



# GP32 – Transport



<b>Last Review Date</b>	November 2017	<b>Next Review Date</b>	November 2018
<b>Leader of Policy Review</b>	Deputy Headteacher, Head of House		
<b>Associated Policies</b>	Conduct on School Buses		

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 County Hall 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 LEA 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 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 CAMPUS**

A senior member of staff is present in 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 duty team leader locks both barriers at 3.20pm 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 campus. All duty team staff dismiss their teaching groups at 3.25pm and proceed directly to the location of their duty where they supervise students until the buses depart at 3.40pm. The Duty Team Leader 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 team leader indicates that their services are no longer required.

**Link** - The teacher should stand at the top of the link and direct pupils leaving the Daniel Owen Building to exit via the Link Tuck Shop outside door (Not the Link side door).

**L28** - The teacher should make sure that pupils do not leave the school premises via the school fields

**Main Entrance** – The teacher should stand outside the main entrance door and ensure the orderly exit of pupils.

**Side Road adjacent to the Fitness Suite** - The teacher should direct pupils to walk on the pavements as they move to the bus bays or exit.

**Front of Site (Wrexham Road)** - The teacher should be located by the sub-stations and ensure the orderly exit of pupils and prevent unauthorised visitors from coming onto the site.

**Student Walkway** - The teacher should direct pupils along the safe pupil walkway out of school.

**Bike Park** - The teacher should supervise the pupils until 3.40pm, then open the door to allow pupils access to their bikes and ensure their safe exit from school.

**Maes Garmon** – The teacher to supervise Alun School students on buses leaving from that site.

**Maes Garmon Corner** - The teacher should only allow Alun School pupils to proceed through Maes Garmon if they have a pass to show that they depart by bus from Maes Garmon.

## **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 the Alun School, on official school journeys.

Drivers must be over 25 years of age, hold a current driver’s license 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.