

Approved: February 2022  
Review: February 2023



## **Cornerstone Academy Trust**

### **Transport Policy**

The aim of this Policy is to help the Trust provide a safe, effective, and efficient service. Anyone who drives or operates the car or minibuses to carry passengers has a duty to take all reasonable precautions to ensure that they are operated safely. The Trust must comply with all relevant legal requirements, the advice provided in the Highway Code, and take all other reasonable measures to protect the driver, the passengers and other road users from accident and injury risks.

## **Risk Assessment**

Risk assessments including the use of the minibuses and car should identify:

- Hazards
- The likelihood of a hazard occurring
- The likely severity of any injury or property damage resulting
- Who might be affected
- Existing safety measures
- New safety measures that might be needed
- How safety measures are implemented

For regular or frequent journeys, it is not necessary to conduct a separate risk assessment for each trip. Although the risk assessment for regular trips should be in place.

However, an individual risk assessment should be conducted, in advance for every unusual or non-routine journey, or when passengers have special needs.

## **Legal requirements**

Every vehicle must:

- Be correctly licensed
- Be adequately insured
- Be well maintained
- Have a valid MOT certificate

The following records need to be kept by the Trust:

- All documents relating to the vehicles
- Operating log, including booking the vehicle in and out
- Accident / incident book, including faults reported and rectified
- List of authorised drivers and a copy of their driving licence
- Training and re-training forms
- Medical check details
- Emergency equipment form
- Contact names and details (including out-of-hours details)
- Maintenance / safety checks

These records are an essential part of the safety management system. It is important that they are kept accurate and up-to-date and that any changes recommended following reviews are implemented.

## **The vehicle drivers**

The Trust needs to ensure that every driver has the appropriate licence entitlement to drive a minibus and car and undergoes an initial and then periodic re-assessment of their ability to drive a minibus. That he / she understands their responsibilities, has a clean driving licence, and is medically fit to drive.

The Trust has overall responsibility for ensuring a safe service is provided. However, every driver is personally responsible for ensuring that their vehicle is roadworthy before they take it out onto the road. It is also the driver's responsibility to ensure the safety (including the use of seat belts by young passengers) and welfare of all passengers.

Before any journey, and every time a minibus or the car is used, the driver must:

- Plan the journey so that it can be completed safely and comfortably in accordance with the passengers' needs
- Ensure the minibus or car is suitable for the passengers being carried
- Conduct a pre-drive vehicle safety check
- Be fit and able to drive
- Conduct a moving brake test
- Ensure the vehicle phone is charged and ready to use with staff and child contacts

The driver should complete a logbook, provided by the Trust, to show they have conducted the necessary checks.

After the journey, the driver should conduct a post-trip vehicle check, inside and outside the vehicle and record any visible damage or faults, any emergency equipment that has been used and any incidents that have occurred during the journey. Any faults should be reported to the Trust as soon as is practicable, and the vehicle should not be used again until the fault is rectified.

## **Passenger care**

Drivers must make certain that all passengers have boarded, are safely seated, and are wearing properly adjusted seat belts, if fitted, before moving off. The doors must be properly closed, but not locked, before the driver moves off. Equally, they must make sure that all passengers have left the vehicle and are clear of the doors before moving off. They should be aware of the danger of passengers' clothes becoming trapped in a door.

Drivers should only use suitable, agreed, drop off points. They should ensure that passengers do not exit from doors opening into traffic. When collecting or dropping off passengers from / to premises on the offside of a one-way street, the vehicle should stop on the nearside and the passengers be escorted across the road when it is safe to do so. Places where passengers are picked up and dropped off should be pre-arranged. Consideration should be given to the safety of passengers waiting for the vehicle to arrive and boarding and leaving the vehicle at these places. Children should not be left alone at a drop-off point if their parents or carers have not arrived to collect them.

Passengers should be aware of the behaviour expected of them. Children should be briefed before the journey begins so that they understand why boisterous behaviour is inappropriate. Passengers should be aware of the time when they must return to the vehicle after rest stops, or for the return journey. Drivers should also know what to do in the event of passenger illness. This will require the driver to have details and a contact number for the relevant persons and understand how to deal with the safety of other passengers whilst dealing with the unwell passenger.

## **Duty of care towards passengers:**

- The vehicle is suitable for the needs of the passengers, including any passengers with disabilities.
- The vehicle is roadworthy
- All drivers are properly trained and regularly re-assessed
- All passengers have a seat and a seat belt
- Journeys are properly planned with adequate rest stops
- Drivers know the emergency procedures
- All luggage and equipment are safely stored
- The doors are closed, but not locked, before moving off
- Journey details are left with a nominated person
- Aisles and exits are clear

## **Registering of passengers**

Daily registers are produced for each of the routes. These clearly show which child gets on or gets off the service, as well as noting which children have permission to use the front seats. If there are enough seats for all passengers in the rear compartment, then no children should ride in the front.

Drivers will tick off the register when children board the bus. Support staff will countersign the register upon children being transferred into their care in the mornings, or upon transferring them into the care of the driver in the afternoon.

Drivers will hand completed registers to admin staff after each route for filing purposes.

## **“Kura” App**

In addition to the paper registers the Trust uses a transport app named “Kura”. This app replicates the paper registers to give an additional check on passenger lists. It also enables GPS tracking of vehicles and an ability to report on the timekeeping of the service. There is also the function to allow parents to follow the bus’s progress and alert the Trust when a child is away and will not be on the bus that day. This feature can be turned on or off.

Once Kura is fully imbedded, we will look to remove the paper registers. The GDPR Data Protection Officer will ensure that Kura is fully compliant with our GDPR policy and ensure its inclusion on the data map.

## **The minibuses**

Under the Road Vehicles Lighting (Amendment) Regulations 1994, minibuses carrying children to or from Trust must display a prescribed ‘School Bus’ sign to the front and rear of the vehicle. The driver may use hazard warning lights when the vehicle is stationary and children are entering or leaving the vehicle. Every minibus must carry a British Standard fire extinguisher of water, foam, halon 1301 or halon 1211 type, with a minimum test rating of 8A or 21B. The regulations also specify that a suitable, clearly marked first aid box is kept readily available and in good condition. The driver should check all the items are present before each trip. Every time an item is used the driver should inform the Trust who should ensure the item is replaced or re-filled as appropriate.

Seat belts – It is important that seat belts and child restraints are correctly adjusted for the wearer to maximise their effectiveness. The basic points to note are:

- The belt should be worn as tight as possible
- The lap belt should go over the pelvic region, not the stomach

## **Booster seats**

These should be used in the car for children aged 3 and above, until they reach either their 12<sup>th</sup> birthday OR 135cm in height in the front seat.

In the rear seat of a minibus the child must use the correct restraint, where seat belts are fitted. Nursery aged children can be transported in the buses with the correct booster seating and / or correct restraint.

There are three exceptions where there is not a child seat available. In each case the child MUST use the adult belt instead. They are -

- 1) in a licensed taxi or private hire vehicle;
- 2) if the child is travelling on a short distance for reason of unexpected necessity;
- 3) if there are two occupied child restraints in the rear which prevent the fitment of a third.

In addition, a child 3 and over may travel unrestrained in the rear seat of a vehicle if seat belts are not available.

It is the driver's legal responsibility to ensure that the child is correctly restrained.

## **Before setting off on a journey**

1. Allow sufficient time for the journey
2. Conduct a pre-drive safety check and sign the Driver's declaration.
3. Never allow passengers to board until the vehicle is at a complete standstill and safely parked.
4. Passengers should enter the vehicle from the pavement.
5. Ensure the children are supervised when boarding the vehicle
6. Make sure everyone is sitting and that seat belts are secure
7. Make sure there is a complete list of passengers being carried with a note of any special medical or other needs. Check that children have any necessary medication with them.
8. Check that no bags or clothing are caught in the doors and check all mirrors every time before moving away in case latecomers are approaching the vehicle.
9. Check all luggage is secured, and that gangways and exits are clear.
10. Know the height, width, length and weight of the vehicle, and the position of the exterior fuel cap.
11. Check you have the correct bus or car mobile phone and that the contact details are synchronised through the Groupcall Emerge App. Check you have the fuel card and insurance details.
12. Fix the phone to the dashboard of the vehicle in the correct holder

## **At the end of the journey**

1. Ensure that children are supervised when leaving the vehicle.
2. Never allow passengers to leave until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic-free area and the hand brake is engaged.
3. Always park so that passengers step onto the footway and not onto the road
4. Do not leave children alone if no one has arrived to collect them. Ensure you know what to do if a child is not collected.
5. Report any problems or incidents that occurred during the trip to the Trust.
6. Return phone, key, fuel card, insurance details to the Office and complete the logbook.

## Pre-drive safety check

Every day the minibus is used, the driver should conduct a pre-drive safety check. This should be repeated whenever another driver takes over the vehicle. He or she should walk around the vehicle, including the trailer if applicable, to check for visible defects, and check the items listed below.

Exterior Check	Interior Check
Oil level (once only at the start of the day) <input style="width: 40px; height: 20px; border: 1px solid blue;" type="checkbox"/>	Mirrors are correctly adjusted, clean and unobstructed <input style="width: 40px; height: 20px; border: 1px solid blue;" type="checkbox"/>
Coolant level (once only at start of day) <input style="width: 40px; height: 20px; border: 1px solid blue;" type="checkbox"/>	Position and function / purpose of all the dashboard controls <input style="width: 40px; height: 20px; border: 1px solid blue;" type="checkbox"/>
Windscreen washer fluid level (once only at the start of the day) <input style="width: 40px; height: 20px; border: 1px solid blue;" type="checkbox"/>	Position of driving seat so that all controls can be operated comfortably <input style="width: 40px; height: 20px; border: 1px solid blue;" type="checkbox"/>
Brake fluid level (only once at the start of the day) <input style="width: 40px; height: 20px; border: 1px solid blue;" type="checkbox"/>	Check for pressure on brake pedal <input style="width: 40px; height: 20px; border: 1px solid blue;" type="checkbox"/>
Windscreen and windows are clean and undamaged <input style="width: 40px; height: 20px; border: 1px solid blue;" type="checkbox"/>	Wipers and washers are working properly <input style="width: 40px; height: 20px; border: 1px solid blue;" type="checkbox"/>
Wiper blades are clean and undamaged <input style="width: 40px; height: 20px; border: 1px solid blue;" type="checkbox"/>	Fuel level <input style="width: 40px; height: 20px; border: 1px solid blue;" type="checkbox"/>
Lights, including brake lights and indicators, are clean and working <input style="width: 40px; height: 20px; border: 1px solid blue;" type="checkbox"/>	Seat belts, where fitted, are undamaged and working properly <input style="width: 40px; height: 20px; border: 1px solid blue;" type="checkbox"/>
Tyre pressures, including the spare <input style="width: 40px; height: 20px; border: 1px solid blue;" type="checkbox"/>	Location of wheel brace and jack <input style="width: 40px; height: 20px; border: 1px solid blue;" type="checkbox"/>
Tyre tread (at least 2.00mm across centre 3/4 is recommended) <input style="width: 40px; height: 20px; border: 1px solid blue;" type="checkbox"/>	Location of relevant paperwork (permit disc, insurance, road tax disc, M.O.T, emergency numbers and driving license) <input style="width: 40px; height: 20px; border: 1px solid blue;" type="checkbox"/>
Any cuts and bulges <input style="width: 40px; height: 20px; border: 1px solid blue;" type="checkbox"/>	Mobile Phone <input style="width: 40px; height: 20px; border: 1px solid blue;" type="checkbox"/>
Doors open and close properly <input style="width: 40px; height: 20px; border: 1px solid blue;" type="checkbox"/>	Damage or sharp edges <input style="width: 40px; height: 20px; border: 1px solid blue;" type="checkbox"/>
Damage or sharp edges <input style="width: 40px; height: 20px; border: 1px solid blue;" type="checkbox"/>	

**Reason for Journey:**

**Date:**

### Notes for transporting pupils in Trust vehicles

- When driving young children, it is essential that each child is using a booster seat (when using the car or front seats of the bus). These are available from the Trust Office.
- Prior to driving the driver should carry out a visual check on the vehicle to ensure that it is safe and legal to use.
- There must be no alcohol consumed on any transport involved in activities or visits.
- There should be no alcohol stored or carried on any vehicle.
- Drivers must not have consumed alcohol prior to driving or within twelve hours of consuming three units of alcohol (a unit being a glass of wine, a measure of spirits or half a pint of beer or similar) and 24 hours after consuming more than three units.
- These restrictions also apply to restricted drugs
- Drivers must not drive when taking medication that warns the user of drowsiness; when ill or when fatigued.
- Drivers should report any road traffic accidents they are involved in.
- Drivers should note the following:
  - To report any changes to their licence
  - To report any changes to their original/current driver's declaration form held by their manager
  - To report any DVLA notifiable medical condition
  - To report any faults noted on 'company' vehicles

- When driving, drivers are asked to:
  - drive with due care and consideration of other road users
  - adhere to the Highway Code
  - drive with the vehicle lights on during the day when there is poor visibility
  - drive within the speed limits
  - plan their journey to allow sufficient time to complete it safely
  - not to use a handheld mobile phone whilst driving
  - use a hands-free phone only when it is safe and legal to do so
  - use in car technology only when it is safe to do so
  - keep their eyes on the road whilst driving, and not to be distracted
  - by attempting to eat, drink or read
  - ensure the safety of any occupants by ensuring that seat belts, child seats and head restraints are used correctly

### Driver's Declaration

- I have read and understood the information regarding the transporting of pupils in Trust vehicles
- I agree to ensure that:
  - The vehicle is safe to drive
  - I am in a fit state to drive
  - I will abide by the Highway code
- I will notify the Trust of any changes in my ability to transport pupils

Driver's Signature:

Print Name:

### Vehicle:

WA20 DDL <input type="checkbox"/>	WA20 DFU <input type="checkbox"/>	WJ71 XPP <input type="checkbox"/>
WJ71 XPR <input type="checkbox"/>	WJ71 XPS <input type="checkbox"/>	YS10 AUA <input type="checkbox"/>



**Weekly Vehicle Safety Check**

EXTERIOR CHECK	INTERIOR CHECK
Engine Oil level <input type="text"/>	Condition of mirrors, adjustable, clean, and unobstructed <input type="text"/>
Coolant level (top-up only when engine cold) <input type="text"/>	Position and function /purpose of all dashboard controls <input type="text"/>
Windscreen washer fluid level <input type="text"/>	Ad-Blue Indicator <input type="text"/>
Brake fluid level <input type="text"/>	Condition of driving seat so that all controls can be operated comfortably <input type="text"/>
Power Steering Fluid Level <input type="text"/>	Check for pressure on brake pedal <input type="text"/>
Windscreen and windows are functional, clean, and undamaged <input type="text"/>	Interior Clean <input type="text"/>
Wiper blades are clean and undamaged <input type="text"/>	Fuel level and mileage <input type="text"/> <input type="text"/>
Lights, including brake lights and indicators, are clean and working <input type="text"/>	Seat belts, where fitted, are undamaged and working properly <input type="text"/>
Tyre pressures, including the spare <input type="text"/>	Ramps & Accessories <input type="text"/>
Tyre tread (at least 2.00mm across 3/4 of width & around total circumference) <input type="text"/>	Location of relevant paperwork (permit disc, insurance, , M.O.T, emergency numbers and driving licence) <input type="text"/>
Tyres any cuts and bulges <input type="text"/>	Mobile Phone <input type="text"/>
Doors open/close properly & warning signs operate <input type="text"/>	First Aid Box <input type="text"/>
Body Damage & Sharp Edges <input type="text"/>	Damage & sharp edges <input type="text"/>
Body Exterior Clean <input type="text"/>	

Declaration		
<ul style="list-style-type: none"> <li>• I confirm that I have carried out the above checks on the vehicle noted below</li> <li>• The vehicle is safe to drive</li> </ul>		
<b>Signature:</b>	<b>Print Name:</b>	<b>Date:</b>
<b>Vehicle:</b>		
WA20 DDL <input type="checkbox"/>	WA20 DFU <input type="checkbox"/>	WJ71 XPP <input type="checkbox"/>
WJ71 XPR <input type="checkbox"/>	WJ71 XPS <input type="checkbox"/>	YS10 AUA <input type="checkbox"/>

NOTES:

## School Bus Agreement

By signing this agreement below you agree to the terms therein. If you break these terms, you will be given two warnings. If you should further break the terms, your contract with the school in relation to the bus will be terminated and your child will not be able to use the service. Please note that whilst you will be given two warnings for any break in this contract, there is NO warning for number 4 of this contract and should you break this, your child will be suspended from the bus immediately:

1. I agree that I will be at the designated bus stop before and after school at the time given to me by the school and no later.
2. I agree that I will not keep the bus waiting.
3. I agree that should I have to take a car to the bus stop I will park this in a safe manner, not blocking any driveway or parking in such a way as to cause a nuisance.
4. I agree that under no circumstances will I be offensive, rude, or derogatory to any school bus driver or member of staff assisting with such service and that should I have a problem I will contact the school office to take it further.

Pupil's Name

Signed (Parent/Carer)

Date

## Bus Process for parents

1. Parents can book and pay for the minibus service using Wisepay via the school website. The donation is calculated at £1 per journey and multiplied by the number of weeks in the term. This charge goes towards the running costs of the buses.
2. There are 6 bus routes. Parents can select a place on a bus for each morning of the week and for each evening of the week. If a parent wishes to use the bus service every day, they will need to select all 10 journeys and put them in shopping basket. Priority is given to existing users.
3. If parents book a place on the bus they will need to complete and sign the bus use agreement form that outlines the expectations, we have for its reasonable use.

**Cancellations:** The commitment is to one term, and this is not refundable. We cannot refund individual journeys missed either. If we in the rare occasion are unable to run the service, we will not make refunds for that missed journey either. If parents at some point in time want to swap to a different bus stop or route, if seats are available on that route, we will make these changes. If parents purchase a place on a bus that we are unable to then offer, we will refund the money and let parents know swiftly.