



SCHOOL EXCURSION PLANNING CHECKLIST (VIC 2025 EDITION)

A step-by-step guide to safe, compliant, and stress-free school trips

Created by Quinces Coaches – Supporting Victorian schools with safe and reliable transport for over 75 years.

1. Define the Excursion Details

Before you book or submit approvals, confirm:

- Excursion name and purpose
- Date(s) and times
- Destination and address
- Year levels and total students attending
- Supervising staff and volunteers
- Special requirements (wheelchair access, storage, medical or dietary needs)

Tip: Confirm venue bookings and educational value before final transport planning.

2. Secure School Approvals

Follow Department of Education and school policy steps:

- Principal or school-council approval obtained

- Excursion Risk Assessment and Risk Register completed
- Emergency Management Plan prepared (for overnight, interstate, adventure or water activities)
- Parent/carer consent forms collected – written or digital
- Medical, allergy and emergency information verified
- Supervision ratios meet Department standards:
 - Day excursion – 1 adult per 20 students (minimum 2 staff)
 - Overnight camp – 1 adult per 10 students
 - Interstate trip – 1 adult per 10 students
 - At least 50 % of supervising adults must be registered teachers
- Staff suitability checks confirmed (see Section 6)

Tip: Keep all risk and approval documents accessible onsite and digitally.

3. Confirm Parent & Carer Consent

- Collect signed consent for all excursions beyond school grounds
- Include costs, transport mode, itinerary, and medical information
- For local walking excursions with no adventure component, annual consent + parent notification is acceptable
- Confirm emergency contacts are up to date

Tip: Use your school's excursion-management system or a shared folder for fast access.

4. Choose a Reliable, Accredited Transport Partner

When selecting a provider, ensure they are:

- Victorian-accredited under Commercial Passenger Vehicle Victoria or equivalent
- Fully licensed with Working with Children Check and Police Check
- Experienced in school excursions and group supervision
- Operating seat-belted, air-conditioned, and well-maintained coaches
- Covered by appropriate insurance and compliance documentation

Quinces Coaches has been trusted by Victorian schools for over 75 years. All drivers are WWCC-approved, First Aid trained, and experienced in student transport.

5. Plan the Journey

Work with your transport partner to finalise:

- Pick-up/drop-off points and timing
- Route and expected travel time (account for traffic)
- Scheduled rest or meal stops
- Onboard supervision responsibilities
- Backup plan for delays or emergencies

Tip: Share the itinerary, route map, and emergency contacts with drivers and supervising staff before departure.

6. Meet Child Safety & Suitability Requirements

- All adults supervising students must hold:
 - Victorian Institute of Teaching (VIT) registration or

- Valid Working with Children Check (WWC)
- Volunteers and external instructors assessed for suitability under the 11 Victorian Child Safe Standards
- Student behaviour and child-safe expectations reviewed in pre-trip briefings

Tip: Keep a printed supervision roster and WWCC/VIT numbers with your documentation.

7. Check Transport & Safety Compliance

Before travel:

- Vehicle is road-worthy, registered, and insured
- Driver holds correct license class and complies with fatigue-management limits
- Luggage and equipment secured safely
- Seatbelts: if fitted, all passengers must wear them (national seatbelt mandate phased in 2026–27)
- First Aid kit available onboard

Tip: Remind students that wearing a seatbelt is mandatory when one is provided.

8. Prepare Students & Staff

- Communicate excursion goals and behaviour expectations
- Remind students to bring lunch, water, hat, and sun protection
- Brief staff on supervision zones and roll-call procedures
- Confirm mobile contact list between supervising staff

Tip: Assign roll-call groups before departure and after every stop.

9. Pack the Essentials

- Excursion roll and attendance list
- Medical summary & emergency contacts
- Consent forms and risk documentation
- First Aid kit and medications (with staff trained to administer)
- Sunscreen, high-visibility vests, hand sanitiser
- Spare hats and water bottles

Tip: Keep one printed and one digital copy of all documents.

10. On the Day

- Arrive 15 minutes early for boarding
- Conduct roll call before departure and before return
- Review bus safety rules with students (seatbelts, behaviour, no moving while bus is in motion)
- Confirm ETA and route with driver
- Record any incidents or changes to itinerary

Tip: Notify families of any significant delays through the school's communication channel.

11. After the Excursion

- Final roll call before departure from destination

- Check for belongings on the bus
- Report any incidents or near-misses
- Submit a post-excursion debrief or feedback form to leadership
- File updated risk register for future reference

Tip: Record notes for next year's planning – they'll save you hours.

Need Help with Your Next Excursion?

Quinces Coaches provides safe, reliable and comfortable transport for school excursions, camps, sporting events and carnivals across Melbourne and regional Victoria. Every driver is WWCC-approved, First Aid trained, and experienced in student supervision.

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