



South Baddesley CE Primary School

Transport Policy

This school operates two 17 seater minibuses under the Hampshire County Council 'Spend to Save Scheme.' These buses are leased from HTM.

These buses are primarily used to provide daily transport for pupils living within the East Boldre school catchment area.

In addition, the minibuses are used for:

- Transporting children to sporting events,
- Transporting children on school visits and activities.

On some occasions the South Baddesley school minibuses will transport children from other Hampshire primary schools.

The buses are not to be used for private business or hired to any other organisation.

The school manages an internal booking system for both buses. On some occasions the driver may need to record the mileage at the start and end of the journey.

The Governing Body of South Baddesley CE Primary School are responsible for ensuring that the operation of these minibuses fulfils all legal guidance, including all health and safety regulations.

Under the Hampshire County Council Spend to Save Scheme, includes the following:

- Annual insurance.
- Permit 21.
- MOT tests.
- 12 weekly vehicle safety checks.
- Payments for leasing, minibus drivers (East Boldre route only), running costs (East Boldre route only) and support staff to manage supervision of children before and after school.

The school is responsible for:

- Daily maintenance of the buses – this includes ensuring the buses have fuel, are clean and any faults are reported to the Headteacher or school health and safety lead.
- Organising for the drop off and collection of the buses for safety checks and all other maintenance.
- Ensuring all drivers have appropriate MIDAS, First Aid and Safeguarding training.

- Checking all driving licences are clear and include the necessary categories
- Ensuring drivers are fit and capable of driving the buses.
- Ensuring all children travelling on the buses have read and signed the bus code of conduct (appendix one).
- Following up and responding to any behaviour incidents on the bus, including withdrawing a pupil's bus pass (either short term or in serious cases, permanently) if necessary.
- Completing monitoring visits to check the procedures in this policy are completed and as part of the risk assessment.

Minibus drivers are responsible for:

- Completing visual checks before driving the buses.
- Parking the buses safely on site and when off-site in designated parking spaces. When necessary tickets should be purchased for the vehicle and the cost of these for school business can be reimbursed to school.
- Informing the Headteacher or health and safety lead of any changes to their licence.
- Taking regular breaks when driving for long periods of time; this is normally a maximum of four hours driving before a break of at least 45 minutes is taken.
- Ensuring that they do not take any medication prior to driving that may affect their ability to drive.
- Maintaining the bus log books.
- Compiling with the procedures identified in the 'travel risk assessment' and reading and implementing any necessary actions shared in briefing notes.
- Carrying a charged mobile phone with them at all times.

Pupils and families are responsible for:

- Informing the school office of any changes to drop-off and pick-up arrangements. This should be arranged by 11am on the day of the change via the support@southbaddesley.hants.sch.uk email.
- Ensuring children are on time for collection in the morning.
- Reading and following the SBS Code of Conduct, shared annually with families - appendix one.

Procedures for breakdown and accidents are outlined in the Travel Risk Assessment - appendix two.

This policy is reviewed annually alongside the school's risk assessments for transporting children. This policy is in-line with both Hampshire County Council Corporate Transport Policy and the DFE guidance for school minibuses.

Date of policy review: May 2024

Signed Headteacher: