

**TRANSPORT OF STUDENTS AND STAFF POLICY
(Relating to all aspects of school transport including
Home to School, Sports and Curriculum)**

UK

November 2015



KEY FACTS:

The safety, well being and protection of students, staff and contractors is a priority in all aspects of transport undertaken by schools. As part of every day school life transporting of staff and students will be undertaken at some stage to a lesser or greater degree and all aspects of this process must be robustly managed at every stages to ensure this activity is carried out with the minimum of risk to all concerned.

1 TRANSPORT OF STUDENTS AND STAFF POLICY

1.1 Definition:

The term 'transport' will be referred to in this policy and covers all aspects of moving students and staff by car, coach, bus or minibus and is only related to road transport.

2.1 Planning and Organisation:

Planning and organisation are critical to any transport operation or event, key personal should be allocated within the school to ensure that all aspects of required transport are fulfilled. Specific guidance can always be obtained from the transport team on any issue related to this area.

3.1 Safeguarding:

Given the specific requirements of some of our school transport services it is imperative that the safeguarding process is robust in this area. All staff must have an up to date DBS check and all third party contractors must adhere to the processes detailed in the Cognita 'Background Checks – Guidance for Third Party Contractors' document, specific safeguarding training for staff and contractors should be considered when risk assessing transport especially home to school services.

4.1 External contractors:

External contractors must as previously stated undertake all relevant checks with regard to safeguarding, they must also be able to demonstrate adequate levels of insurance, have a proven maintenance record complying with the requirements of their operator's licence and DVSA, show an ongoing training programme to comply with the drivers CPC requirements.

All drivers must be correctly licensed and trained to drive vehicles they are put I charge of.

A specific service level (SLA) agreement must be signed annually for all home to school external suppliers. Any third party transport contractor must possess a valid operator's licence.

4.2 Internal minibuses and other passenger transport:

Schools that have on site transport must ensure that all drivers are correctly licensed to drive such vehicles and have completed the relevant forms and mandates prior to driving, for all minibus drivers (vehicles with more than 8 passenger seats) this must also include an in date drivers CPC qualification.

All vehicles must be used in line with the groups transport policy guidelines, and maintained to the standard required by DVSA.

5.1 Monitoring, communication and review:

The process of monitoring and reviewing the transport needs of each school should be undertaken by a designated person at the school, any regulatory, compliance or safeguarding issues in either internal or external provision should be passed on to one of the transport team who will be able to assist.

6.1 Guidelines for transport:

A full set of guidelines is available on request covering both internal and external transport, please contact one of the transport team who will provide the relevant guidelines and any further detailed advice you may need

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Document sponsor (role)	<Member of Exec Team>
Document author (name)	Chris Ames
Specialist Legal Advice	<Name of 3 rd party and date>
Consultation	<Names of consultees>

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