



Safe Travel Plan Guidelines

The need for Safe Travel Plans

Safe Travel Plans are now required to help improve the safety, fairness and flexibility of travel arrangements for students who need to travel away from home for school.

They are a direct response to findings from various reviews into schooling for Aboriginal and Torres Strait Islander students.

Having a Safe Travel Plan means schools, boarding providers and families will work together to ensure children arrive safely at school and back home. It will also give families and communities reassurance that children will be safe when travelling to and from school.

Safe Travel Plans provide everyone with clear instructions on what to do if something unexpected occurs while travelling.

Safe travel arrangements will help students attend and stay at school.

The requirement to have a Safe Travel Plan in place is outlined in the [ABSTUDY Policy Manual](#) (section 87.2).

Responsibilities

It is the responsibility of the travel organiser to develop the Safe Travel Plan. In most cases, this will be the school and/or boarding provider. However, the student's parents/guardians must be involved.

Schools and/or boarding providers should develop relationships with other schools, boarding providers or similar organisations in transit points. This will help them plan for support in the case of disrupted travel and increase potential supervision opportunities.

The school and/or boarding provider is also responsible for keeping a record of the Plan. The student and their parent/guardian will also need a copy of the Plan.

If the student is independent for ABSTUDY purposes, they and the school will be responsible for creating the Plan.

If the student is in a private boarding arrangement, the parent/guardian and boarding provider are responsible for developing the Plan together. In some cases, a school may coordinate the Plan on behalf of private boarders.

A Plan must be established before a school and/or boarding provider, parent/guardian or private board provider requests travel for a student.

Developing the Safe Travel Plan

Requirements

From 1 January 2019 to 30 June 2019, Safe Travel Plans are voluntary for primary and secondary students under 18 years of age.

The Department of Human Services will confirm if a Plan is in place. They will also request contact details for the person that will enact the Plan should a student experience a travel disruption.

From 1 July 2019, Safe Travel Plans are mandatory for primary and secondary students under 18 years of age if the Department of Human Services pre-books their travel. This includes students who are independent for ABSTUDY purposes.

The Plan should be completed to the greatest extent possible prior to the booking. The Plan can then be updated with specific information once the travel itinerary has been received.

Schools and boarding providers who organise travel for their students and then seek reimbursement through the Department of Human Services do not need a Safe Travel Plan. They must still ensure that travel arrangements are safe and appropriate for their students.

What to include

The Safe Travel Plan should contain all the information the student needs during their travel, including what to do if the travel is disrupted.

The amount of information in the Plan will depend on the length and complexity of a student's travel arrangements.

If the student is travelling with a supervisor for the entire journey, the Plan can contain basic information and the supervisor's contact details – see **Example 1**.

If the student is travelling unaccompanied for the first time and their trip involves multiple legs and connections, then the Plan must outline each leg and have contingencies for each leg, including who will supervise the student at each transit point – see **Example 3**.

The Plan should contain:

- the student's contact details
- the parent/guardian's contact details (mobile numbers preferred, where possible)
- the school and/or boarding provider's contact details (including out-of-hours phone numbers)
- an itinerary
- supervisor contact details
- local emergency services contact details
- emergency contact details for someone who can assist the student if something unexpected occurs during unsupervised legs of travel
- health information, such as
 - the student's doctor's details
 - medicines
 - medical conditions
 - treatment plans
- key identity card details, such as student ID card number
- any third-party scholarship provider's details.

Emergency contacts

If the student is travelling unaccompanied for any part of the journey, an emergency contact for each transit point or leg must be included in the Plan.

An emergency contact must be available throughout the student's journey in case of disrupted travel. They are responsible for ensuring the student remains safe and supervised.

For example, if a student is transiting through Cairns from their community to a school in Toowoomba, and their flight is delayed or cancelled, the emergency contact for that transit point in Cairns must be able to collect and supervise the student. This ensures the student has someone who can support them throughout the entire journey.

The emergency contact could be a:

- family member
- community member
- school staff member
- partner-school staff member.

The school, boarding provider and parent/guardian should agree that the emergency contact is appropriate and can look after the student.

Templates

Suggested templates and examples are at **Appendix A**.

The Safe Travel Plan can be in any format, as long as it contains sufficient information to assist the student to travel to and from their school/accommodation and what to do if this travel is disrupted.

Updating the Safe Travel Plan

The school, boarding provider, student or parent/guardian should review the Plan before the travel date to ensure it is up-to-date.

For example, where a Plan is in place, but there is an unexpected transit point at the time of booking, the school may need to adjust the Plan, which may be within 48 hours of departure.

The Department of Human Services will confirm the Plan is in place before booking travel. Travel will not be able to be booked in advance if a plan is not in place.

Once the Safe Travel Plan is in place

The Department of Human Services does not require a copy of the Safe Travel Plan. However, they will confirm one is in place before the student travels each time.

Emergency contact details for the person responsible for enacting the Safe Travel Plan must be provided to the Department of Human Services.

Once the Department of Human Services receives this information, they will assess if the student qualifies for travel to be booked in advance.

The Department of Human Services will not check the Safe Travel Plan.

It is the responsibility of the travel organiser, in consultation with parents/guardians, to ensure the Plan is appropriate.

Travel disruptions

If the Department of Human Services or Travel Management Company is made aware of a disruption, they will contact the emergency contact provided with the travel request.

The emergency contact should refer to the Safe Travel Plan and enact the agreed contingency plan to support the student.

Plans therefore need to be appropriate and emergency contact numbers provided need to be available for the entirety of the student's journey.

The Department of Human Services will not provide supervision for students during their travel or if a travel disruption occurs.

More information

Read more about ABSTUDY Fares Allowance on the [Department of Human Services website](#).

For more information about travel reimbursements, please refer to [ABSTUDY Fares Allowance information for boarding schools and hostels](#) on the Department of Human Services website.

Safe Travel Plan template and examples

The templates/example contain only the suggested minimum information. Schools, boarding providers and families/students may wish to add more information or use a different format to suit their purposes.

Safe Travel Plan template

Student name:						
Mobile phone number:						
Home address:						
School / hostel:						
School / hostel address:						
Important information:						
Travel details						
Travel leg/transit point	Supervised or unsupervised	Supervisor name or contact person	Mobile number	Relationship	Arrangement	
Emergency contacts						
Place	Emergency contact	Mobile number	Relationship	Arrangement		
Itinerary						

Example 1 – Simple journey, completely supervised

The following is an example of a completed template for a relatively simple journey that is completely supervised.

Student name:	John Smith				
Mobile phone number:	04 0000 0000				
Home address:	123 Main Street Coober Pedy SA				
School / hostel:	Adelaide High School				
School / hostel address:	456 Main Street Adelaide SA				
Important information:	John has a severe nut allergy and carries an EpiPen in his backpack. Instructions and dosage from EpiPen is in his medical kit in his backpack.				
Travel details					
Travel leg/transit point	Supervised or unsupervised	Supervisor name or contact person	Mobile number	Relationship	Arrangement
School to home	Supervised	Jane Smith	04 0000 0000	Parent	Mother will supervise student from home all the way to school and will travel to collect student at end of term
Home to school	Supervised	Jane Smith	04 0000 0000	Parent	Mother will supervise student from home all the way to school and will travel to collect student at end of term
Emergency contacts					
Place	Emergency contact	Phone number	Relationship	Arrangement	

Student name:		John Smith		
Home	Sarah Smith	04 0000 0000	Sister	Emergency contact
School	Jane Citizen	04 0000 0000	Head of Boarding	Emergency contact
On bus	Police	000	N/A	To contact if student feels unsafe during travel
Itinerary				
Attached				

Example 2 – Simple journey, partially supervised

The following is an example of a completed template for a simple journey that is partially supervised.

Student name:		Catherine Brown			
Mobile phone number:		04 0000 0000			
Home address:		123 Main Street Ti Tree NT			
School / hostel:		Darwin High School			
School / hostel address:		456 Main Street Darwin NT			
Important information:		Catherine is severely lactose intolerant.			
Travel details					
Travel leg/transit point	Supervised or unsupervised	Supervisor name or contact person	Mobile number	Relationship	Arrangement
Ti Tree to Alice Springs Airport	Supervised	Bronwyn Brown	0400 000 000	Mother	Driving student from home to airport
Flights from Alice to Darwin	Unsupervised	Bronwyn Brown	0400 000 000	Mother	Student will travel on airplane alone. Mother will be the emergency contact if anything occurs on flight.
Alice Springs Airport	Supervised	Lisa Anderson	0400 000 000	Travel supervisor	Travel supervisor will meet student at Darwin Airport. If travel is disrupted, contact Travel Supervisor to arrange

Student name:			Catherine Brown		
					different transport.
Darwin Airport to School	Supervised	Lisa Anderson	0400 000 000	Travel supervisor	Supervising 2 students to/from same school
Emergency contacts					
Place	Emergency contact		Phone number	Relationship	Arrangement
Home	Beth Brown		0400 000 000	Sister	Emergency contact
School	Gary Long		0400 000 000	Head of Boarding	Emergency contact
Itinerary					

Example 3 – Complex journey, partially supervised

The following is an example of a completed template for a complex journey with multiple legs that is partially supervised.

Student name:	Ben Mackenzie				
Mobile phone number:	0400 000 000				
Home address:	123 Main Street Hopevale QLD				
School / hostel:	Toowoomba College				
School / hostel address:	456 Main Street Toowoomba QLD				
Important information:	Ben has asthma and has a puffer in his backpack. Dosage is xxxx. Emergency medical contact is xxxx.				
Travel details					
Travel leg/transit point	Supervised or unsupervised	Supervisor name or contact person	Mobile number	Relationship	Arrangement
Home - bus stop at Cooktown Airport	Supervised	Mary Mackenzie	0400 000 000	Mother	Deliver student to bus that goes to Cooktown airport
Cooktown - Cairns	Supervised	Anna Smith	0400 000 000	Aunty	Meet student at Cooktown airport. Deliver to connecting flight at Cairns airport.
Cairns - Brisbane	Unsupervised	John Brown	0400 000 000	School staff member	Student will travel on airplane alone. School staff member will meet at Brisbane airport.

Student name:			Ben Mackenzie		
					If travel is disrupted, contact School staff member to arrange different transport.
Brisbane - Toowoomba	Supervised	John Brown	0400 000 000	School staff member	Collect student from pick-up point at Smith Street. Take student to boarding accommodation
Emergency contacts					
Place	Emergency contact		Phone number	Relationship	Arrangement
Home	Mary Mackenzie		0400 000 000	Mother	Emergency contact
School	Peter Burns		0400 000 000	Head of Boarding	Emergency contact
Itinerary					