

# Hauraki Primary School Policy Document

## Travelwise

### Rationale

Hauraki school (the school) is committed to being a Travelwise school that encourages a whole school culture of safety and sustainable travel.

### Purpose

- The Hauraki School Board (the Board) recognises the responsibility it has to promote Travelwise options.
- To ensure as a school and community, we encourage the safe travel of all children attending our school.
- To provide information and guidelines on Travelwise options for travel to and from school.

### Definitions


Travelwise is an innovative programme facilitated by Auckland Transport to make school travel safer, healthier and more fun. The aims of Travelwise include:

- Encouraging and increasing the use of active travel modes and public transport
- Providing safer facilities for all road users
- Reducing congestion around school

### Guidelines

1. The school encourages students to walk, cycle, or scooter to school in the interests of improving the health and fitness of students, and in order to alleviate traffic issues at peak hours around the school.
2. If children are cyclists or scooter riders under the age of 9 years, **they must be accompanied by an adult to and from school at all times.** Children are expected to wear a helmet and high visibility vest.
3. Cyclists and scooter riders who are 9 years and older may cycle/scooter independently subject to a satisfactory bike/scooter safety test and written parental permission. See appendices 1, 2 and 3.
4. School staff model appropriate road safety behaviours and attitudes, and parents are provided with information to reinforce safety and active transport messages. Students should be strongly encouraged by home and school to adhere to road and pedestrian rules when walking, cycling, or scootering.
5. The overarching responsibility regards bike and scooter riding lies with parents and not the school.
6. The school will provide a designated area for bike and scooter storage but will not accept any responsibility for lost or damaged bicycles, scooters, helmets or vests.

7. Walking school bus routes that are listed on the school website are dependent on parent availability. For walking bus driver guidelines see appendix 4.

Signed:  \_\_\_\_\_

Date: 11.05.2026

**Presiding Member of the Board**

Review Date: Term 2 2029

## Appendix 1

1. To be able to cycle or scooter independently to school students should adhere to the following:
  - Be a minimum of 9 years old.
  - Wear a safety-approved, correctly fitted helmet and high visibility vest.
  - Have participated in a cycle or scooter safety lesson conducted by the Police Education Officer or Deputy Principal.
  - Have had their bicycle or scooter checked by a parent/guardian to ensure that it is safe.
  - Have had the form (appendix 2) signed by their parents/guardians stating they have responsibility for their child's safety when riding to and from school.
2. Bike safety assessments will take place within the first two months of the school year and thereafter each term for the remainder of the year at a time suitable to the Police Education Officer and/or Deputy Principal.
3. When students travel by bike or scooter, they are to dismount on the corner of Walter Street and wheel their bike or scooter down the footpath, cross at the school crossing, then wheel to the designated storage areas within the school grounds.
4. Bicycles and scooters are to be taken home each day.
5. Students are to provide their own chains and combination locks if they wish.
6. No tricks or jumps are permitted on school grounds or surrounding footpaths.
7. Riding a bike or scooter in the school grounds is strictly forbidden when arriving or leaving school.
8. Permission to ride to and from school may be revoked at any time due to dangerous or unsafe cycle or scooter practices for a period determined by the Principal or Deputy Principal.

## Appendix 2 – Cycling

Dear Parents/Guardians,

Your child has expressed an interest riding his/her bike to school.

In the light of the school Travelwise policy we wish to inform you that while the Police Education officer or Deputy Principal will continue to conduct cycle safety lessons, they do not have the authority to issue licences for individual students. This means that you must take full responsibility for your child when cycling to and from school, and that the school or Police Department is not liable in any way should an accident occur.

Please be vigilant about checking your child's bike (bike shops will do this), ensure they wear a safety approved helmet and a high visibility vest, and be sure that they know all necessary road rules. The minimum age for a child riding a bike to and from school independently is 9 years. Children can sit the bike test if they turn 9 during that term but cannot ride independently until they are nine.

If you are satisfied that your child meets the above criteria, please complete the form below and return to school as soon as possible. Permission is required from you before your child is able to ride to school.

Thank you.

Yours sincerely,  
Christopher Pipes (Deputy Principal)

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### Hauraki School Cycling to School

Please complete and return to school as soon as possible. Terms 1-4

- My child \_\_\_\_\_ Room \_\_\_\_\_ has permission to ride his/her bike to and from school independently from the age of nine.
- I have checked his/her bike and helmet and will continue to check these on a regular basis. I am satisfied that they meet safety standards. I will prevent my child riding to school if his/her bike or helmet ceases to meet safety standards. My child will wear a high visibility vest.

YES NO

- I am satisfied that my child has the necessary skills to ride safely to school and I accept full responsibility for my child's safety when riding to and from school. I will not in any way hold the school, any staff member or Police Officer liable should an accident occur.

YES NO

- I understand that permission to ride to school may be revoked at any time should dangerous or unsafe practices occur.

YES NO

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## Appendix 3 – Scooter

Dear Parents/Guardians,

Your child has expressed an interest riding his/her scooter to school.

In the light of the school Travel Wise policy we wish to inform you that while the Police Education Officer or Deputy Principal will continue to conduct scooter safety lessons, they do not have the authority to issue licences for individual students. This means that you must take full responsibility for your child when scootering to and from school, and that the school or Police Department is not liable in any way should an accident occur.

Please be vigilant about checking your child's scooter ensure they wear a safety approved helmet and a high visibility vest, and be sure that they know all necessary road rules. The minimum age for a child riding a scooter to and from school independently is 9 years. Children can sit the scooter test if they turn 9 during that term but cannot ride independently until they are nine.

If you are satisfied that your child meets the above criteria, please complete the form below and return to school as soon as possible. Permission is required from you before your child is able to ride to school.

Thank you.

Yours sincerely,

Christopher Pipes (Deputy Principal)

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### **Hauraki School Scooter to School**

Please complete and return to school as soon as possible. Terms 1-4

- My child \_\_\_\_\_ Room \_\_\_\_\_ has permission to ride his/her scooter to and from school independently from the age of nine.
- I have checked his/her scooter and helmet and will continue to check these on a regular basis. I am satisfied that they meet safety standards. I will prevent my child riding to school if his/her scooter or helmet ceases to meet safety standards. My child will wear a high visibility vest.

YES NO

- I am satisfied that my child has the necessary skills to ride safely to school and I accept full responsibility for my child's safety when riding to and from school. I will not in any way hold the school, any staff member or Police Officer liable should an accident occur.

YES NO

- I understand that permission to ride to school may be revoked at any time should dangerous or unsafe practices occur.

YES NO

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## **Appendix 4**

### **Walking School Bus Driver Guidelines**

Walking School Bus Drivers are responsible for children's safety to and from the designated 'bus stops' and for seeing 'their' children safety on and off the bus. The following guidelines should be adhered to at all times:

1. The Bus Driver should always walk at the front of the group.
2. A high visibility vest should be worn by the Bus Driver.
3. A ratio of eight children to one adult is recommended.
4. The Bus Driver should stick to the agreed route at all times.
5. Children should always walk and never run.
6. The Bus Drive should encourage children to walk together and not get too far behind.
7. Be prepared to share the footpath with others.
8. Point out to children potential dangers, in particular, sneaky driveways.
9. Remind children to listen and obey instructions especially regarding stopping and crossing the road.
10. If there are pedestrian crossings on your route you must use them.