



PARC EGLOS SCHOOL

School Transport Policy

(for the Conduct of Children on School Trips and Visits)

PURPOSE

- To ensure the safety of all children while they are being transported by car, bus, or other forms of transport.
- To ensure that journeys are pleasurable experiences.

GUIDELINES

Use of Minibus

When a minibus is used by a member of staff or parent to take children on a school visit, the following points must be adhered to:

- That the driver has been authorised by Cornwall County Council to drive a minibus. (All authorised drivers will have a minibus authorisation card).
- That the vehicle is carefully checked to see that it is in a roadworthy condition and suitable for the transportation of children.
- That the bus is checked carefully by the driver for roadworthiness and general safety within the bus including doors, seat belts, brakes and lights.
- During transportation, that the children should be seated comfortably and safely with the seatbelts on and be told what is expected of them in behaviour. That is, any activity which is likely to distract the driver or make transportation unsafe is not allowed.
- That unnecessary noise and movement in the bus is seriously controlled.
- That, before alighting or entering the bus, it is ensured that the bus is in a safe position for the children to do so, i.e. that the entrance doors lead onto the safe area, footpath etc.
- It is strongly advised that there should be a second adult in a minibus at all times to watch the children.
- It is the driver's duty to ensure that any luggage is safely and carefully stowed, ensuring that the bus is not unbalanced in any manner.

Use of Public Transport Buses

- Staff should ensure that children enter and leave buses in an organised and orderly manner.
- Before children are seated and during the duration of the journey that they are comfortable and seatbelts are used as appropriate.
- Loose luggage should not be allowed to ensure the safety of the bus.

- Noise should be managed at all times so as not to disturb the driver.
- It is important that the bus is checked carefully at the end of a visit to ensure that it is left clean and tidy.

Similar guidelines apply to other modes of transport, such as trains and ferries. At no time should children be left unsupervised during transportation. It is strongly advised that all groups of children are monitored in small groups by an adult.

Use of Private Car

Parents or staff who transport children must ensure that:

- They have fully comprehensive business insurance.
- The number of passengers does not exceed the number of seats.
- All children wear seatbelts.

It should be checked that parents have given their written permission for children to be transported and to use the mode of transport.

It should be checked that either the Headteacher or Deputy Headteacher have given permission for a journey to be undertaken.

CONCLUSION

It is the responsibility of the teacher organising any visit to ensure the safety of the children during transit.

Review & Approval Date	March 2015
Signed by Chair of Governors	John White
Signed by Headteacher	Brett Dye
Next Review Date	March 2017