



**MEMORANDUM TO PRINCIPALS
AND DISTRICT SUPERINTENDENTS**

**DN/02/00518
IRC 02/33**

SCHOOL ADMINISTRATIVE AND SUPPORT STAFF TRANSPORTING STUDENTS

As a result of on-going discussions between the Department and the Public Service Association concerning situations where school administrative and support (SAS) staff are involved in transporting students, the parties have agreed to provide the following advice to schools:

- i. SAS staff are not to be directed to drive vehicles to transport students;
- ii. where SAS staff assist in transporting students principals must provide for welfare and safety issues for both staff and students, including arrangements for appropriate supervision. SAS staff are not to transport students on school buses without a teacher present;
- iii. the employment of temporary SAS staff must not be conditional upon their acceptance to drive vehicles to transport students;
- iv. SAS staff authorised to use a private motor vehicle for work purposes are entitled to be paid the appropriate award allowance for use of their vehicle; and
- v. the Association and the Department are continuing to investigate this matter with a view to providing further advice to schools.

Should you wish to discuss any aspects of this matter, please contact Mr Peter Phelps, Senior Manager, Industrial Relations on (02) 95611054.

Yours sincerely

Ken Dixon
A/DEPUTY DIRECTOR-GENERAL (CORPORATE SERVICES)
29 November 2002