

# Transport Policy

This policy should be read in conjunction with the Site Traffic Management Plan.

The School follows the Flintshire County Council code of practice for pupils travelling on school buses. A nominated member of staff liaises with the School Transport unit based at the Alltami depot over all issues concerning school transport. All members of staff carry out bus duty at the end of the day whilst senior members of staff monitor the arrival of the buses in the morning. All bus drivers are issued with emergency contact numbers for the School and the LA school transport unit. Bus drivers are also instructed to return pupils to School if they are not able to get the pupils home, e.g. in bad weather.

Pupils are told via school tutor time / assemblies about the code of conduct (see 'Conduct on School Buses') and are warned if their behaviour is unacceptable. Pupils may be banned from travelling on the buses for a short period or for a longer period if poor behaviour persists. Parents are notified over issues about travelling on school buses.

## SUPERVISION OF TRANSPORT ARRANGEMENTS ON THE SITE

A senior member of staff monitors the car park as buses arrive in the morning and is available to liaise with transport personnel. At the end of the school day, the caretaker locks the school gates to the school entrance at 3.10pm to ensure no vehicles can enter the busy bays or the main car park area. These measures also prevent cars leaving and ensure a safer environment whilst students are leaving the school site. The duty staff / SLT will remain with groups of students waiting for a bus arriving late.

Bus Bays - the duty involves arranging pupils in appropriate queues and supervising their orderly boarding of buses. Teachers should remain on duty until the buses have left and that their services are no longer required.

## MINIBUSES

The school minibus operates on a non-profit basis only. Charges are 75p per mile for use by school staff, £1.00 per mile for use by other approved persons. The permit allows us to charge passengers but only if they are staff, students or helpers of Hawarden School, on official school journeys.

Drivers must be over 25 years of age, hold a current driver's license, be MIDAS trained (current list held in the office) and be on the list of insured drivers with Flintshire County Council. Only journeys approved by the Headteacher are covered by insurance policies – staff should never use the vehicle without approval. The cover applies to passengers, driver and vehicle. The consequences of driving without insurance are very serious indeed, and it is the driver who would bear liability for all compensation and other legal actions.

The School has a Code of Practice for the Safe Operation of School Minibuses that is in accordance with Flintshire County Council policy. A copy is placed in the staffroom together with Minibus Safety/Essential Minibus Driving produced by ROSPA, and guidance on how to seek advice on the use of school minibuses.

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# Transport Policy

Administration Use	
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