



Longwood Primary School

School Transport Policy

Introduction

Longwood Primary School serves the local community of Mile Oak and very few children use public transport arriving or departing from school. (These children are outside this policy). Some children are brought or collected in their parent's car or by the willing arrangement of their parent a friend's car, (these children are also outside this policy) but most walk. School Transport in this policy refers to transport organised by Staffordshire County Council or by the school. This is usually in the form of a coach to take pupils to an off-site lesson or an educational visit. It also covers the use of staff cars where these are used for the transport of children and parents' cars where these have been requested by a member of the staff for the transport of children other than the parent's own child. These situations most commonly occur when a child is ill and needs to return home, or pupils need transport to a school match or competition.

Use of coaches (for swimming, outdoor educational visits, PTA outings and other educational journeys.

Our policy insists that all coaches will be fitted with seat belts (lap belts are adequate) and the pupils sit one to a seat. Where the seating capacity is only 53 then the total number will be limited to 50 pupils and 2 teachers. Should it be found that a seat belt is broken or not working, that seat should be left vacant.

Further, each class will be supervised by at least one teacher on the coach, and that only coaches approved by Staffordshire County Council will be used.

We insist that an accepted code of behaviour is adopted by the supervising teacher:

- a) Seat belts to be fastened
- b) No changing seats once the coach is in motion
- c) No eating or drinking when the coach is in motion

Use of mini-buses

At present the school does not own or lease any min-buses but when any minibus is hired or loaned it must have forward facing seats and all seats must be fitted with seat belts. There must always be a supervising adult accompanying the driver and at least one of the adults must be a teacher. The teacher will be responsible for insisting that there is only one pupil per seat and that all seat belts are worn.



Longwood Primary School

All drivers of mini-buses must possess a current certificate of assessment from Staffordshire County Council. The driver will be responsible for the safety checks as outlined in the Staffordshire handbook for mini-bus drivers and should allow 15 minutes checking time before starting the journey.

Use of Employees' Motor Vehicles

Where a member of staff volunteers to take a pupil to a team match, or to the pupil's home, or to hospital then the Headteacher and Governors need to be assured that:

- a) the vehicle is taxed and roadworthy with a valid MOT certificate
- b) appropriate insurance is in place (where the vehicle is used for school purposes the teacher must be insured for this use and this should be noted on the policy/certificate)
- c) that when an event is planned parents know the arrangement and the anticipated time of return.
- d) That parents give their written consent
- e) The one child per seat rule is applied (allowing three on the back seat if appropriate seat belts are fitted) and seat belts are worn. Children under the legal height must use a correctly fitted booster seat.
- f) If the journey was requested by the school or was an approved activity the appropriate travel expenses could be claimed. However the claiming of expenses indicates that the vehicle was roadworthy and legal at the time.
- g) Pupils should not normally travel in the front passenger seat unless the back seats are full. Only pupils of at least 5 feet in height should travel in the front passenger seat.

4. Use of parents' cars

This applies to situations where the school requests the use of parents' cars for the transporting of pupils, probably their own child and others. Having requested the use of a parent's car the school has responsibility for the care and safety of the other passengers. It will therefore be the responsibility of the teacher organising the use of parents' vehicles to bring to the drivers' attention the detail of this section of the policy.

- a) the driver is responsible for their vehicle being taxed and roadworthy, with the appropriate MOT certificate (if necessary)
- b) the driver is responsible for appropriate insurance, particularly that full insurance cover is provided even when the driver is not the main policy holder



Longwood Primary School

c) the one seat per pupil rule must be applied and seat belts must be worn. Children under the legal height must use a correctly fitted booster seat.

d) a current parent consent form for each child traveling in a parents' vehicle has been received indicating the above conditions

e) it is the responsibility of the teacher in charge of the children being transported to take reasonable care, especially when entrusting them to another parent for transportation.

One final word of advice is that where a vehicle is in use by a teacher or parent then for the safety of the teacher or parent there should when practical be more than one child in the vehicle. When staff are organising parent transport it is best if the parent's own child is allocated to their own parent's vehicle.

When it is not possible to transport more than one child then the teacher should cover themselves by logging with the office staff or a colleague the time of departure and return.

5. Use of public transport

When public transport is used then the rule regarding seat belts will not apply unless they are fitted and double decker buses may be used.



Longwood Primary School

Appendix

Dear Parent

Under recent legislation for transporting pupils for School activities, all schools have had to produce a transport policy. This lays down safe procedures for transporting pupils in coaches, minibuses and cars (of staff and parents).

One aspect of the policy applies to children transported in parents' cars (other than child's own parent's car) requires parents to complete a permission form for their child to travel when appropriate. Another form needs to be completed by parents who provide vehicles. I enclose both types of permissions slips for your completion for the school year 2012/2013.

For parents who offer their car for transporting pupils (especially to sports fixtures held at other schools) it is necessary to state that your car insurance policy will cover or could cover such means of transporting pupils. Please check with your insurance company if unsure. To make this process as 'user friendly' as possible, I enclose a letter that you could complete and send to your car insurer to confirm the position. Please use it if it would be helpful

New guidelines also state that all adults helping in school will have to be police checked. For this procedure, we will require your address (including postcode), date of birth and previous surname if appropriate.

'Booster' seats are required to comply with new regulations on transporting children in cars. These must be returned the following day to the school office.

Please return completed forms as soon as possible.

Yours sincerely

Mrs P James

Headteacher



Longwood Primary School

To:

Date:

Policyholder's name:

Policy number:

Dear Sir/Madam

The policyholder named above wishes to use the insured's vehicle for occasional use to transport pupils of this school to after school sports fixtures at other schools or to other similar venues (eg educational visits).

It is a condition of the school's Transport Policy that such transportation is covered by the parents' car insurance. I hope you are able to confirm that the cover provided is able to meet the above needs.

As you may realise, such parent help is invaluable to Primary Schools that usually lack a school minibus or sufficient availability of staff transport.

Yours faithfully,

Longwood Primary School

Annual Permission Slip (Part 1)

Academic year

I/we give permission for Class

to travel for school arranged events in:

- A member of staff's vehicle
- Another parent's vehicle
- I may be able to help transport children in my vehicle

(Please delete if not applicable)

If you may be able to help transport children in your own vehicle, please refer to Part 2 (acknowledgment slip) which you should also return signed.

Signed Date

Person with parental responsibility



Longwood Primary School

Name (Please print)

Acknowledgement Slip (Part 2)

I/we advise that I/we may be able to help transport children in my/our vehicle in which case I/we understand that:

- a) My vehicle must be legally roadworthy b) My insurance covers such journeys
- c) The vehicle will not be overloaded d) All children must wear seat belts and use a 'booster' seat
- e) The front passenger seat will only be used if necessary and only for pupils over 5 feet in height

Signed Date

Name (Please print)

Date of birth Previous name

Address

.....

Signed Date

Name (Please print)

Date of birth Previous name

Note: if more than one parent in the family may drive, both should put names on the form and both should sign