



# TRAVEL POLICY

This travel policy covers normal day to day transport issues that arise within the school. Detailed health and safety procedures are covered by the school trip procedures and it is not the intention of this document to cover or re-iterate the risk assessment and staffing levels requirements that are covered within that procedure.

## Minibuses

### 1. RESPONSIBILITIES

- **The Bursar** has overall responsibility for maintenance, presentation and administration of the minibuses.
- **The Receptionist** is responsible for minibus bookings and will keep the minibus planner. She will ensure at the time of booking that only authorised staff drive the vehicle and that there will be adequate adult cover in the vehicle. If the vehicle is being used to carry children it must not leave the premises until the minibus booking form kept by the Receptionist has been checked and completed by the driver. The Receptionist will ensure that spare booking forms are readily available on her desk so that minibuses can be used in the event of his absence from school. Minibus keys will be kept in the school office and keys must be returned there immediately on return to school.
- **The Senior Groundsman** is responsible for the maintenance and cleanliness of the vehicles and ensuring that they are fuelled ready for trips.
- **Drivers** are legally responsible for the roadworthiness of the vehicle and the safety of its passengers. If they have any concerns about a vehicle they must refuse to take it onto the public road.
- Drivers must ensure that the vehicle carries a charged mobile phone whose number has been left with the Receptionist. It must be able to receive and send calls at all times.
- The maximum legally permitted gross weight when laden is 3500kg. (the unladen weight is approx. 2700kg – leaving an approximate allowance of approx 50kg per passenger including luggage)
- Drivers must ensure that the vehicle is left clean and tidy inside. Any concerns or incidents should be reported to the Receptionist senior member of staff as appropriate.
- Drivers must complete the vehicle log, kept inside the minibus, on their return to school.

### 2. LOCATION

- The minibuses are kept by the sports hall and should be locked when the key holder leaves the vehicle.

- Pupils should normally embark and disembark at this location. In special circumstances, (such as foul weather or when the car park is empty and unused) other locations may be used at the discretion of the driver.

### 3. STAFFING

- Only drivers authorised by the Bursar and on the authorised drivers list may drive the school minibus. It is always desirable that there should be a 2<sup>nd</sup> adult on the vehicle. This ensures adequate cover in the event of accident, breakdown or illness.
- For trips of **more than 20 miles distance or 40 minutes estimated travel time** (whichever is the greater) there must be at least one other adult on the vehicle. It is desirable but not essential that the 2<sup>nd</sup> adult is also an authorised driver.
- For trips of **more than 50 miles distance or 1 hour estimated travel time** there must be a second authorised driver who can take over driving if required.

### 4. SAFETY ISSUES

- The driver must obey the national speed limits. De-restricted roads have the following current speed limits:
  - 1) Single lane roads                      60mph
  - 2) Dual carriageways                      70mph
  - 3) Motorways                                70mph
- Child safety signs are on the vehicle. Whenever the vehicle is stopped and the children are embarking or disembarking on the public road the hazard warning lights are to be switched on.
- Any items used from the first aid kit must be noted on the vehicle log.
- The vehicle must be locked when the keyholder leaves the vehicle. This will prevent children accessing the vehicle without a responsible adult.
- Before moving, all passengers must be seated with safety belts on. A visual check should be conducted to ensure belts are correctly positioned. Passengers must remain seated and belted throughout the trip.
- Luggage must be stowed securely.
- Passageways must be kept clear so that rear passengers have two routes of emergency egress – side and rear.

### 5. OTHER ISSUES

- Emergency telephone numbers and detailed paperwork including breakdown and accident procedures are kept inside the clipboard kept on each vehicle.

### 6. TRAVEL ABROAD

- The vehicles are not to be taken abroad.

## 3<sup>rd</sup> Party transport with driver

i.e. coaches ~ large and small

### 1. RESPONSIBILITIES

- **The Bursar** has overall responsibility for keeping the list of authorised coach operators.
- **The Receptionist** is responsible for booking coach and other transport that includes a driver. These must be from the list of authorised operators. Vehicles booked must be capable of carrying the passengers and their luggage and kit within legal limits.
- **Teacher in charge** is responsible for the safety of the pupils and other passengers. If they have any concerns about a vehicle they must bring this to the attention of the driver and if they are still not satisfied they must bring the issue to the attention of the Bursar before travel commences.
- Teachers must ensure that they carry a charged mobile phone whose number has been left with the Receptionist. It must be able to receive and send calls at all times. The vehicle must be left clean and tidy inside. Any concerns or incidents should be reported to the Receptionist or senior member of staff as appropriate.

### 2. LOCATION

- Transport with 3<sup>rd</sup> party drivers should arrive in the top car park (by the tennis courts) where pupils will embark and disembark.

### 3. STAFFING

- Staffing levels will be covered by the Health and Safety trip procedures.

### 4. SAFETY ISSUES

- Staff should consider the suitability of the proposed dropping off and pick up points taking into account the number and ages of the children involved.
- Before moving, staff should ensure through a visual check that all passengers are seated with safety belts on. Passengers must remain seated and belted throughout the trip.
- Luggage must be stowed securely.
- Passageways must be kept clear so that passengers can easily evacuate the vehicle in case of emergency.

## Transport in staff cars

- The school maintains an insurance policy that covers transport of pupils in staff cars. All staff are covered provided they hold a valid driving licence for their car and the car is insured taxed and has a valid MOT certificate if required. Pupils should not be transported in vehicles driven by gap students, cleaning and catering staff or maintenance department staff without the express written authorisation of the Headmaster or in his absence a Deputy Head or the Bursar.

- **The staff member** should inform the Receptionist of the names of pupils being carried in the vehicle and the purpose of the journey.
- Staff must ensure that they carry a charged mobile phone whose number has been left with the Receptionist. It must be able to receive and send calls at all times.
- Each pupil must wear a three point seat belt throughout the journey.

### **Transport in Parents' and Volunteers' Cars**

- The school does not encourage the use of parents carrying other people's children in their cars on school trips. However there are special circumstances when this is the easiest solution to transport problems e.g. transporting an overflow from a minibus or returning home from matches that will miss the normal school run.
- The school's occasional business use policy covers parents and volunteers transporting pupils in their cars provided they hold a full valid driving licence for their car, the car is insured and taxed and has a valid MOT certificate if required.
- Staff should ensure that these drivers are aware of their legal responsibilities for the safety of pupils in their cars and that pupils must use a safety belt at all times.
- Parents' agreement should be sought (on a consent form) for their children to be carried in other parents' cars. It is advisable that parents driving pupils are not put into a position where they are alone with a pupil other than their own child.

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