improve road safety together.

Implementation

This section describes how your school community will work to achieve the aims outlined in the previous section.

By explaining exactly what is expected of each group – school staff, students and parents/guardians – this section forms a kind of agreement on how each member of the school community will do their part to improve road safety.

Example text:

Road Safety is the responsibility of staff, students, parents/guardians, and all people involved in our school community.

The school leaders and staff will:

- Ensure road safety information and education is communicated to the broader school community.
- Support students' and parents/guardians' proactive efforts to improve road safety.
- Use Road Safety Education Victoria (RSEV) resources to keep up to date with road safety priorities, information, programs and innovations.
- Include road safety education across year levels, making sure it is available to students in a way that is accessible and appropriate to their learning needs.
- Provide opportunities for students to develop skills in leading road safety advocacy, including identifying local road safety issues and possible solutions.
- Model safe road user behaviour to students at all times, including on excursions, during school activities and at drop-off and pick-up times.
- Make sure road safety education is for everyone, by considering the different learning, cultural and social factors in the community when creating road safety initiatives.
- Model, encourage and, when necessary, enforce the use of helmets and other safety devices when students are riding bikes, skateboards, scooters or rollerblades.
- Model, encourage and, when necessary, enforce the use of pedestrian crossings and safe behaviours when students are crossing roads and when on and around public transport.
- Promote the safe use of appropriate restraint systems (seat belts and/or child restraints) to students.
- Embed road safety information into school orientation materials for new students and families.
- Find opportunities to work with local government to create safer and healthier school precincts, including advocating for appropriate local speed settings.

The students will:

- Alert school staff to any road safety issues they are aware of in the school community.
- Model safe road user behaviour to younger students.
- Always use safety equipment such as helmets when riding bikes, skateboards, scooters or rollerblades.

- Always use seatbelts and/or child restraints when travelling in vehicles.
- Be encouraged to talk to their parents/guardians about what they have learned about road safety in school and any questions they might have.

The parents/guardians will:

- Actively support their children to use safe active travel to get to and from school where possible.
- Model safe road user behaviour to their children and to others in the school community.
- Alert staff to any road safety concerns or ideas for improvements.
- Support the school community's work with local government to improve the safety of school precincts.
- Park cars in designated areas and obey all road laws.
- Ensure children are using appropriate safety equipment, including helmets when riding bikes, skateboards, scooters and rollerblades.
- Ensure bikes, skateboards, scooters and rollerblades are maintained and comply with all safety regulations.
- Ensure children are safely restrained when travelling in cars and other vehicles and using seatbelts, booster seats and/or child seats.
- Use dedicated pick up and drop off sites appropriately.

Further information and resources

This section provides readers with some other policies and resources that can help them learn more about road safety and safe road user behaviours. These might be from the Department of Education, Road Safety Education Victoria, your own school's website, or any other appropriate sources.

Example text:

The following Department of Education policies are relevant to this policy (through the Policy Advisory Library (PAL))

- <https://www2.education.vic.gov.au/pal/supervision-students/policy>
- <https://www2.education.vic.gov.au/pal/traffic-management/policy>
- <https://www2.education.vic.gov.au/pal/collection-students/policy>
- <https://www2.education.vic.gov.au/pal/cycling-and-school/policy>
- [School Crossings: Policy | education.vic.gov.au](https://www2.education.vic.gov.au/pal/school-crossings/policy)

The following school policies are relevant to this policy:

- (INSERT)

Policy review and approval

This final section uses a table to outline when your policy was last reviewed/approved and by who, as well as when it is next due to be reviewed. Your policy might be reviewed annually, or to line up with your school's broader planning cycle.

Example table/text:

Policy last reviewed/created	
Consultation	
Approved by	
Next scheduled review date	

Additional resources to help you create your school's road safety policy:

- Road Safety Education Victoria (RSEV) is a collaboration between the Transport Accident Commission, Department of Transport and Planning, Public Transport Victoria and Victoria Police. The partnership provides free, evidence-based road-safety education programs and resources for students across all learning stages, to help ensure every trip for children and young people is a safe one. <https://www.roadsafetyeducation.vic.gov.au>
- The Good Practice Guide [The Good Practice Guide | Road Safety Education](#) and the audit tool [The Road Safety Education And Safe Travel Action Tracker | Road Safety Education](#) are resources to assist schools in their plan for a best practice approach to road safety in their specific setting.
- RSEV school engagement officers can help your school tailor its approach to road safety for your individual environment. They can assist with:
 - accessing road safety programs and community grants
 - delivering and embedding a whole-school approach to road safety
 - school policy development
 - professional learning and development opportunities
 - Safe Systems approach ([Victorian Road Safety Strategy - TAC - Transport Accident Commission](#))

Get in touch here – education@transport.vic.gov.au