



SCHOOL TRANSPORT POLICY

Purpose:

The purpose of this document is to clarify the procedures and processes to be followed when children are transported either to or from the Nursery.

Responsibility:

Manager

Drivers

Bus Coordinator

Details:

Statement of Intent:

It is our intention to provide a safe and efficient bus service for those parents that require transportation. To ensure that all children are accounted for when both embarking and disembarking from the bus, a Bus Register must be completed.

The Bus Register ensures that the child is handed over to their class Teacher upon arrival at school and handed to an adult known to the school / Bus Monitor when dropped home in the afternoon.

Conditions of Transport:

Due to the responsibility of transporting children on the bus, certain conditions must be met, as set by the Nursery and the RTA:

- Only children over two years of age will be transported on the bus.
- Children will not be considered for bus transportation until they are fully settled into the Nursery.
- If you want your child to use a booster chair. Parent need to provide a booster chair
- Children will not be accepted onto the bus until the School Transport Agreement has been signed and the Bus Fees paid.
- Our Bus Fee is based on a two way and one way service .A female Bus Monitor will always be present on the bus with the children.
- The Bus Monitor will make a courtesy call to parents when the bus is 5 minutes away from the designated stop.
- Parents/carers must wait with their child at the allocated bus stop until the bus arrives.
- If the child is not at the bus stop at the allotted time, the Driver will only wait a maximum of 5 minutes.
- The Bus Monitor is unable to collect the child from the door or drop the child to the door as she is not permitted to leave the bus.
- Parents/carers should be waiting at the bus stop for their child to disembark upon return from school. Again, the bus can only wait 5 mins. The child may be returned to school if the bus needs to continue its journey, upon which time, the parent will have to collect the child from the nursery.



SCHOOL TRANSPORT POLICY

- A child will only be handed over to an adult known to the school/Bus Monitor. If there is a change of adult, the school MUST be advised before the bus embarks on its journey.
- We use selected small buses which are not very old and are well maintained.
- We employ experienced Drivers who are selected following a stringent recruiting process to ensure that they are suitable to work with children.
- The bus contains a First Aid Box, Fire Extinguisher and all seats have a lap belt fitted.
- The windows are tinted and the bus is air conditioned to ensure the children do not get too hot.
- The school bus service runs on a pre-determined bus stop system and will only stop at designated areas.
- Parents should not expect Drivers to have any control over traffic or road works.
- Drivers will not alter the bus route without prior consent from the Manager.

Bus Children:

Only those children, whose parents have paid for the bus and signed the transport agreement, are allowed to travel on the bus. In line with government legislation children under the age of 2 years are not permitted to use the school provided bus transport.

Bus Register:

A bus register is created for each bus and the children that travel on each of the buses. It is the responsibility of the Bus Monitor to ensure that the register is completed.

The Bus Monitor is responsible for completing the Bus Register on a daily basis. The Register is completed as follows -

Child's name and Class

Bus Monitor ticks and initials when the child is picked up from home

Upon arrival at School the Bus Monitor completes the name of the Teacher or Teaching Assistant the child is handed to and this person also initials

When all children are on the bus and ready to return home the Bus Monitor ticks off each child and initials

Upon delivery home, the parent/carer is required to sign the Bus Register to confirm the child has been handed over

Our intention is to ensure that all children are accounted for when both embarking and disembarking from the bus. The Bus Register ensures that the child is handed over to their class Teacher upon arrival at school and handed to an adult known to the school/Bus Monitor when dropped home in the afternoon.



SCHOOL TRANSPORT POLICY

Communication:

Communication between parents and the school is of even more importance for bus children. Parents must ensure they check their child's school bag each day and their child's Home School Book. Any urgent information will be passed to the Teacher through Reception. Teachers will endeavour to contact parents of bus children once a month via phone to communicate any additional information. The parents may also phone and arrange a phone time to speak with the teacher.

Mobile Telephone

All buses must have a mobile phone with available credit, every working day provided by the school.

All important numbers must be installed: Manager, Police, and Ambulance, all children's contact person numbers along with the other drivers contact numbers and school nurse.

The phone is the responsibility of the Bus Monitor to ensure that it is fully charged and has credit at all times.

It is the Manager's responsibility to ensure bus monitors are aware of their duty.

Bus Monitor:

The Bus Monitor is responsible for completing the Bus Register on a daily basis. The Register is completed including the Child's name and Class, ticks and initials when the child is picked up from home, upon arrival at School the Bus Monitor completes the name of the Teacher or Teaching Assistant the child is handed to and this person initials. On the delivery route when all children are on the bus and ready to return home the Bus Monitor ticks off each child and initials, upon delivery home, the parent/carer is required to sign the Bus Register to confirm the child has been handed over.

It is also the Bus Monitors responsibility to ensure that all children safely enter the bus and that all children are seated, with lap belts firmly fitted before the bus disembarks.

Bus Drivers:

The Bus Driver must perform visual checks to ensure that the correct children are on the bus. This is in addition to the checks done by the Bus Monitor.

It is also the responsibility of the Bus Driver to do a thorough check of the bus to ensure all children have disembarked and to collect any belongings that are left on the bus every day once the last child has been dropped off.



SCHOOL TRANSPORT POLICY

The Bus Driver is then required to sign the Bus Register confirming that the check has been completed. The Bus Register remains on the school bus at all times.

Safety

The bus must always have a first aid kit, fire safety equipment including an extinguisher and pre made circular stop signs laminated and stored for traffic warnings to safely move children from the area.

The bus also goes under regular maintenance checks as detailed in the technical bus check list and the bus Health and Safety checklist

[Technical Checklist BUS-ABC.docx](#)
[Bus and Health Safety Checklist.docx](#)

Road Traffic Accidents:

It is important to ensure that all members of staff are aware of the process and protocols to be followed in the event that a school bus is involved in a road traffic accident.

- If the accident is serious then the Bus Monitor should immediately call for an ambulance etc. If she is injured and unable to make this call then the Bus Driver must do so.
- The Bus Driver or Bus Monitor must call the school Manager immediately and provide the following information on the locality, severity, number of children remaining on board and last drop of stop.
- The Manager will check the map, which is located in the office to ascertain and establish clarity on whom was on the bus at the time of accident. If the Manager has not arrived in school by this time, she will call the school to have the information relayed to her and will travel independently to the site of accident. If the information is not available at the time of the incident then the Manager will travel via taxi or car to the accident site and will coordinate from there via phone.
- The school nurse should be contacted and will travel via taxi or car to the accident site.
- The Manager will allocate a person to call parents of all children who are waiting to be collected and advise of 'no bus today'. This will also be the case for a second bus as it will be required to transport children aboard the first bus. The higher management must be updated at every stage of the incident management.
- The manager will call the second bus (if any) and request an alteration of their normal route / plan and direct the bus to make no further pickups and to drop the children it has picked up already to school. The second school bus, once empty will go to the site to assist in the transportation of the children, spare Teaching staff or assistants may be sent to assist on the bus.



SCHOOL TRANSPORT POLICY

- A safe place will be sought to transfer children safely from one bus to another. This may require Teaching Assistants and Bus Drivers to halt traffic. Use of the stop signs is strongly recommended.
- The Nurse will check all of the children to be sure of no injuries no matter how minor, are overlooked. If any doubt the child must be taken to the nearest hospital. If children Manager or a child is taken to the hospital the school nurse will accompany them and the al, once she has dropped the remaining children in to school, will travel to meet the nurse and child in the hospital. The Manager will call the parent.
- If the children's injuries require hospitalization prior to the Managers arrival: details of the hospital should be taken by the Bus Monitor or Driver and the child's details passed to the emergency services via the bus log/register.
- The teaching assistant must remain with the majority of the children until the Manager arrives.
- The children will be taken back to school, reassured and parents will be called. Only a parent can make the decision to keep a child in school after such an event.
- The bus driver of the 'accident' bus will remain at the incident location to gain clearance from the police.