

Transport Policy

Reviewed	March 2025	Leader of Policy Review	Mrs S Sant
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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 operates two school minibuses and these are utilised on a non-profit basis and used only for approved official school journeys. Each minibus must display the appropriate Section 19 permit from the Traffic Commissioners Office at all times. The school follows the FCC Corporate Standard for Minibus Driving whereby all drivers must hold a D1 category licence (not obtained under 'grandfather rights') and appropriate MIDAS and medical screening before permitted to drive the school minibus.

Administration Use	
Statutory/Non-Statutory:	No
School Website:	Yes
Document Author:	Mrs. S. Sant
GB Committee Overview:	Finance & Premises Committee
Date Document Reviewed and Approved by Committee:	12 March 2025
Date Reviewed Document Approved by FGB:	27 March 2025
To be Reviewed:	Every two years
Next Review Date:	March 2027