



HEYWOOD PREP  
CORSHAM

# TRANSPORT POLICY AND PROCEDURES

**Updated**  
**October 2016**



## **Wishford Schools Group Transport Policy and Procedures**

The Wishford Schools Group Board aims to facilitate accessibility to its educational programmes by providing safe and reliable transportation services, taking into consideration constraints of existing resources. Legal responsibility begins when the Minibus picks up the pupil in the morning and ends when the pupil has been dropped off at school.

### **1. Introduction**

This transportation policy defines specific guidelines adopted by the Wishford Schools Group to chart a course of action. It is broad enough to permit discretionary action by the administration in meeting day to day challenges, but specific enough to give clear guidance.

This policy governs school minibus transportation for pupils residing in the jurisdictional territory of the Wishford Schools Group and registered in and attending schools administered by the board

### **2. Travel Time**

Pupils at all levels within an established zone will not normally be required to spend more than 60 minutes on the vehicle each way per day

### **3. Late Buses**

The School Board may establish routes for various after school activities not normally covered in the regular school calendar and organized on a predetermined schedule.

### **4. Extra Curricular Activities**

The School Board transports pupils for various events other than to and from school, in particular, to attend curricular and extra-curricular events within and outside of the school's immediate area. In the event that there are very young children travelling we would expect that an extra member of staff travelled to supervise the children, in any other cases we would consider the driver to be the appropriate supervisor.

### **5. Discipline Policy**

All pupils have a responsibility to follow the bus safety rules and to that end it is imperative that it is made known that when travelling on the vehicle the driver is complete charge. All schools and minibus drivers will be expected to follow the Disciplinary Procedure in order to ensure uniformity throughout the board in the application of sanctions



## **6. Safety Equipment**

All school minibuses will have the standard safety equipment required by law. In addition, all drivers are in possession of a mobile telephone. It is the driver's responsibility to ensure that each pupil has the correct restraint, children up to 13 years and over 135cms in height should wear the adult seatbelt, children under 135cms in height should have the correct restraint fitted

## **7. Joint Custody**

Request for transportation to a second address in the event of a legal joint custody agreement is subject to the following criteria

The request must:

- Be able to be routed in with an existing journey
- Be communicated to the school giving advance notice
- Be carried out in accordance with the separation agreement
- Not endanger the safety of the child

## **8. Responsibilities of Parties Involved in Transportation**

The board considers the safety of each pupil to be of paramount importance and will take all reasonable precautions to be sure that transportation services are provided in as safe a manner as is possible.

## **9. The Pupil**

Pupils must respect the transportation rules and regulations. They must understand that the driver is the authority on the bus and is responsible for their safety and well-being.

## **10. Parental Responsibility**

Parents play an essential role in reviewing with their children all safety aspects including proper behaviour while aboard school transportation.

## **11. The School Board**

The School Board's transportation department is responsible for the daily operations of the school minibus system at all levels, be it contractual or operational. The school board will also ensure that all its drivers are kept up to date with relevant bus safety and legislative changes.



## **12. The School**

School Business Managers are responsible for daily operations at school level. These responsibilities are undertaken in consultation with the School's Transport Manager.

## **13. The Minibus Driver**

The minibus driver holds the principal role in the school transportation system; as such, the driver must have the cooperation of all: pupils, parents, school personnel, and school board authorities. The driver is responsible for the safety and security of all passengers.

### **Procedures**

#### **Specific Responsibilities**

The Transportation Team Will:

- Establish all pick up and drop off points.
- Ensure space as prescribed by law on all minibuses for pupils travelling to and from school.
- Inform all parents of pupils of their obligation to be present or have an adult present at their home address to accompany their child and that a driver will not allow the pupil to get off the bus if an adult is not present.
- Verify regularly the safety of certain routes including pick up and drop off locations and other possible hazards.
- Ensure that parents have the contact details of the driver transporting their child.

#### **School Personnel will be responsible for:**

- The supervision of arrivals and departures of School buses.
- Any disciplinary action to be taken in the event that pupils violate bus safety rules and the disciplinary policy.
- Contacting the School Business Manager/ Transport Manager with complaints or suggestions in relation to the service operation.



**The Minibus Driver Will:**

- Follow the scheduled times, route descriptions and stop locations determined by the School Business Manager. Any changes to the route must be approved by the transport department before implementation.
- Maintain discipline on the school bus. If necessary the driver can bring students to order, but must not at any time, take disciplinary measures against the pupils. This remains the responsibility of the Head.
- Never refuse access on a school bus to pupils for reasons of insubordination or discipline. The driver must, instead, complete a discipline report and hand to the school Business Manager.
- Never allow a pupil to get off the vehicle if there is not a responsible adult to supervise the child. In such an event the driver must contact the School Business Manager.
- Never leave the school bus unattended when there are pupils on board.
- Never drive the school vehicle whilst under the influence of alcohol or drugs.
- Always follow the laws regarding the operation of motor vehicles as laid down in the Highway Code.
- Never put the vehicle in motion unless all pupils are seated and suitable restrained.
- Thoroughly check the vehicle at the end of each journey to ensure that there are no belongings left on board.
- Smoking is prohibited on any of Wishford Schools Group vehicles.

**Parents and Pupils**

- Parents will be expected to instruct their children to respect and comply with the following bus safety rules.
- When riding the school bus, the driver is in charge. Always listen to the drivers' instruction.
- Wait for the bus to come to a complete stop before boarding/alighting from the bus.
- Find a seat quickly without pushing other pupils and remember to keep the aisles clear.



- Remain seated at all times.
- Never put head or arms out of the window.
- Do not throw anything inside the bus, or outside of the window.
- Keep your seatbelt on at all times.
- When getting off the bus, walk a safe distance away from the bus so as the driver can see you and know you are safe.

### **School Business Manager**

- Ensure that all recruitment checks have been undertaken for drivers and that they are duly qualified and properly licenced to drive a school bus.
- Ensure all school bus drivers have read and understood this policy and have signed a declaration confirming this
- If the parent or guardian is not at the address, the School Business Manager will contact the parent directly by telephone.
- Follow through on any complaints received about the service.

### **Pupil Discipline Report**

Most disciplinary problems can be handled by the bus driver by explaining to the pupil what is required and why. If the problem persists, or if it is of a serious nature, the driver will refer the matter to the School Business Manager with a written report.

Signed: Mrs Rebecca Mitchell  
**Headmistress, Heywood Prep**