

**Caldicot School
Ysgol Cil-y-Coed**



Caldicot School

Transport Policy

May 2018

Ratified by the Governing Body on 15th May 2018

CALDICOT SCHOOL: TRANSPORT POLICY

1. Opening Statement

A raft of statutory guidance, policies and procedures exist to support Local Authorities, Governing Bodies, transport operators, parents and learners to ensure a safe and appropriate provision of transport to and from school.

- 1.1 **The Education Act 1996**, Section 50/444 places a statutory duty upon Local Authorities to “make such arrangements for the provision of transport and otherwise as they consider necessary”.
- 1.2 The **Learner Travel (Wales) Measure 2008** sets out the school travel policy for Wales. The Measure allowed the Welsh Ministers to produce the first ever **All Wales Travel Behaviour Code ('the Code')** which is a statutory part of the Measure.
- 1.3 The **All-Wales Travel Behaviour Code Statutory Guidance (2009)** outlines the duties placed on all stakeholders by the **All Wales Travel Behaviour Code ('the Code')**, issued under section 15 of the **Learner Travel Wales Measure 2008 ('the Measure')**. It aims to improve safety on learner transport by ensuring acceptable standards of behaviour and effective methods for tackling unacceptable behaviour, in order to create a safe, comfortable and positive environment on all forms of transport.
- 1.4 The **Safety on Learner Transport (Wales) Measure 2011** gives Welsh Ministers powers to introduce specific safety standards for dedicated school transport. This includes the option to introduce specific driver training, CCTV, escorts and compulsory risk assessments. As part of this Measure, from 1 October 2014, it became compulsory to have seat belts on dedicated home to school buses.
- 1.5 Welsh Government **Learner Travel Statutory Provision and Operational Guidance (2014)** includes statutory provisions which Local Authorities must consider in undertaking their responsibilities under 1.2 – 1.4 above. It also includes updated statutory guidance on risk assessment procedures for walking routes to school and social dangers, as well as outlining parental responsibilities with regard to the transport of learners to and from school.
- 1.6 **MCC Transport Unit Rule Book: A Code of Conduct** includes rules to promote safe travel to and from school which apply to any mode of transport provided by the MCC Passenger Transport Unit.
- 1.7 **MCC School Transport Terms and Conditions** outline the Local Authority's current policy for the provision of free transport and includes the parent/carer contract agreement.
- 1.8 **The MCC Fleet and Driver Management Strategy** aims to (a) enforce the roles and responsibilities of the Local Authority in relation to employees that drive a vehicle whilst undertaking MCC business; (b) ensure that all employees are fully aware of MCC's transport related policies and to describe the role of the employee in ensuring that those policies are adhered to.

2. Aims

- 2.1 To support the Local Authority in the provision of a safe, efficient and effective home to school transport service.
- 2.2 To promote acceptable standards of pupil behaviour when travelling to and from school by including a 'code of conduct for travel' into the school's Behaviour and Discipline Policy and by ensuring pupils understand the consequences of failing to comply with the Travel Behaviour Code ('the Code').
- 2.3 To ensure relevant staff have the appropriate approvals for their vehicles to be used on school business.
- 2.4 To ensure that transport arrangements for educational trips and visits are organised in line with MCC Educational Visits Policy.

3. Responsibilities

- 3.1 The Governing Body will ensure the school communicates effectively with the Local Authority to formulate arrangements for the provision of a safe, adequate and efficient home to school transport service for its pupils.
- 3.2 The Headteacher will:
 - 3.2.1 In line with paragraph 1.10 of Welsh Government Learner Travel Statutory Provision and Operational Guidance 2014, ensure compliance with the Travel Code by promoting knowledge and awareness of the Travel Code and incorporating a code of conduct into the school's overarching Behaviour and Discipline Policy (see Appendix 2);
 - 3.2.2 ensure that the planned home to school transport programme is in operation and that all school transport arrangements are effectively managed by a nominated person;
 - 3.2.3 ensure that the school complies with the MCC Fleet and Driver Management policies and procedures.
- 3.3 The Corporate Wellbeing Manager (nominated person with responsibility for School Transport) will:
 - attend planning and review meetings as scheduled by the MCC Passenger Transport Unit;
 - ensure effective links between parents, school and the MCC Passenger Transport Unit;
 - arrange attendance of the MCC Passenger Transport Unit at Open Evening (October) and Intake Evening (July);
 - work co-operatively with the MCC Passenger Transport Unit, and any other relevant agencies, on disciplinary matters, breaches of the Travel Code or other incidents;
 - ensure the MCC Passenger Transport Unit is informed of all school closures.
- 3.4 The Deputy Headteacher (Mr S Mock) will issue on a week by week basis, a staff duty supervision rota for monitoring pupils' safety at the bus bay and whilst boarding transport.

4. Entitlement to Home to School Transport

Pupils residing in Monmouthshire (up to the age of 16 years) are entitled to apply for free home to school transport. However, In order to qualify certain criteria must be met. Full and up-to-date details are provided in the MCC School Transport Terms and Conditions Document. (This document is available on school transport page of the MCC website or may be obtained via the MCC Passenger Transport Unit.)

5. Pupils within the Special Needs Resource Base

Some pupils within the Special Needs Resource Base of Caldicot School may require the provision of a tailored transport provision. Parents may seek advice in this regard from the Local Authority's ALN Department or may contact the school's Additional Learning Needs Co-ordinator, Mr S Mock (Deputy Headteacher).

6. Risk Management

- 6.1 The School ensures risk assessments are undertaken when required and that they are reviewed regularly.
- 6.2 MCC makes provision for the appropriate insurance of its liabilities, including third party risk. To comply with the terms of the insurance all vehicle users must hold the relevant valid licences and be suitably qualified and trained to use the vehicles (and plant) that they are required to operate.
- 6.3 Where an employee is using his/her own car to undertake school duties, the school will **check annually** that the employee has suitable insurance for business use, that the car is roadworthy and that the employee has a valid licence. Employees have a responsibility to declare to the school any penalty points/endorsements on their licence. Employees with 6-8 current penalty points will need to provide an update on their driving record to the school at six monthly intervals; employees with nine or more current penalty points will need to provide an update at three monthly intervals.
- 6.4 It is the responsibility of the driver to ensure that personal breaks, rest periods etc are complied with and the responsibility of the school to monitor this. This will most notably apply where long journeys are planned – for example when attending a training event. The travelling time and the attendance at the event should be considered by the driver and school as part of the risk management process. The following guidelines are considered to be good practice:
- a maximum of 8 hours driving in any working day;
 - a maximum of 2 hours continuous driving without a break and/or 100 miles, whichever comes first, after which at least a 15 minute break must be taken;
 - a maximum of a 12 hour working day, including breaks when it involves up to 8 hours of driving.
- 6.5 **Staff must have written approval to use their vehicle (Appendix 1). This will apply whether or not claims for reimbursement of traveling costs are submitted. On all occasions that a private vehicle is used for business use (training courses, attendance at meeting etc.), prior written approval must be provided.**

6.6 Minibuses: Employees who drive minibuses must:

- have successfully completed any relevant training as identified by MCC and maintain a valid certificate through refresher training;
- hold the appropriate driving licence classification.

NOTE: It is not the usual practice of the school to deploy staff for the driving of minibuses. The school will normally make transport arrangements via MCC or an approved contract service.

6.7 Responsibilities

6.7.1 Responsibilities (Business Manager)

- To check annually that employees who drive on business have a current valid driving licence and MOT for any private vehicle they use for work.
- To check annually that employees who drive on business using their own vehicle have appropriate insurance that includes cover for business use.
- To keep records of the above checks (see Appendix 1).
- To ensure the maintenance of an up-to-date database of employee driver details.
- To ensure that the journey time is not excessive and that employees are aware that all planned and authorised journeys must incorporate appropriate breaks (see 6.4 above).
- To review the above procedures regularly and to keep up-to-date which any changes in procedures as determined by MCC.

6.7.2 Responsibilities (Employees)

Employees who drive on school business are responsible for:

- presenting their driving licence and insurance certificate on request;
- ensuring that they have business use insurance cover on any private vehicle they use for work;
- ensuring that the vehicle has a valid MOT certificate and is kept roadworthy;
- planning their journeys to ensure adequate opportunity for rest breaks;
- attending any specialist training identified as necessary for their role or type of vehicle they drive;
- following the advice on mobile phones and driving;
- reporting to the Business Manager any driving related penalties or convictions they receive;
- report any driving accidents while at work using the accident / incident reporting forms;
- complying with all road traffic and drivers legislation including compliance with speed limits;
- ensuring that they have the correct driving licence for the type of vehicle driven;
- notifying their supervisor of any medical conditions or road traffic offences which may have an effect on their legality to drive.

6.7.3 Responsibilities (Mr S Mock, Deputy Headteacher)

- To ensure the effective implementation of a staff duty supervision rota for the safe supervision of pupils at the bus bay.

- To ensure suitable arrangements for the safe transport of pupils and staff attending educational trips and visits in accordance with the Educational Visits Policy.

7. Contingency Planning

- 7.1 The school will maintain accurate information on pupils travelling by school transport, a point of contact and any supplementary information e.g. relating to the venue, route and activity.
- 7.2 The School Nominated Person will liaise with MCC Passenger Transport Unit and the transport service provider to establish accurate lists of pupils travelling to and from school where there has been an incident involving the vehicle.
- 7.3 For school visits including large transport events such as educational trips or visits, the school will establish accurate lists of pupils and staff traveling in the vehicle.
- 7.4 Medical Assessment: Where pupils have acute or chronic needs that may restrict their ambulant access to transport, the Local Authority and the school will work in collaboration to assess suitable alternative transport.

8. Monitoring, Evaluation and Review

The effective implementation of the policy and its associated procedures will be monitored and reviewed on a regular basis by the Business Manager with the support of the Corporate Wellbeing Manager.

Appendix 1**Driving Licence and Vehicle Insurance, MOT confirmation record**

You will be asked to sign and complete this form every 12 months (or more often dependent upon your number of current endorsements/penalty points).

Any changes to either your driving licence or motor insurance must be reported immediately to the Business Manager and a new form completed.

SECTION A - Driving Licence / Medical Requirements / Driving Handbook

I confirm that I have a full driving licence that is valid for the vehicle I use.

I confirm that I have _____ current endorsements/penalty points on my licence (*employee to enter number*).

I agree to produce my driving licence for inspection when requested to do so by my line manager.

I confirm that I comply with current driving legislation with regard to eyesight requirements, epilepsy and diabetes.

I confirm I have read and understood the Drivers' Handbook issued by the Authority and School Transport Policy.

I confirm that I am aware of the correct use of my vehicle with regard to safe and legal driving, correct loading and drivers' hours.

SECTION B - Road fund licence, M.O.T test certificate

I confirm that I have a current valid road fund licence and valid MOT Certificate (where applicable).

I confirm that I carry out regular driver's maintenance checks and that my vehicle is satisfactorily serviced and maintained, to ensure my vehicle is legal and road worthy

I confirm that I shall drive and use my vehicle in accordance with the law.

SECTION C - Motor insurance

I confirm that I have a current and valid certificate of motor insurance.

I confirm that my motor insurance allows me to use my vehicle for business journeys.

I agree to produce my motor insurance certificate for inspection when requested to do so by my line manager.

SECTION D - Declaration

I certify that the information I have provided is correct and I understand that failure to provide accurate information may lead to disciplinary action being taken.

Your full name:

Your signature:

Date:/...../.....

SECTION E (for completion by the Business Manager)

I have seen the employee's driving licence and current motor insurance documentation.

Signature of Line Manager:
...../...../.....

Date:

Full name:

Post title:

CALDICOT SCHOOL

CODE OF CONDUCT ON SCHOOL TRANSPORT

PUPIL RESPONSIBILITIES

When the bus arrives, wait for it to stop before boarding.

Get on and off the bus carefully - pushing or rushing can cause accidents.

Always wear your seat belt and stay in your seat for the whole journey – it could save your life.

Store your bag or other belongings safely and out of anyone's way.

Let the driver drive without distraction during the journey.

Take care of the bus.

Never spit or smoke.

Never be rude to other learners or the driver.

Never interfere with driver controls or safety equipment.

Never throw anything in or from the bus.

Only operate the bus doors or exits in an emergency and don't get off the bus until it has stopped.

Always follow the instructions of the driver or passenger assistant.

If there is an accident, stay on the bus until you are told to leave – but leave the bus by the safest exit if it is unsafe to stay on the bus.

When crossing the road find a safe place where you can be seen by all other drivers.

Please tell a teacher, parent or driver about any bad behaviour you see.

(As written in the 'All-Wales Travel Behaviour Code)