



**GIRL GUIDES VICTORIA**  
**TRANSPORT**

**GO 34**

Policy number	GO 34
Subject	Members travelling in vehicles
Policy	<p>Girl Guides Victoria is committed to providing a safe environment for its members.</p> <p>This policy outlines the requirements for travel to and from Girl Guide Victoria activities by road, public transport and air.</p> <p>This policy covers both domestic and international travel.</p> <p>This policy applies to all members and volunteers of Girl Guides Victoria</p>
Principles	Girl Guides Victoria expects members to strictly adhere to all legislation, regulations and safety guidelines governing the particular mode of transport employed in the course of Guiding
Procedures under this policy	<p><b>ROAD TRAVEL TO AND FROM GIRL GUIDE VICTORIA ACTIVITIES</b></p> <p>Where possible, adult members should not travel 1:1 with individual youth members, including travelling in vehicles.</p> <p>It is preferable that any carpooling for travel to/from a Girl Guide activity be organised by the parent/carer and not by the Leaders.</p> <p>In addition:</p> <ul style="list-style-type: none"> <li>• The travel must be directly related to the delivery of Girl Guides Victoria programs;</li> <li>• If Leader/parent is arranging transport, they must bring the transport arrangements to the attention of other parent/carer and obtain their consent prior to travel;</li> <li>• Probationary/Provisional drivers are only permitted in accordance with Victorian rules; and</li> <li>• The Driver must not be a ‘Learner’</li> </ul> <p>Where private vehicles are used to transport members, the Driver must ensure that:</p>

- The vehicle is currently registered;
- The Driver holds a current driver's licence appropriate for the vehicle being used;
- There is a seatbelt for each person travelling in the vehicle;
- The vehicle is not a motorcycle or scooter; and that
- The Driver is aware of the signs and symptoms of driver fatigue and takes all practical measures to ensure the safety of themselves and all

When travelling by bus or coach, the Leader in Charge must take all reasonable steps to ensure that:

- Where available the bus or coach must be equipped with seat belts;
- When a seatbelt is supplied, each passenger travels with the seatbelt correctly fastened and remains seated at all times;
- Ratios as set out by the *Guidelines* should be adhered to all times. See **Ratios at a Glance**; and
- If the Leader in Charge is the driver, she must appoint another Leader to be in charge whilst travelling.

### **PUBLIC TRANSPORT**

Public transport includes taxis, ferries, trains, light rail, buses and trams. The Leader in Charge is to ensure that the prescribed supervision ratios are maintained at all times. See **Ratios at a Glance**.

### **3. AIR TRANSPORT**

#### Domestic

Where possible youth members should travel in groups and be chaperoned by an adult with a Working With Children clearance. Airline unaccompanied minor policies must be adhered to, and all unaccompanied minors are to be supervised at airport until departure and met on arrival by an adult.

#### International

Youth members must be accompanied by an adult chaperone/Contingent Leader appointed by the Assistant Chief



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	<p>Commissioner – International. Special circumstances to vary this policy may be considered on a case-by-case basis by the Assistant Chief Commissioner – International.</p> <p>Supervision ratios should be maintained where possible. See <a href="#">Ratios at a Glance</a>.</p> <p><b>LAND TRANSPORT OVERSEAS</b></p> <p>Pre or Post overseas event travel is to be undertaken by public transport or commercial tour companies where possible. Girl Guides Victoria does not encourage the hire of rental vehicles overseas by members.</p>
Related policies	GO-37 Bus Policy (pending)

**Version Information**

Version Number	Content Updated	Person Responsible	Date Updated
1.2	New policy formatting Version Control section added		March 2020
1.1	GO34		June 2015
1.0	Original (formerly GO23)		November 2009