

## Transport Policy

<b>This policy has been written for...</b>	All staff and students at West Heath School
<b>Copies of this policy may be obtained from...</b>	<ul style="list-style-type: none"> <li>• The School <b>web site</b> - <a href="http://www.westheathschool.com">http://www.westheathschool.com</a></li> <li>• It is available as a hard copy on request from the <b>school office</b></li> <li>• Hard copies for reference are filed in the <b>staff room</b></li> </ul>
<b>This policy links with the following policies</b>	This policy should be read in conjunction with the Ethics Policy, Outings and Trips Policy
<b>Participants and consultees in the formulation of this policy were...</b>	The Principal, senior leadership team, student services committee and the trustees of the School. A representative group of students were invited to make comments and suggestions.
<b>Edition, Review frequency and dates</b>	This is edition 4, released June 2016. This policy will be reviewed every year It is due for review June 2017
<b>Relevant statutory guidance, circulars, legislation &amp; other sources of information are...</b>	<p>'Home to school transport for children with SEN: good practice guidance' (DfEE/0068/2001). HASPEV, Minibus Safety Code of Practice (ROSPA)                      Top Tips for sustainable school travel</p> <p><a href="http://www.gov.uk/apply-school-transport-for-child-with-special-educational-needs-sen">www.gov.uk/apply-school-transport-for-child-with-special-educational-needs-sen</a></p>
<b>The Lead Member of staff is</b>	Vice Principal Commissioning and Development
<b>Definitions and key terms used in this policy...</b>	
<b>The Rationale and Purpose of this policy</b>	To support all stakeholders with an understanding of processes and responsibilities relating to transport.
<b>Appendices</b>	This policy has 2 Appendices
<b>Copying</b>	No school policy is ever written in isolation. Acknowledgement of sources of advice and significant influence in the development and recording of policies at West Heath School are noted on the front page. We request that any schools or organisations incorporating large sections of this policy without alteration should make similar appropriate acknowledgement.

## The Aim of this policy..

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, during school and boarding students.

## Parties Involved in transport

1. **Parents and Pupils**
2. **Principal**
3. **Statutory assessment officer**
4. **SEN transport officer**
5. **Contractors and drivers**
6. **Escorts**
7. **Children's services, social care**
8. **Teachers, TAs, Boarding Staff.**

### RESPONSIBILITIES:

#### 1. **Parents** are responsible for:

- Applying for Local Authority free transport
- 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. **Principal** 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. **LA SEN Transport** is responsible for:

- contact with escorts,
- obtaining information on pupils to be transported and any special requirements they may have
- (with Principal) dealing with difficulties on transport
- (with Principal) 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
- ensuring pupils arrive at their place of study in a timely manner

#### **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 drivers 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 Principals.

#### **6. Escorts**

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

Escorts are responsible for the following:

- giving priority to the well being of pupils at all times.
- being aware of the special needs of particular pupils, through information provided.

- close supervision of the boarding and alighting of pupils.
- sitting in a position within vehicles which affords the maximum supervision of pupils.
- ensuring that all pupils 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 pupils.
- monitoring the contractor's service.
- regarding as confidential any information concerning pupils and families gained in the course of their employment.
- complying with the instructions of Principal for the conveyance of medication and other items between home and school.
- reporting accidents to pupils whilst on school transport to Principal and SEN transport officers
- reporting misbehaviour by pupils to Principals.
- 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 pupils to Principal.
- never allow pupils to stand during transit.
- escorts asked to remember that there will be no smoking by escorts or passengers
- never take groups of pupils in front of a vehicle to board when other vehicles are parked alongside.
- escorts are advised to ask the Principal 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 guidelines of LA
- 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, Principal will arrange announcements on local radio. Contractors given school snow line number. 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 Principal 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, TA's and Boarding Staff**

When driving a school vehicle responsible for ensuring that they are an approved driver, follow school procedure for vehicle driving, are fit to drive.

When acting as passenger supervisor 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 driving your own car, you are responsible for ensuring that you have the relevant business insurance and are approved to do so by the school and that the vehicle is maintained to the same standard and subject to the same pre journey checks as a school car.

### **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 children.

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 child against its duties towards employees. In all cases the 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.

Principals powers to discipline students, extends to incidents occurring outside the school premises. This is will include the journey to and from school. In serious cases of lack of discipline, the Principal 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 on 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.

## **Transport within school**

### **Examples Transport within school:**

- Students being transported to college by KS5 staff
- Students being taken out to work experience, option placements and College

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- 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 HR).

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 Facilities Manager or Head of Finance 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 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 car if they are approved for own car use (This list is kept with HR).

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. All drivers KCC minibus driver trained.

This licence is renewed every 3 years.

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 HR department immediately.

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

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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 SLT. The Head of Finance 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 Finance 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 such as Snowdon and Derbyshire 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 HR department.

The HR department 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.

Individual student risk assessments and group dynamics to be assessed prior to allocating staffing in any school or personal vehicle.

Facilities team to carry out weekly checks on all school vehicles in line with guidelines.



<b>Independent Travel</b>	<p><b>Students may travel to school, college and home independently.</b></p> <p>This will be done with consent from parents and LEA.</p> <p>Modes of travel in this category are bus, train, tube, own car/moped and walking.</p> <p>Written consent received from parents and behaviour agreement signed by parent's pupils and staff.</p>
<b>Persons with particular responsibilities</b>	<p>Approved school car drivers are responsible for completing the relevant vehicle checks.</p>
<b>Other Participants &amp; Stakeholders</b>	<p>Students Staff</p>
<b>Monitoring &amp; Evaluation</b>	<p>SLT Student Services Committee Trustees</p>

Appendix 1 Daily check list for school car drivers

West Heath School  
MINIBUS WL56 CHC JOURNEY LOG

**Date:** \_\_\_\_\_ **Driver:** \_\_\_\_\_

**Passenger Supervisor:** \_\_\_\_\_

Mileage (Out): \_\_\_\_\_ Mileage (Return): \_\_\_\_\_ Petrol Bought (Litres): \_\_\_\_\_

Petrol Bought Mileage Reading: \_\_\_\_\_ Petrol Bought Amount (£): \_\_\_\_\_

The Driver must conduct a pre-safety check at the start of the journey. This should be repeated whenever another driver takes over the vehicle. He or she should walk around the vehicle to check for visible defects.

The driver is personally liable for each of the top eleven items and for the use of the seatbelts by our students if stopped by the Police, so please ensure that they are fully checked before you begin your journey.

Checks to be made pre-journey	✓	Comment/Fault
Tyres inflated and in good condition (Minimum tread 2mm)		
Road fund license is visible and valid		
Aisles and doorways unobstructed		
Seat belts are undamaged and working correctly		
First Aid Kit present		
Fire Extinguisher present		
All lights clean and working		
Brake lights working		
Indicators working		
Washers and wipers working		
Windows are clean and can be seen through		
Start engine and check that no warning lights are displayed		
All persons in the vehicle must wear a seatbelt		
Carry out running brake check as soon as possible after moving off		

<p><b>Reportable faults or items needing attention to be reported to Keith Greenfield:</b></p>   
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PURPOSE OF JOURNEY		FROM	TO	PASSENGERS
DETAILS	CODE*			

MINIBUS WL56 CHC JOURNEY LOG

\* = P (Post 16) B (Boarding) S (School) or O (Other)

**NO SMOKING OR EATING IN SCHOOL VEHICLES!**

Post journey checks	✓	Comment/Fault
The interior of the vehicle is cleared of all litter including mud and leaves		
No personal belongings are left in the vehicle		
All seat belts are untangled and properly stowed		
There is at least $\frac{1}{4}$ tank of fuel in the vehicle		

**Any damage incurred during your trip must be reported to Mike Faulkner immediately in writing to enable any insurance claim to be registered. Similarly, mechanical faults of a serious nature should be recorded on this form and passed immediately to Keith Greenfield or Mike Faulkner together with the keys for the vehicle so that the vehicle is taken out of service until the fault is rectified.**

\_\_\_\_\_  
Signature of Driver

\_\_\_\_\_  
Date

**NB: Please return keys to Post 16 (or to the Duty Caretaker out of hours)**

Appendix 2 Facilities Weekly checklist for school vehicles

<b>Blue Minibus WL56 CHC</b>	✓	X
Tyre pressure/condition	<input type="checkbox"/>	
Instrument Panel - warning lights	<input type="checkbox"/>	
Engine oil level	<input type="checkbox"/>	
Engine coolant level	<input type="checkbox"/>	
Brake fluid level	<input type="checkbox"/>	
Power steering fluid	<input type="checkbox"/>	
Windscreen washer fluid levels	<input type="checkbox"/>	
Windscreen wiper blades	<input type="checkbox"/>	
Damage to exterior	<input type="checkbox"/>	

<b>White Renault LX62 XHA</b>	✓	X
Tyre pressure/condition	<input type="checkbox"/>	
Instrument Panel - warning lights	<input type="checkbox"/>	
Engine oil level	<input type="checkbox"/>	
Engine coolant level	<input type="checkbox"/>	
Brake fluid level	<input type="checkbox"/>	
Power steering fluid	<input type="checkbox"/>	
Windscreen washer fluid levels	<input type="checkbox"/>	
Windscreen wiper blades	<input type="checkbox"/>	
Damage to exterior	<input type="checkbox"/>	

<b>Red Renault LV62 EWN</b>	✓	X
Tyre pressure/condition	<input type="checkbox"/>	
Instrument Panel - warning lights	<input type="checkbox"/>	
Engine oil level	<input type="checkbox"/>	
Engine coolant level	<input type="checkbox"/>	
Brake fluid level	<input type="checkbox"/>	
Power steering fluid	<input type="checkbox"/>	
Windscreen washer fluid levels	<input type="checkbox"/>	
Windscreen wiper blades	<input type="checkbox"/>	
Damage to exterior	<input type="checkbox"/>	

<b>Blue Renault GF14 LNR</b>	✓	X
Tyre pressure/condition	<input type="checkbox"/>	
Instrument Panel - warning lights	<input type="checkbox"/>	
Engine oil level	<input type="checkbox"/>	
Engine coolant level	<input type="checkbox"/>	
Brake fluid level	<input type="checkbox"/>	
Power steering fluid	<input type="checkbox"/>	
Windscreen washer fluid levels	<input type="checkbox"/>	
Windscreen wiper blades	<input type="checkbox"/>	
Damage to exterior	<input type="checkbox"/>	

<b>Black Mazda 5 GK56 OYT</b>	✓	X
Tyre pressure/condition	<input type="checkbox"/>	
Instrument Panel - warning lights	<input type="checkbox"/>	
Engine oil level	<input type="checkbox"/>	
Engine coolant level	<input type="checkbox"/>	
Brake fluid level	<input type="checkbox"/>	
Power steering fluid	<input type="checkbox"/>	
Windscreen washer fluid levels	<input type="checkbox"/>	
Windscreen wiper blades	<input type="checkbox"/>	
Damage to exterior	<input type="checkbox"/>	

<b>Silver Mazda 5 GK56 OYR</b>	<input type="checkbox"/>	
Tyre pressure/condition	<input type="checkbox"/>	
Instrument Panel - warning lights	<input type="checkbox"/>	
Engine oil level	<input type="checkbox"/>	
Engine coolant level	<input type="checkbox"/>	
Brake fluid level	<input type="checkbox"/>	
Power steering fluid	<input type="checkbox"/>	
Windscreen washer fluid levels	<input type="checkbox"/>	
Windscreen wiper blades	<input type="checkbox"/>	
Damage to exterior	<input type="checkbox"/>	

<b>Blue Mazda 2 GK56 OYO</b>	✓	X
Tyre pressure/condition	<input type="checkbox"/>	
Instrument Panel - warning lights	<input type="checkbox"/>	
Engine oil level	<input type="checkbox"/>	
Engine coolant level	<input type="checkbox"/>	
Brake fluid level	<input type="checkbox"/>	
Power steering fluid	<input type="checkbox"/>	
Windscreen washer fluid levels	<input type="checkbox"/>	

<b>Nissan Navara BN55 LZK</b>	<input type="checkbox"/>	
Tyre pressure/condition	<input type="checkbox"/>	
Instrument Panel - warning lights	<input type="checkbox"/>	
Engine oil level	<input type="checkbox"/>	
Engine coolant level	<input type="checkbox"/>	
Brake fluid level	<input type="checkbox"/>	
Power steering fluid	<input type="checkbox"/>	
Windscreen washer fluid levels	<input type="checkbox"/>	

Windscreen wiper blades	<input type="checkbox"/>	
Damage to exterior	<input type="checkbox"/>	

Windscreen wiper blades	<input type="checkbox"/>	
Damage to exterior	<input type="checkbox"/>	

Checked by: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Reportable faults requiring attention:
<hr/>
<b>Blue Minibus WL56 CHC</b>
<b>Red Renault LV62 EWN</b>
<b>White Renault LX62 XHA</b>
<b>Blue Renault GF14 LNR</b>
<b>Black Mazda 5 GK56 OYT</b>
<b>Silver Mazda 5 GK56 OYR</b>
<b>Blue Mazda 2 GK56 OYO</b>
<b>Nissan Navara BN55 LZK</b>
<input type="checkbox"/>