



Transport Policy and Procedure

Regular and routine transport arrangements

Local authorities (LAs) support the cost of travel for pupils to and from School during term time. Parents/carers, LAs and, if appropriate, Social Care are advised on interview and at the point of admission of these predetermined dates. Subsequently, an annual calendar is circulated to parents/carers and LAs.

For journeys from home to and from school, pupils are typically transported by LA appointed taxi drivers and passenger assistants. On occasion, and by agreement, pupils may be collected by a family member. In certain circumstances, pupils may be transported to the local railway station and continue their journey by train to the ferry terminus, to continue their journey by ferry.

All reasonable steps are taken to safeguard the pupil:

1. Taxi / LA drivers and passenger assistants are DBS checked and LA approved. They should carry identification and are advised to report to a member of staff upon their arrival.
2. At School events such as Open Day and Christmas Celebration where parents/carers attend, a known family member must inform a member of staff in person before they depart.
3. During routine weekly departures, pupils' personal possessions are made available at the point of exit from School. On other occasions, pupils' personal possessions are held in the Care Office and may only be collected at the point of departure, thus providing information as to when they are leaving and subject to a check as to with whom they are departing.

The School is to be made aware of any misconduct on any journey carried out by taxi/LA driver; eg misbehaviour, non-compliance with vehicle regulations, refusal to wear safety belt etc. These LA drivers enjoy the full support of School who, in turn, will take appropriate action if anything untoward is reported. Taxi drivers are made aware of the 20mph speed limit which exists on the School's Drive. They are also instructed to keep their vehicles on the tarmac and not divert around speed-reducing ramps.

Working in close liaison with parents, Education and Social Care departments, St Edward's School does all in its power to ensure journeys to and from home prove as uneventful as possible in order to best ensure continuity of transport provision for pupils. Taxis are instructed to collect pupils from their home addresses and transport them to school. At no time is the taxi to deviate from this instruction.

Arrangements may change during the course of a pupil's placement e.g. as part of a plan of encouragement to become more independent. This is negotiated with the consent of the parents, School and the LA. Whilst every assistance is given by School and the LA, the responsibility for the transportation of a pupil ultimately lies with the parents or those with parental responsibility.

When pupils are being transported via School vehicles or by School staff, drivers are MIDAS trained – the Hampshire County Council approved training course for minibus driving awareness. School staff are also bound by St Edward’s School’s Standard Operating Procedure for Educational and Recreational Outings. Staff travel with mobile phones to ensure direct and speedy communications. Pupils who ignore staff direction, and so put themselves and others at risk, will be placed on a transport ban. Parents are informed as soon as possible as, not only should they be aware of the problems relating to their child, but there may also be serious consequences for future travel arrangements.

Procedure in the event of a breakdown of a School fleet vehicle

In the event of a breakdown the member of staff must make the pupils’ safety paramount at all times, directing pupils out of the vehicle and to the nearest safe area.

If a School fleet vehicle breaks down while pupils are being transported, the lead member of staff should take the following action:

- ✓ Contact the Breakdown Service and request immediate assistance. The AA membership contact number is contained in the vehicle log/car windscreen; 0800 374457.
- ✓ Contact the Duty Senior at School and inform of the circumstances/immediate implications.
- ✓ If it is anticipated that an early diagnosis and repair is possible, await the arrival and action of the Breakdown Service, keeping pupils safe and under supervision at all times.
- ✓ If an early resolution of the mechanical problem is unclear or unlikely, arrangements should be made for additional (and perhaps emergency) staff to travel, assist and return the pupil and staff group to School by alternative transport. If, however, distance constraints demand it and local conditions warrant it, a hire vehicle should be sourced to bring pupils back to School.

Procedure for residential pupils’ routine arrivals and departure

- ✓ Pupils arrive at school after weekends or holidays at 10:00am, transported by taxi or parent. They report to a member of staff in the House Room and are subject to an electronic security search. They hand in their personal effects e.g. monies, mobile phone, confectionary, computer games and electrical equipment for safekeeping. These are recorded and signed for by the pupil.
- ✓ Pupils change into school uniform and make their way to the Dining Room for snacks or to the supervised areas of the school.
- ✓ Pupils depart from school on Fridays at 2.00pm for weekends and holidays (unless otherwise informed).
Pupils change and have lunch with their year groups. Once changed they make their way to supervised areas of the school and await the arrival of their transport. Taxis have been requested to arrive at the front of school between 1.45pm and 2.00pm.
If a pupil’s transport arrives at school before the stated time, it is directed to park a little distant from the main building on the Drive.
- ✓ A member of staff is designated to greet transport providers and inform duty staff by radio of the arrivals.
- ✓ At departure times, staff are deployed in set areas around the school and are in the possession of hand held radios for ready contact.

- ✓ Staff are notified when each pupil's taxi arrives. Driver and passenger assistant IDs are checked. Each departing pupil is the subject of an electronic security search and given his personal effects.
- ✓ Pupils who travel long distances are provided with a packed tea.
- ✓ Pupils are escorted to their taxis by members of staff.
- ✓ Pupils are to remain in their taxis until the driver confirms his full planned quota and departs the School.
- ✓ A comprehensive list of all pupils' transport details is located on the Shared Drive (Home leave – Departure list).
- ✓ Local authorities and taxis are notified by email each Wednesday about the travel arrangements for the forthcoming weekend.
- ✓ Parents are notified each Thursday about the departure from school on Friday and return on Monday.

Day pupils

- ✓ Day pupils are received by members of staff in the House Room from 8.15am. They hand in their personal effects to staff. These are recorded and signed for by the pupil. They then change into school uniform and are subjected to a electronic security search. They then make their way to breakfast.
- ✓ Day pupils finish the school day at 3:30pm and are escorted to the House Room by teaching staff ahead of their departure. Members of the Care Team supervise pupils as they change into their own clothes for the journey home, sign for their personal effects and are electronically searched. The pupils are then escorted by members of staff to their awaiting taxis. They are to remain in their taxis until the driver confirms his full planned quota and departs the School.
- ✓ In the event of adverse weather conditions, the School's management team will make a risk assessment and duly inform all relevant parties, including local authorities and parents/carers, if the School is to remain open or close on health and safety grounds.
- ✓ When a day pupil takes the option to stay for activities and/or reside overnight, parents/carers and taxi companies are informed at the earliest opportunity.

Contract taxi hire by School

Pupils who need to be transported home in unforeseen circumstances will be transported via K and K, a local taxi company whose drivers are DBS checked by Hampshire Local Authority. The taxi driver is given a form on his arrival, with the details of the pupil's home address. The driver is instructed to have the form signed by parent or carer upon reaching the planned destination. The form is then returned to St Edward's School. The taxi driver is instructed to hand over the pupil to his parent or carer upon arriving at the pupil's home address.

Procedure to check vehicle fleet fitness for purpose

The School's insurance policy for fleet vehicle use requires all passengers to wear seat belts for the entirety of all journeys.

All fleet vehicles are subject to weekly recorded checks to ensure that all safety components are in place and working.

Staff responsibility

St Edward's staff must be in possession of a valid driving licence and complete an annual licence check via DVL, prior to using school vehicles. Staff are duty bound to inform the school of any convictions or impediment that may not allow them to drive school vehicles.

Staff are also responsible for the vehicle and its visual checks prior to using any school vehicle. Drivers are responsible to fill in the log sheet accurately for each journey. All driving fines accrued are the responsibility of the driver.

Mobile phones and two way radios are not to be used whilst driving under any circumstance. Disciplinary action will be taken against offenders.

Minibus drivers are to have a valid MIDAS certificate unless an emergency occurs and section 19 permit is available to non-MIDAS staff.

To access log sheets and vehicle defect sheets – Shared Drive, Health and Safety Icon, File 10.

Smoking is not permitted in school vehicles.

Mechanical breakdown

All School vehicles have breakdown cover, details of which are held in every vehicle. In the event of a problem contact the School / Care Office.

Breakdown cover includes changing tyres/wheels; do not attempt to do this yourself.

If a vehicle breaks down on the highway it is the driver's responsibility to ensure that the vehicle is placed in the safest possible position before assistance is summoned.

Switch on the hazard lights and attempt to stop the vehicle off or at the side of the road where it is out of danger. If this is not possible unload any passengers and get them to safety.

On a motorway

- If practicable leave the motorway at the next exit and seek assistance, otherwise pull on to the hard shoulder.
- Try to stop near an emergency phone: they are one mile apart. You may coast along the hard shoulder to reach one. White posts positioned every 100metres have an arrow indicating the direction of the nearest telephone.
- Park as close to the nearside of the hard shoulder as possible.
- Switch on the vehicle's hazard warning lights and, at night, switch on all other lights including saloon lights.

- If possible get all the passengers out of the vehicle using the exits furthest away from the carriageway.
- Keep passengers well away from the carriageway, preferably on the embankment, 20 metres behind the vehicle and, if available, behind a crash barrier.
- Do not cross the carriageway.
- If your vehicle carries an emergency triangle it should not be used as there is a significant risk to life in placing it near the carriageway.
- Phone the Highways Agency. The emergency phones are free and connect you directly with the Highways Agency which will arrange any help you need. The emergency phones are coded so your exact location will be known. Do not use your own mobile phone as your location will then not be known.

On any other road

- If practicable, drive on until you reach a lay-by or other safe stopping place.
- If possible, passengers should be despatched to a safe place.
- If not, passengers are safer if they remain in the vehicle with their seat belts on.

This is general advice and your particular circumstances may justify an alternative course of action. For example, waiting outside the vehicle in mid-winter or on a narrow road may be inadvisable, or some passengers with disabilities may be unable to climb over the crash barrier etc. You should therefore assess the situation, taking account of your individual circumstances and follow the safest course of action.

In the event of fire

- Stop immediately and switch off your engine.
- Leave the vehicle in 4th gear in case of accidental engine re-ignition.
- Get the passengers out and away from the vehicle, closing the doors behind them.
- Call the emergency services.
- If it is safe to do so, use the on board fire extinguisher.
- If it is safe to do so: remove the ignition key, engage the battery isolation switch if fitted and close all windows.
- If you think there may be an engine fire, ensure no one is near the vehicle and release the bonnet catch. Do NOT open the bonnet.
- Do NOT return to the vehicle to fight the fire.
- When the emergency services arrive, inform them if there is anything hazardous on board (e.g. gas canisters).

In case of an accident

Whether or not the vehicle should be moved from the scene of an accident will depend on its severity, location and whether or not the Police have been called. If the situation allows, the vehicle should be moved off the road or to a safe place.

Never admit liability or apologise to the other driver even if you think it was your fault as this can complicate insurance claims.

Telephone the Emergency Services if appropriate.

Telephone the School to notify the Senior Leadership Team of the incident.

Write down the names and addresses of all drivers and witnesses, as well as all the registration number of involved vehicles. If possible take photographs or make a quick sketch of the accident.

If somebody is injured in an accident it must be reported to the Police within 24 hours. You are obliged by law to give your details to any person affected by the accident. Details of our insurance policy are on the Certificate of Insurance in the vehicle, (glove box in the Minibuses).

An accident form will need to be completed and should be submitted to the Senior Manager as soon as possible after the accident.

This review: GM/SW December 2022

Approved by the Board: January 2023