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Revision	

WCCN Student transport policy

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Approved by	Position	Signature	Date
College Senate			

RECORD OF CHANGES

REVISION	TITLE OR BRIEF DESCRIPTION	ENTERED BY

All Change requests should be submitted to the College Senate

1. SCOPE

This Policy applies to all undergraduate programs of the WCCN. The policy has been formulated to ensure that the requirements and instructions for the invigilation of all WCCN assessments are adhered to.

2. THE PURPOSE OF THIS POLICY

This document ensures that all students have the correct information regarding the provision of transport, times and collection points for transport to and from the service platform

3. REFERENCES

Palmers College; student transport policy. <https://www.seevic-college.ac.uk/media/1460955/Student-Transport-Policy.pdf> [Accessed online 4 June 2018]

Duff-Riddell, W.R., Robertson, E.J> and De Wet, G. 2006. *The UCT student and transport system: A case study*. <https://repository.up.ac.za/bitstream/handle/2263/6051/023.pdf?sequence=1&isAllowed=y> [Accessed online 4 June 2018]

4. POLICIES & GUIDELINES

- WCCN Student Academic Rules and Regulations
- Department of Health Placement Policy
- Department of Health Code of Conduct
- Work Integrated Learning Policy

6 PRINCIPLES WHICH THIS POLICY STRIVES TO UPHOLD

- Credibility
- Transparency
- Universal applicability
- Fairness

7. POLICY GUIDING PRINCIPLES

- a) Students utilising the transport as provided are required to adhere to the WCCN student code of conduct and the Provincial Government Code of Conduct whilst making use of the transport service.
- b) Transport is not provided for Post Basic and Post Graduate Students or Staff
- c) Only undergraduate students registered with the WCCN are allowed to make use of the transport service as per contract between WCCN and the allocated service provider.
- d) Staff members may not transport any students as this is not covered by in terms of student indemnity.

- e) Lecturing staff are responsible to book trips for off-site visits in the beginning of the academic year

8. GENERAL

- a) Students will be provided with the necessary transport pass in the form of their student card.
- b) No students are allowed to make contact with the transport officer to make alternative arrangements for the transport to collect them at any time other than the scheduled collection times
- c) Students making arrangements with bus drivers to collect them outside the official collection times will be billed for ad hoc transport requests
- d) No transport will be allowed for the make-up of deficit hours.
- e) The service provider of transport must ensure that all vehicles are roadworthy and that the drivers of such vehicles are in possession of a valid driver's license and PDP certificate.

9. TRANSPORT ARRANGEMENTS AND BOOKINGS

- a) Transport plan per Campus to be submitted in the beginning of the Academic year
- b) The dedicated WCCN transport officer per Campus is the only person allowed to make bookings for transport via the Service Provider.
- c) This dedicated officers is the only persons delegated and duly authorised to make any transport arrangements.
- d) Clinical placement officers/Lecturers will submit the clinical placements to the transport officer to make the necessary transport arrangements at least four (4) weeks prior to the commencement of placements.
- e) Placement and transport requirements must be made available to the transport officer and the Head of College during January of every academic year to allow for timeous budgeting for transport
- f) The transport officer will book transport on a weekly basis

9.1 Responsibility of students

- a) Be ready at the collection point half an hour before the collection by transport officers in the mornings
- b) The Transport officer will not wait for any students at the pick-up points
- c) Colleagues must ensure that no students are left behind in the services after the completion of their placement for the day
- d) Students must inform his/her colleagues if they were released from duty and are not going to make use of the transport collecting students in the afternoons to prevent the bus-driver from waiting for student sin advances
- e) Students will inform the transport officer if they retire on ill health before the shift for the day is completed so that arrangements can be made via the transport officer that the public transport officer employed by the WCCN may collect such a student
- f) The transport officer will inform the student transport service provider that the particular student will not make use of the transport at the end of the shift. To prevent the bus driver from waiting for an absent student whose name is on the list for transport

9.3 Responsibility of the bus driver

- a) Ensure roll call is done in the mornings and evenings to ensure that the correct students are on the bus
- b) Do not allow student's who's names are not on the list for the trip to embark the bus
- c) Do not accept any requests or instructions from students
- d) If students issue instructions or try to intimidate the bus driver, the bus driver must bring this to the attention of the transport officer at WCCN so that corrective action can be implemented

9.3 Ad Hoc transport

- a) Ad hoc transport may only be approved with a written confirmation from the Head of College
- b) Ad Hoc transport includes any transport not catered for such (not limited to) as the event of student funerals, sport functions not covered under the budget of the SRC, social functions or the attendance of courses.