



Transport Policy

This policy has been written for...	All staff and students at West Heath School
Copies of this policy may be obtained from...	<ul style="list-style-type: none"> The School web site - http://www.westheathschool.com It is available as a hard copy on request from the school office Hard copies for reference are filed in the staff room
This policy links with the following policies	This policy should be read in conjunction with the CCTV policy, Outings Trips, Visits, Charging and Remissions Policy.
Participants and consultees in the formulation of this policy were...	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.
Edition, Review frequency and dates	<p>This is edition 6, released March 2020. This policy will be reviewed every two years. It is due for review March 2022.</p> <p>Note: All West Heath Policies are currently being overiewed, this policy is renewed and will be replaced, if necessary, September 2021</p>
Relevant statutory guidance, circulars, legislation & other sources of information are...	<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>www.gov.uk/apply-school-transport-for-child-with-special-educational-needs-sen</p>
The Lead Member of staff is	Principal.
Definitions and key terms used in this policy...	
The Rationale and Purpose of this policy	To support all stakeholders with an understanding of processes and responsibilities relating to transport.
Appendices	This policy has 2 Appendices
Copying	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 time and when in boarding.

Parties Involved in transport

1. **Parents**
2. **The School**
3. **LA SEN Transport**
4. **Escorts**
5. **Children's services, social care**
6. **Teachers, LSAs, Boarding Staff**
7. **Contractors and Drivers**

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
- advising the LA transport officer of any queries or complaints resulting from the transport provided
- arranging transport following an exclusion
- informing the school of any changes to transport arrangements eg. independent travel

2. **The school** is responsible for:

- providing information to the SEN transport officer on the quality of transport
- 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
- supporting students with their transition to independent travel

3. **LA SEN Transport** is responsible for:

- determining entitlement to travel
- determining the requirement of an escort
- giving advice on and training for escorts
- obtaining information on pupils to be transported and any special requirements they may have
- determining needs of pupils and their route to school contracts with transport providers
- ensuring the appropriate insurances, suitability of vehicles and

driver / escort DBS checks

- (with the school) dealing with difficulties on transport
- (with the school) informing parents of problems on transport such as breakdowns, accidents, significant changes in transport time in emergencies and pupils absconding
- allocating new pupils to routes
- investigating complaints
- ensuring pupils arrive at their place of study in a timely manner
- informing the school of any changes to transport arrangements eg. independent travel

4. 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
- monitoring the contractor's service
- complying with the instructions of the school for the conveyance of medication and other items between home and school
- reporting accidents to pupils whilst on school transport to the school and SEN transport officers
- reporting misbehaviour by pupils to the school
- being aware of safeguarding responsibilities and reporting and recording processes
- take responsibility for student safety in relation to other traffic when boarding and alighting from vehicles
- obtaining the dates of school terms and holidays from the school and/or LA SEN transport

5. 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.

6. Teachers, LSA's and Boarding Staff

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

When acting as passenger, supervisors are responsible for maintaining behaviour and minimising distraction to the driver. When necessary ask the 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.

7. Contractors and drivers are responsible for:

- working within the LA guidelines and contract
- ensuring that vehicles are clean safe and roadworthy and that they conform with all statutory requirements and contractual requirements
- ensuring that students travel comfortably
- ensuring all drivers have the appropriate DBS and are appropriately licensed
- providing the same drivers on routes regularly
- maintaining the well-being of pupils at all times
- being in control of vehicles at all times and seeking advice from escort when necessary
- 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
- ensuring that there is no smoking by passengers or drivers
- obtaining the dates of school terms and holidays from the school and/or LA SEN transport

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 it's duties towards a child against its duties towards employees. In all cases they 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 Principal'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 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

- 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.

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 will be put in place where pupils are coming in at times other than for examinations.

Transport within school

Examples of transport within school:

- Students being transported to college by Upper School staff
- Students being taken out to work experience, option placements and College
- Doctor 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 the Head of Estates and Facilities).

Before and at the end of each journey a checklist must be completed by the driver to ensure the 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 are serviced and have a MOT 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 the Head of Estates and Facilities).

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.

On long journeys and residential trips there should be more than one 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 Estates and Facilities and the HR Department immediately.

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

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 the Head of Estates and Facilities.

The Head of Estates and Facilities 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.

School vehicles containing Audio and video recording facilities are required to have a sticker to alert staff and students that whilst in the vehicle they are being recorded. The recording will be kept for 2 days at which point it will be overridden unless an accident has taken place and an investigation is underway. In this instance CCTV footage will be retained until the investigation has been completed. Anyone wishing to access footage must request this by consulting a member of SLT by completing the CCTV request form. This must be passed to Either the Estates Manager or IT Manager.

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.

Persons with particular responsibilities

Approved school car drivers are responsible for completing the relevant vehicle checks each time of use.

Other Participants & Stakeholders

Students
Staff

Monitoring & Evaluation

SLT
Student Services Committee
Trustees

Nissan Navara BN55 LZK	✓	X
Tyre pressure/condition	<input type="checkbox"/>	
Instrument Panel - warning lights	<input type="checkbox"/>	
Engine oil level - 5W-30	<input type="checkbox"/>	
Engine coolant level	<input type="checkbox"/>	
Windscreen washer fluid levels	<input type="checkbox"/>	

Seat Alhambra GN66 UHY	✓	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"/>	
Windscreen washer fluid levels	<input type="checkbox"/>	

Red Renault LV62 EWN	✓	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"/>	
Windscreen washer fluid levels	<input type="checkbox"/>	

Seat Alhambra GN66 UHZ	✓	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"/>	
Windscreen washer fluid levels	<input type="checkbox"/>	

Black Mazda 5 GK56 OYT	✓	X
Tyre pressure/condition	<input type="checkbox"/>	
Instrument Panel - warning lights	<input type="checkbox"/>	
Engine oil level - 5W-30	<input type="checkbox"/>	
Engine coolant level	<input type="checkbox"/>	
Windscreen washer fluid levels	<input type="checkbox"/>	

Seat Alhambra GN66 UHX	✓	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"/>	
Windscreen washer fluid levels	<input type="checkbox"/>	

Silver Mazda 5 GK56 OYR	<input type="checkbox"/>	
Tyre pressure/condition	<input type="checkbox"/>	
Instrument Panel - warning lights	<input type="checkbox"/>	
Engine oil level - 5W-30	<input type="checkbox"/>	
Engine coolant level	<input type="checkbox"/>	
Windscreen washer fluid levels	<input type="checkbox"/>	

	<input type="checkbox"/>	

Checked by:

Date: _____

Reviewed by:

Date: _____

Seat Alhambra KR16 XUA	✓	X
Tyre pressure/condition	<input type="checkbox"/>	
Instrument Panel - warning lights	<input type="checkbox"/>	
Engine oil level - 5W-30	<input type="checkbox"/>	
Engine coolant level	<input type="checkbox"/>	
Windscreen washer fluid levels	<input type="checkbox"/>	

Seat Alhambra KR16 KPK	✓	X
Tyre pressure/condition	<input type="checkbox"/>	
Instrument Panel - warning lights	<input type="checkbox"/>	
Engine oil level - 5W-30	<input type="checkbox"/>	
Engine coolant level	<input type="checkbox"/>	
Windscreen washer fluid levels	<input type="checkbox"/>	

Ford Tourneo LX16 NVA	✓	X
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Ford Tourneo CF17 JFE	✓	X
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Tyre pressure/condition	<input type="checkbox"/>	
Instrument Panel - warning lights	<input type="checkbox"/>	
Engine oil level - 5W-30	<input type="checkbox"/>	
Engine coolant level	<input type="checkbox"/>	
Windscreen washer fluid levels	<input type="checkbox"/>	

Tyre pressure/condition	<input type="checkbox"/>	
Instrument Panel - warning lights	<input type="checkbox"/>	
Engine oil level - 5W-30	<input type="checkbox"/>	
Engine coolant level	<input type="checkbox"/>	
Windscreen washer fluid levels	<input type="checkbox"/>	

Vehicle Checklist	Maintenance Check
Nissan Navara BN55 LZK	
Red Renault LV62 EWN	
Black Mazda 5 GK56 OYT	<input type="checkbox"/>
Silver Mazda 5 GK56 OYR	
Grey Seat Alhambra GN66 UHZ	<input type="checkbox"/>
Grey Seat Alhambra GN66 UHX	<input type="checkbox"/>
Grey Seat Alhambra GN66 UHY	<input type="checkbox"/>
Black Seat Alhambra KR16 KPK	<input type="checkbox"/>
Grey Seat Alhambra KR16 XUA	<input type="checkbox"/>
Ford Tourneo CF17 JFE	<input type="checkbox"/>
Ford Tourneo LX16 NVA	<input type="checkbox"/>