



Transport policy

Created: February 2008 by Fran Higgins, Headteacher

Reviewed: February 2015 by Lauren Higgins, Proprietor

Reviewed: February 2016 by Lauren Higgins, Deputy Head

This policy is to be reviewed: FEBRUARY 2017

Contacts: Lauren Higgins

Blue Skies School

01634 357770

lauren@blueskiesschool.co.uk

Transport Policy

Aims

The aim of this policy is to ensure the safe transport of pupils on any form of transport that is undertaken by pupils on journeys to school, from school and during school.

Parties involved in transport

RESPONSIBILITIES:

1. Parents are responsible for:

- escorting their child to and from the taxi
- informing school and SEN transport officer of any changes or circumstances which affect their child's transport
- informing escort or driver as soon as possible if their child is not travelling for any reason – or if their child is returning after absence
- providing escort or driver with telephone number and or contact address where they can be contacted in an emergency
- making driver and escorts aware of any difficulties with their child and what to do in a medical emergency

2. Head of School is responsible for:

- advising escorts and drivers of the special needs of pupils
- providing information to the SEN transport officer on the quality of transport
- providing details of requirements to SEN transport officer
- advising SEN transport officer and contractors of any changes to circumstances or transport needs
- support in dealing with problems/disruption on transport
- supporting escorts and drivers with Child Protection disclosures
- providing school term dates and any changes thereafter

3. Statutory Assessment Officer is responsible for:

- determining entitlement to travel
- determining the requirement of an escort
- giving advice on and training for escorts

4. Local Authority SEN Transport is responsible for:

- contact with escorts
- obtaining information on pupils to be transported and any special requirements they may have
- (with Head of School) dealing with difficulties on transport

- (with Head of School) informing parents of problems on transport such as breakdowns, accidents, significant changes in transport time in emergencies and pupils absconding
- processing accident forms
- determining needs of pupils and their route to school
- arranging and letting contracts for appropriate home to school transport
- determining routes, type of vehicles, picking up and dropping off arrangements
- allocation of escorts
- disclosure of criminal background procedure for drivers of hired vehicles
- checking driver licensing and insurance
- inspection of contractors vehicles and maintenance schedules
- maintaining contracts and allocating new pupils to routes
- investigating complaints

5. Contractors and drivers are responsible for:

- ensuring that vehicles are clean safe and roadworthy and that they conform with all statutory requirements and contractual requirements
- ensuring that students travel comfortably
- checking all drivers are appropriately licensed
- ensuring all drivers are police cleared and that all forms are on SEN contracts
- providing the same drivers on routes regularly
- maintaining the well being of pupils at all times
- being in control of vehicle at all times and seeking advice from escort when necessary
- in cases where there is no escort the safety and welfare of pupils
- in cases where there is no escort being aware of students special and medical needs
- ensuring that students are picked up and dropped off at safe, appropriate places
- ensuring all doors and emergency exits on the vehicle are not blocked,
- agreeing in advance any modifications the vehicle
- regarding as confidential any information concerning pupils and families gained in connection with the contract
- where escorts are not employed, ensuring that all pupils are properly seated.
- ensuring that there is no smoking by passengers or drivers on vehicles during the period of hire
- obtaining the dates of school terms and holidays from Head of School

6. Escorts

Escorts are provided by LAs to ensure the following: - safety, welfare and behavioural control of students whilst being transported.

Escorts are responsible for the following:

- giving priority to the well being of students at all times

- being aware of the special needs of particular students, through information provided
- close supervision of the boarding and alighting of students
- sitting in a position within vehicles which affords the maximum supervision of students
- ensuring that all students are properly seated before vehicles move off
- recognising that, whilst drivers have overall control of operation of vehicles, they are required to seek and follow the advice of escorts on behavioural matters concerning students
- monitoring the contractor's service
- regarding as confidential any information concerning students and families gained in the course of their employment
- complying with the instructions of Head of School for the conveyance of medication and other items between home and school
- reporting accidents to students whilst on school transport to Head of School and SEN transport officers
- reporting misbehaviour by pupils to Head of School
- being aware of the child protection procedure (copies are available in schools and local offices of the education welfare service) and the need to report any signs of ill treatment of students to Head of School
- never allow students to stand during transit
- escorts asked to remember that there will be no smoking by escorts or passengers
- never take groups of students in front of a vehicle to board when other vehicles are parked alongside
- escorts are advised to ask the Head of School at the school for a list of school holidays

7. Children's services

Contingency arrangements

Drivers (and escorts where employed) must comply with these contingency arrangements when the following difficulties arise:

- Disruption – to follow agreements set out in relation to the LA of transported pupil. The incident must be reported to the school and the local education office as quickly as possible.
- Sickness of staff – follow LA guidelines
- Escort not available. The driver should contact the SEN transport officer. No pupils should be collected from home or school until an escort is available.
- Parent not available – follow LA guidelines
- Breakdown or accident – follow LA guidelines
- Bad weather
 - If bad weather occurs overnight or in the early morning, and it is not possible for schools to open, Head of School will arrange announcements on local radio. In the absence of such information,

contractors or drivers should use their judgement, in the light of local conditions, as to whether or not to operate morning journeys. If it is decided not to operate a morning journey, the contractor or driver should notify the escort, the school and the SEN transport officer as quickly as possible.

- If a morning journey is operated and on arrival the school is closed, the driver and escort should consult the Head of School or other member of the teaching staff who is present. If it is decided to take the pupils home again, parents should be telephoned from the school wherever possible.
- Journeys from school
 - If bad weather occurs during the day, after pupils have been taken to school, it may be necessary to request earlier journeys home than usual. School will call SEN transport department and parents.
- Absconders
 - If a pupil absconds whilst the responsibility of an escort and / or a driver, the escort or the driver must inform the SEN transport officer and the police immediately as well as informing the school.

8. Teachers, Tutors and TA's

When Teachers, Tutors or TA's are driving a school vehicle, they are responsible for ensuring that they are an approved driver, follow school procedure for vehicle driving and are fit to drive.

When Teachers, Tutors or TA's are acting as passenger supervisor, they are responsible for maintaining behaviour and minimising distraction to the driver. When necessary ask driver to pull over when and where safe to do so to deal with any disruptions.

When Teachers, Tutors or TA's are driving own car, they are responsible for ensuring that they are approved to do so and that their vehicle is maintained to the same standard and subject to the same pre journey checks as a school vehicle.

Behaviour of pupils on transport

Pupils are expected to behave in an acceptable manner whilst travelling on school transport.

The local authority will take all reasonable steps to seek to avoid such problems arising and will deal with situations sensitively when they arise, acknowledging its duty towards such young people.

However, health & safety legislation provides that it shall be the duty of every employer to ensure so far as reasonably practicable the health, safety and welfare at work of all employees.

Therefore they have a responsibility to provide a healthy and safe environment for both staff and service users and when particular problems arise, there will be a need to balance its duties towards a student against its duties towards employees. In all cases the Local Authority must be able to demonstrate that it has looked for alternative ways of continuing to provide services and only when reasonable possibilities have been exhausted will termination of the service provision be justified.

Each case will need to be considered individually and it will be taken into account that some SEN pupils cannot be held responsible for their actions, but where disruptive or challenging behaviour occurs beyond that which can reasonably be expected and tolerated, the authority will normally advise those with parental responsibility for the child. It will be down to each LA what their policy is for this, school and parents will work together in accordance with this.

In cases of unacceptable behaviour, the SEN transport officer will inform parents advising them that the service may be withdrawn if the behaviour continues.

The Head of School's powers to discipline students, extends to incidents occurring outside the school premises. This will include the journey to and from school. In serious cases of lack of discipline, the Head of School will exclude the pupil for a fixed term or permanently.

In certain cases, it may be appropriate for either the authority or the school to give notice that if unacceptable behaviours are repeated, the police will be called and consideration given to appropriate redress.

Behaviour guidelines

For reasons of health and safety, seat belts must be worn where fitted. In addition children must not:

- smoke on school transport
- drop litter inside the vehicle
- play radios or personal stereos unless using headphones
- to use mobile phones in a manner that could distract the driver
- eat or drink in the vehicle
- stand up or move around the vehicle whilst it is moving
- Parents are responsible for any damage caused to the vehicle by the child and will have to reimburse the operator/school accordingly

Transport following exclusion – it is the parents responsibility to arrange transport following an exclusion.

Exam arrangements – once dates for exams are set by examination boards school will produce a study programme; this is then sent to all parents and LA transport departments. Individual arrangements where pupils are coming in at times other than for examinations must be made by the parents.

Transport within school

Examples of Transport within school:

- Students being transported to college by Post 16 staff
- Students being taken out to work experience and option placements such as Horizons, Mid Kent College and Hadlow College
- Doctors appointments
- Trips and outings

When students are being transported in a school vehicle there is a generic risk assessment for travel in each vehicle along with details of breakdown services and SLT emergency procedures.

Vehicles are only driven by approved drivers (a list of whom is kept with school admin).

Before and at the end of each journey a checklist must be completed by the driver to ensure vehicle is roadworthy and clean and tidy ready for the next user.

Drivers are expected to abide by all statutory regulations (e.g. speed limits, seat belts, not using mobile phones, parking regulations). The driver (not the school) will be responsible for any fine incurred.

Drivers must report any accidents or damage immediately to the Head of School to ensure any insurable claim to be instigated.

Regular weekly checks are done on each vehicle by the maintenance team to ensure vehicle safety.

Vehicles are serviced and MOT'd annually.

All journeys that take place within school should be planned with a back up driver in place who is easily contactable and is aware of this.

No one will be made to drive a vehicle if they do not feel it is safe to do so.

Staff are only authorised to transport students in their personal car if they are approved for own car use (This list is kept with school admin).

Expenses are paid at a rate of 50p per mile when travelling with students, 45p per mile unaccompanied; this rate drops to 30p per mile after first 100 miles.

School minibus may only be driven by an authorised mini bus driver. Drivers must always have another member of staff onboard as passenger supervisor.

The minibus should not be driven for more than 2 hours without a break of at least 15 minutes.

On long journeys and residential trips there should be more than one minibus driver so that the job can be shared if there are unexpected delays, illness etc.

All staff seeking authority to drive a school vehicle must complete an annual declaration for the School Insurers. This will include an inspection of the individual's driving licence. If there is an adverse change to their driving licence staff must advise the Head of School immediately.

Any use of personal cars for journeys overseas can only take place with the permission of Head of School.

Minibuses may only be taken abroad by drivers that have a full PCV licence.

There are strict rules and guidelines relating to driving abroad which can be found in HASPEV.

School cars may be driven abroad with the consent of Head of School. The Head of School will issue a letter giving the member of staff permission to take the vehicle overseas.

All trips to be planned to allow for driving hours and with more than one approved driver on the trip.

The Head of School must be informed of any overseas trips to ensure that the correct insurances are in place.

Vehicle must travel in accordance with the requirements of the country it is travelling to ie; high visibility vests, warning triangle, headlight dimmers, breathalyser, first aid kit etc.

Drivers on return journeys from residential trips should not be called upon for evening duties or to assist with disruptive students during the night. The return journey should be following breakfast, if this is not the case drivers should not take part in any activities before the return journey.

Department of transport recommends a 15 minute break every 2 hours and this should be followed.

DRIVING AND TAKING MEDICINES – drivers should check the side effects and precautions of any medicines they are taking ie; hayfever tablets can cause drowsiness.

Drivers using their own vehicle for school purposes must provide school with a copy of their Driving Licence, which must have been held for a minimum of 2 years, MOT certificate and Insurance certificate which must include Business cover. If there is an

adverse change to their driving licence, insurance or road worthiness of their vehicle, staff must advise school admin.

The Business Manager will conduct an annual check on driver documentation as well as asking them to sign the annual declaration required by the School Insurers.

Drivers need to self assess their suitability to drive; any problems should be reported to trip leader immediately.

Appropriate footwear should be worn when driving any vehicle ie; no sandals or flip flops.

Independent travel

Students may travel to school, college and home independently. This will be done with consent from parents and LEA.

Modes of travel in this category are bus, train, tube, own car/moped and walking.

Written consent received from parents and behaviour agreement signed by parent's pupils and staff.

Accident Procedures

If an accident occurs and any personal injury or damage to third party property is involved, then the driver must stop. He/she must be prepared to give his name and address and details of the owner of the vehicle to a Police Officer or any other person having reasonable grounds to ask. If for any reason the driver is not able to give these details then he/she must report in person to a Police Station as soon as practically possible, otherwise an offence is committed, and in any event not later than twenty-four hours afterwards.

Report your accident immediately to the Head of School who will let you have the appropriate forms to complete for onward transmission to our insurers.

Breakdown and Recovery

The school vehicles are covered for breakdown and recovery. Details of how to contact them and our membership numbers are attached to the relevant vehicle windscreens. Any issues should be reported to the school immediately.

First Aid

All school vehicles contain first aid boxes which are checked at the end of each term by the Facilities team. The contents of these boxes include:-

- Antiseptic wipes
- Bandages

- Assorted adhesive dressings
- Plasters
- Eye pads
- Scissors

Any use of the first aid kit must be reported to the Business Manager as soon as possible thereby maintaining a full kit at all times.

Signed:	Print Name:
Position:	Date:

Signed:	Print Name:
Position:	Date: