



## Whole School Transport Policy Rules and Guidelines for Drivers using a Minibus (Including EYFS and Out of School Provision)

See also **'Whole School Outings and Trips Policy'** and **'Whole School Outings and Trips Procedures'**, **'Rules for Minibus Drivers'**, **'Whole School Health and Safety Policy'** and **Appendix 9** of the **'Whole School Crisis Management Policy': 'Procedures in the Event of a Minibus Accident or Breakdown'**.

To be read in conjunction with the School's Covid-19 Policy and Procedures Documents and Risk Assessments. The information within applies, subject to adaptations and restrictions for Covid-19.

### Policy Statement:

Cranford House School recognises the benefit children gain from being taken out of the setting on trips and visits to enhance their learning experiences. The safety of pupils and staff during transportation either with School minibuses or with external coach companies is paramount and the consideration and assessment of risk is always undertaken when planning journeys in the minibus.

This policy has regard to the *'Statutory Framework for the Early Years Foundation Stage' Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment (3.65 Outings: 'Children must be kept safe while on outings')* and *ISSR E57 'A risk assessment (...) must be undertaken for outings, and include consideration of adult-to-child ratios and the steps to be taken to remove, minimise and managed identified risks and hazards'*.

This policy is available to all staff are in the Compliance section of the Whole School Staff Teams area on Microsoft Teams. It is also available to parents and interested parties on the School website. This policy is reviewed annually, and when events or legislation requires, by the Director of Finance and Operations, Headmaster and the Head of EYFS. The next review date is May 2021.

### EYFS Key Themes and Commitments:

This policy corresponds with the following *'EYFS Key Themes and Commitments'*:

- **A Unique Child (1.3 Staying Safe, 1.4 Health and Well-being)**
- **Positive Relationships (2.2 Parents as Partners, 2.4 Key Person)**
- **Enabling Environments (3.2 Supporting Every Child, 3.4 The Wider Context)**

- Learning and Development (4.1 Play and Exploration, 4.2 Active Learning, 4.4 Understanding the World)

For Safeguarding purposes, a forward-facing dash cam is installed in each minibus to record both sound and visual images.

### Key Personnel:

Please contact the Director of Finance and Operations, Operations Manager (who also holds the role of Transport Manager at the School) or the Head of EYFS should you have any questions regarding this document.

### Rules:

1. Drivers must have held a full driving licence for at least 3 years. New staff must provide the Operations Manager and HR Manager with a copy of their driving licence and complete a form giving details of their driving history.

Staff are required to notify the Operations Manager and HR Manager, in writing, of any Penalty points they accumulate and **immediate notification** is required if this takes them **UP TO OR OVER 6 POINTS**. Mandatory yearly completion of an HR Checklist for each member of staff ensures compliance in this area. The same requirement is also needed if a doctor, optician or hospital advises that you should no longer be driving for medical reasons. This information will be forwarded to our insurers who will advise on the viability of that person continuing to be covered by the School's insurance. This applies to anyone who drives vehicles owned by the School **or** who drives their own vehicle for carrying pupils or other members of staff on trips, outings or fixtures etc. (See point 3 below regarding the requirement of Minibus Drivers and Maintenance Staff who regularly transport pupils in the School Minibuses to undertake a medical check-up and eye test).

Failure to comply with the above requirements could result in the School's insurance being declared void and put both the School and the member of staff at risk. Consequently, if a member of staff does not report information as required, this may result in disciplinary action being taken.

In order to facilitate this procedure, all staff employed as either a Minibus Driver or a member of the Maintenance Team who drive the School minibuses as part of their daily duties must complete the **'School Transport Drivers and Driving Licence Conditions Declaration Form'** (See Appendix A) and provide a check code via [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence) every six months or on request at any time to the Operations Manager. The Operations Manager will check for any changes to the driving licence conditions of any such member of staff.

An email will be sent to all other staff who are authorised to drive the School minibuses on an ad-hoc basis to remind them that it is the responsibility of all such staff to inform the Operations Manager and the HR Department of any changes to the conditions of their driving licence.

2. All drivers must take part in a Kim Minibus Course or similar and reach a satisfactory standard of driving, if not they will not be permitted to drive a School minibus. All drivers will initially undertake a trial driving session with the Operations Manager prior to taking a Kim Minibus Course or similar.
3. On a daily basis it is the driver's responsibility to satisfy themselves that they are fit and capable to drive the minibus. The School requires a driver to have a medical check-up and an eye sight test on a biennial basis.

4. Drivers should satisfy themselves that they are within the legal limit for alcohol in their blood before driving, but in any event, drivers must not drink any alcohol during the day that they are driving the minibus. It is recommended that they do not drink the evening before. They must not drive if they are taking any medication that may adversely affect their ability to drive.
5. Drivers must not exceed the minibus speed limits and should adhere to the national speed limit on normal roads and not exceed 60 mph on dual carriageways. All minibuses are speed restricted at 62 mph and the 3<sup>rd</sup> lane of motorways should not be entered.
6. Drivers are legally responsible for making sure that all children under 14 years of age use seat belts or child restraints in minibuses. Those 14 years and above are responsible for themselves. **However, it is our expectation that all drivers check to ensure all seat belts are safely fastened prior to setting off. The School Rules require that seat belts are worn by all who travel in the School minibuses.**
7. As a precaution, following updates to car seat legislation, forward-facing car seats are used in the School minibuses for any EYFS pupils under the age of three years old. Staff use their discretion when seating children who are particularly slight in size and will always err on the side of caution and use a car seat if they judge this to be the safest option. Our minibuses are equipped with seat belts with adjustable straps which can be positioned to sit at shoulder-height for our younger children. Staff assist and check that all seatbelts are securely fastened. Nursery children are always accompanied by the driver and another adult who sits in the back with them. One of whom will always have a recognised Early Years qualification and have received 12-hour paediatric first aid training.
8. Drivers must ensure that all loads are securely stowed inside the vehicle and all exits must be free of luggage.
9. Drivers must complete the Journey Log Book (carried in the bus) and carry out the Pre-Journey Checks as listed in the Rules and Guidelines for Using a Minibus. Failure to do so could result in disciplinary action.
10. When children of 7 years or under are being carried in the bus on outings or trips, two adults must always be present. For School transport to and from School on the minibus, there is only one adult (the driver) on the minibus and any risks are considered and assessed as part of the School's Transport Risk Assessment. Staff should consider carefully whether a journey with 8 - 11 year olds requires two adults; this will depend on the length and nature of the trip.
11. If a pupil passenger is taken ill during the journey, the driver must be prepared to stop but only where it is safe to do so e.g. in a lay-by.
12. A School mobile telephone must be carried on all journeys. Drivers should check it is fully charged the night prior to departure and that they are familiar with its use.
13. Drivers should not make or receive calls or texts whilst driving.
14. A journey involving more than two hours of continuous driving is to be broken by a break of at least 30 minutes in duration, or a change of driver every two hours.

15. On a round trip of more than 100 miles in one day, or in excess of 2 hours' driving at the end of a School day, consideration should be given as to whether two drivers should be present on the bus.
16. If a trip involves a driver being on duty for more than 8 hours during that day, then drivers should consider whether two adults should be present in the bus, if the journey involves a round trip of more than 40 miles.
17. Pupils in Years 2 – 5 who have Epi-Pens and use the School transport every day are required to bring a named spare Epi-Pen into School which is kept in a red rucksack in the bus box for that route and taken by the driver onto the bus for every journey. The Minibus Driver then returns it to the relevant bus box for that route when not in transit. The School's Minibus Drivers are all First Aid trained and for all staff, Epi-Pen refresher training takes place annually in INSET training. (The latest training took place during INSET September 2019). The School Matrons are responsible for checking that the Epi-Pens are in date at all times and requesting new versions when the expiry date is approaching.

A code of practice for driving a minibus can be found at:

<http://www.rospa.com/rospaweb/docs/advice-services/road-safety/practitioners/minibus-code-of-practice.pdf>

## Rules and Guidelines for Minibus Drivers:

### Minibus Checks:

The Operations Manager carries out a 6 to 10-week check of all minibuses with the assistance of a mechanic to ensure that all vehicles are in good working order.

**The following checks must be made before the minibuses are used. Drivers are responsible for ensuring that they have been carried out:**

### Daily Checks:

Carry out a visual check of the bus to be used using the weekly check list as a guide. Report anything unusual or matters of concern to the Operations Manager.

### Weekly Checks:

Minibus Drivers, overseen by the Operations Manager, carry out the following checks. In the event that a member of staff takes the bus on a trip of more than one day, they must be prepared to carry out these checks. If help is needed to be competent to do this then please ask the Operations Manager for advice.

1. Fuel (Diesel), oil, coolant, power steering fluid, windscreen washer fluid.
2. Bodywork, doors, locks and catches.
3. Tyre /wheel condition and pressures, foreign objects.
4. Lights, indicators, hazard warning lamps, reverse lights and bleeper, horn.
5. Windscreen, windows and mirrors.
6. First aid kit and fire extinguisher.
7. Wheel brace, jack and handle.

## Useful Information:

1. Correct fuel is DIESEL.
2. Breakdown information is in the vehicle log book
3. At intervals during a journey note any warning lights and instrument readings that may appear and take the necessary action required if a fault is indicated.
4. Note; wheel nuts on nearside of vehicle have a left hand thread. (Convoy models)
5. Our current minibuses will NOT go under some car park barriers or into multi storey car parks.

## Transportation of Pupils by School Staff using their own Vehicles:

Staff are discouraged from using their own vehicles to take pupils to and from School events such as sporting fixtures and other outings. If they propose to do so, staff **MUST** discuss with the Headmaster first and secure his express permission.

Teachers using their own cars to transport pupils are advised of the following:

1. Staff should never be in a 1:1 situation with a pupil;
2. The use of a teacher's vehicle must be included in the trip Risk Assessment;
3. Staff must inform their own insurance company that they might be driving pupils in their own vehicles, but that this is a rare occurrence;
4. Staff must ensure that their vehicle has a current MOT and be in good working condition;
5. In the event that pupils are to be transported in a staff member's car, parental permission must be sought before the trip.

## Rules and Guidelines for Daily Minibus Collection and Drop-Off:

- Pupils will only be collected from and dropped off at the specified stop on the bus routes as previously agreed with the parents. Should parents wish to change this at any time, they are advised to contact the Transport Manager in writing to organise this.
- In the event that a child has arranged for another child (who doesn't normally travel on the bus) to come home with them on a particular day, parents are advised to contact the Transport Manager (who is also the Operations Manager) in writing to request a place. The School will endeavour to assist with this but parents are advised to ensure a confirmation of a place has been received by the Transport Manager before making any such plans.
- Parents are reminded to ensure prompt drop-off at and collection and from the bus stop at the allocated time agreed.
- Junior School pupils can be left at the end of the day at the bus stop to wait for your arrival, but this should be after contact is made with the Transport Manager in writing to authorise this. Otherwise, the assumption is that the parent(s) will be present at the bus stop at the arranged time to meet the child(ren) and take them home.
- Senior School pupils can be left at the bus stop at the end of the day. The assumption is made that parents are happy for this to happen unless contact is made with the Transport Manager in writing stating otherwise.
- Unless the School has been notified appropriately as per the above, any pupil not met by parents at a drop-off point will be returned on the bus to School for parents to collect from the School site.
- For safeguarding purposes, a forward-facing dash cam is installed in the minibus to record both sound and visual images.

## Rules and Guidelines for Pupils using School Minibuses

### Rules:

1. All pupils must use their seat belts and in the correct manner.
2. Pupils must remain seated at all times when the bus is in motion.
3. No one is to alight from the bus until the driver says it is safe to do so.
4. All baggage must be stowed in a safe manner and no exits should be blocked.
5. No doors should be attempted to be opened whilst the bus is in motion.
6. Noise levels in the bus should be kept to a reasonable level and none made that may distract the driver.

### Guidelines:

1. Any problems arising during a journey should be brought to the driver's attention as soon as it safe to do so.
2. Entry and exit should be made using the near side door of the bus whenever possible. If using the rear door, great care must be taken regarding approaching traffic. Doors on the offside of the vehicle are for emergency exit only.
3. Pupils are reminded that the School Minibuses carry the School's name on the sides and any unseemly conduct on board that attracts the attention of the public is instantly highlighting which school the pupils are from.

Reviewed: May 2018: Director of Finance and Operations, Headmaster and Head of EYFS

Reviewed: May 2019: Director of Finance and Operations, Headmaster and Head of EYFS

Reviewed: May 2020: Director of Finance and Operations, Headmaster and Head of EYFS

Review Due: May 2021 by Director of Finance and Operations, Headmaster and Head of EYFS



**Appendix A:**

## School Minibus Drivers and Driving Licence Conditions Declaration Form

1. I confirm that I have been provided with, read and understood the School's:
  - a) **'Whole School Transport Policy'**
  - b) **'Rules and for Minibus Drivers'**
  
2. I can confirm that I am aware of how to access the above named policies and documents, which are located in soft copy in the Compliance section of the Whole School Staff Teams area on Microsoft Teams.
  
3. I confirm that I understand that it is my responsibility to make myself familiar with all updates to the above policies and documents, as required by legislation, or changed from time to time by Cranford House School to reflect changing circumstances, and act in accordance with them as necessary.
  
4. I confirm that I hold a full, clean driving licence or that I have notified the Operations Manager if I have incurred any points on my driving licence in the last six months.

**Please tick the box to confirm this statement is true.**

5. I confirm that, to the best of my knowledge, there have been no significant changes to my health in the last six months, that I am not taking any medication that would impair my ability to drive and care for children for whom I am responsible, and that I am medically fit to carry out the duties required in my job description.

**Please tick the box to confirm this statement is true.**

**If you have NOT ticked the boxes in section 4 and 5 above, please submit details separately in writing to the Operations Manager immediately. This information is given in the strictest confidence.**

**Print Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return this form to the Operations Manager within a week of receiving it, if any changes occur to your status between this declaration and the next one in six months' time you must inform the Operations Manager immediately.