

# Bertie's

## NURSERY SCHOOL

Wraxall

7.11

### TRANSPORT POLICY

#### AIM

We are committed to ensuring that our children and staff are able to travel in safety and comfort in the School's transport. This policy has been written with regard to DfE guidance for *Driving School Minibuses (September 2013)*.

#### INTRODUCTION

##### **The School provides transport for children for the following:**

- School trips (including transportation within the School grounds)

Organisers of such trips should consult the Head of Nursery for clearance and to accept the risk assessment for the trip. Further guidance can be found in the Educational Visits Policy G8.2.

When driving a School-branded vehicle, the driver is representing the School in public, therefore driver courtesy and proficiency is a direct reflection on the School.

Staff driving on behalf of the School must always drive with the utmost care and consideration for both their passengers and other road users. They must drive in strict accordance with The Highway Code and all speed restrictions. They must set an example to all users of our driveway by adhering to the 20 mph speed restriction, and show courtesy at the driveway entrance/exit at busy times.

#### STAFF NUMBERS & SUPERVISORY REQUIREMENTS

In order to manage risk to staff and children in the event of an emergency or vehicle breakdown the following staffing rules will apply. These are based on the time taken for additional assistance to arrive should it be required:

- Where travel is in the school grounds then the staffing should reflect the age and number of children travelling and normal regulatory ratios are followed, these are set by the DfE.
- Where minibus travel involves a journey off-site, ratios are the highest safety concern and there should be a second school-registered driver on board.
- Where travel is by coach there must be due regard to follow the regulatory ratios set by the DfE and keep in regular communication with the School on the progress of the journey.

**Ratio:**

- Children under the age of 2 years - 1 adult to 3 children
- Children aged 2 to 3 years - 1 adult to 4 children (*Rising 3's in a school nursery can count as a 3 year old*)
- Children aged over 3 years - 1 adult to 8 children
- Pre-School children 3 to 4 years - 1 adult to 13 children with a teacher or 1 adult to 8 children with a TA

For any other use of School vehicles (including hire vehicles) the member of staff responsible for the vehicle will sign out a School mobile telephone from the School Office. The Transport Manager will be responsible for ensuring that all phones have sufficient credit.

All School vehicles have an emergency procedure card with contact numbers stored at the front of the log book, plus a list of contact numbers for all parents in each year group. Any member of staff using a hire vehicle will collect an emergency procedure card and a contact list from the School Office prior to departure.

**DELAYED RETURN**

If a visit is delayed, the Group Leader should phone the Head of Nursery or School Office, who will in turn contact all parents to alert them to the delay and the revised time of arrival. If contact cannot be made with the School, the Group Leader will contact parents individually.

**USE OF STAFF-OWNED CARS**

The School policy is to discourage staff from transporting children in their private cars, and never to allow them to be transported in cars belonging to parent helpers (unless the parents make a private arrangement that does not involve the School). A staff member will transport children in his/her own car only after prior consent is given by a member of the Senior Management Team. Where the staff member is transporting only one child, then this may only be permitted after consent is given from the parent **and** a member of the Senior Management Team. Where a member of staff transports a child in his/her car, insurance cover is automatically provided through the School's "occasional business use" motor policy. This ensures that motor insurance claims arising whilst a member of staff is using their own car for Nursery business purposes can be settled without involving their own. (Staff should refer also to – *Staff Code of Conduct*).

**PERSONS AUTHORISED TO DRIVE SCHOOL MINIBUSES**

School staff can drive the School's minibuses as long as the School agrees and the following conditions are met. The staff member must:

1. Have obtained their car driving licence before January 1997; OR

Have obtained their D1 minibus driving licence later, AND

- Is not being paid to drive the minibus and

- The minibus is not used for hire or reward
2. Be at least 25 years old
  3. Have a clean driving licence with no accidents or convictions in the last five years
  4. Have passed the School's driving assessment
  5. Have signed a Driver's Declaration Form and provided a copy of their driving licence to the School within the previous 12 months and annually thereafter

## **PERSONS AUTHORISED TO DRIVE SCHOOL CAR**

When transporting children in the School car, the staff member must:

1. Be at least 25 years old
2. Have a clean driving licence with no accidents or convictions in the last five years, and
3. Have signed a Driver's Declaration Form and provided a copy of their driving licence to the School within the previous 12 months and annually thereafter

## **CONTROL MEASURES**

In order to minimize risks, the following control measures must be exercised:

- Children must be regularly reminded of the Behaviour Code that applies to travelling on any form of School transport; noise and movement must be controlled at all times
- Drivers must be conversant with the Pupils' Code and enforce it at all times
- Vehicles must be parked with exit doors facing the kerb or within marked bays of a car park as much as possible
- A staff member must supervise children boarding or alighting from the vehicle
- A headcount must be made as children and staff board AND disembark any form of transport
- The transport must be swept for children and property as soon as the group has disembarked
- Drivers must adhere to the Highway Code and all speed restrictions WITHOUT exception
- Drivers must not exceed 20 mph on the School's driveway
- Drivers must slow to a maximum of 5 mph when approaching the front of School in order to drop-off or pick up
- Details of destination, driver name and mileage readings (or tachograph readings where appropriate) must be recorded in the vehicle log book for ALL journeys
- Minibuses have speed limiters of 62 mph
- All vehicles are fitted with seat belts and all passengers must wear them at all times, this to be checked by the driver before every departure
- Vehicles undergo a monthly maintenance check and weekly visual check by the Transport Manager
- Drivers carry a School mobile telephone to summon assistance and/or to report delays, this is to be used only when safe to do so as per current legislation
- Drivers must carry a list of contact numbers for the parents of all children travelling
- Drivers must ensure that all luggage is stowed and does not obstruct gangways or exit routes
- Where a child is misbehaving, the driver must stop as soon as it is safe to do so, and if possible manage the behaviour. Assistance should be summoned from School if necessary. The incident must be reported to the Head of Nursery or Head of Pre-Prep at the earliest opportunity.

## MONITORING AND EVALUATION

The Bursar and Head of Nursery will review the policy annually in line with any new directives from the Department of Transport, OFSTED and any significant changes in the School's fleet of vehicles. Policy changes will be approved by Governors of the Health and Safety Committee.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>11/9/19</i>	<i>H Walker and H Fulton</i>	<i>10/9/20</i>

<b>Overview required by H&amp;S Committee - date</b>	<b>Policy upload to ISI Portal - date</b>	<b>Policy uploaded to website(s) - date</b>
<i>1/11/20</i>	<i>N/a</i>	<i>N/a</i>

## BEHAVIOUR CODE FOR CHILDREN ON SCHOOL TRANSPORT

We expect everyone to treat each other with consideration and good manners. Everyone should follow the School's rules and regulations and understand what is expected of them and why sanctions may be imposed for inconsiderate behaviour.

Good behaviour whilst travelling in a moving vehicle is essential for everyone's safety. The following rules must therefore be applied:

1. The driver's instructions must be followed at all times and without hesitation.
2. Passengers must not enter or exit the vehicle until instructed to do so by a driver or a member of staff.
3. Seat belts must be worn at all times and booster seats must be used when instructed to do so.
4. Voices must not be raised and noise levels should be maintained to a safe level. If the driver requires that noise levels are reduced then this must be done immediately.
5. Do not call to the driver whilst the vehicle is moving other than in the case of an emergency.
6. No items can be passed or thrown at any times within the vehicle.
7. No mobile devices are permitted during travel unless specific permission has been given by a member of staff.
8. Only food provided by the School may be consumed on School transport and only when authorized to do so by a member of staff.
9. Windows may be opened only when authorized to do so by a member of staff.
10. Children must not lean out of the windows or place a hand or arm out of the window, or hold any objects out of the window of a vehicle.
11. Bags and other items must not be left in gangways or doorways and must be safely stowed under seats or on empty seats.