



Denewood Learning Centre

Transport Policy

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Target audience	Staff, parents and pupils



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TAXI ARRIVAL AND DEPARTURE POLICY

Denewood Learning Centre would like to assist, where possible, in ensuring pupils attend school, arrive on time and are safe when travelling to school.

Key Stage 2 pupils will be eligible for a taxi to pick up and drop off their child to and from school if they live beyond the minimum walking distance. Key Stage 3 pupils will be eligible for a free bus pass if they live beyond the minimum walking distance. The minimum walking distance is:

- 2 miles for pupils aged 5 – 7
- 3 miles for pupils aged 8 to 16

This is reduced by 1 mile to those who are eligible for Free School Meals.

Key Stage 2

During the admissions process, the Admissions team member will inform parents if their child is eligible of using the school taxi service. The Taxi Consent Form will need to be completed and be given the expectations of the school, parents, pupil and taxi driver/company (see Appendix 1). A taxi risk assessment will also be completed and will be shared with class staff and the taxi company.

MORNING ARRIVALS

Pupils will start to arrive at Denewood Learning Centre from around 9:00am. Taxis will arrive into the car park and park up next to the ramp. On arrival they will be greeted by teaching staff at the front door. If, for whatever reason, a member of staff is not present, the taxi escort will accompany the pupil(s) to the main door and press the buzzer and wait using good manners and behaving appropriately.

Taxis will not depart until pupils have entered the building. The taxi should enter the car park and perform a turn in the road manoeuvre and NOT reverse back onto Ayr Street. This is a serious breach of Health and Safety procedures and is reportable as a 'near-miss' incident.

All Key Stage 2 pupils will arrive via the main reception and Key Stage 2 entrance. Pupils will be expected to act safely and appropriately whilst entering the building and will be expected to walk and not run in the car park or in the building.

AFTERNOON DEPARTURES

Taxis will arrive for pupils at 2:30pm every day. Taxis are expected to park in a free carpark bay or to have arrived by reversing into the carpark so that the vehicle is ready to leave by driving straight forward. Drivers should avoid at all costs reversing the vehicle once pupils have started to board taxis.

Teachers and class staff will escort pupils to the main entrance when they have been notified that the taxis have arrived. Pupils are expected to walk while they are in the building and out to the car park. The taxi escort will round-up pupils for their taxi and ensure they are safely on board. Class staff will be around to assist in this process. This also allows an opportunity for class staff to notify/inform the taxi driver and escort of any information to do with the pupil on their taxi. It is expected that pupils will behave appropriately around the vehicles and will not leave through the front gate unless a parent has collected their child.

Pupils will wear seatbelts while in the taxi, even when stationary. It is the drivers and escorts responsibility to ensure that pupils are wearing seatbelts and will immediately stop the taxi as soon as it is safe to do so, if this lawful rule, is



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not being followed. Taxi drivers will attempt to follow the same route every day, for consistency reasons, but it must be understood that this cannot always be the case. Escorts will be expected to monitor behaviour and intervene when appropriate. If an incident has occurred on the taxi, the escort or driver will be instructed to write an incident report or report this verbally to the main office or class staff.

KEY STAGE 3

During the admissions process, parents will be notified if their child is eligible for a free bus pass. Pupils will need to live 3 miles away from school to be eligible or 2 miles if they are in receipt of Free School Meals.

Parents will need to sign the Bus Pass form and will be notified when the bus pass is available from Broadmarsh Bus Station. Until then, pupils will be eligible for using a Kangaroo day rider from the main office. It is the pupil's responsibility to ensure that they leave school with a Kangaroo day rider for the next day.

EXCEPTIONAL CIRCUMSTANCES

In rare occasions, it might be appropriate for pupils in Key Stage 3 to use a taxi, provided by Denewood Learning Centre. This will be assessed on an individual needs basis and the Head Teacher's say is final. These circumstances include, but are not limiting to: safeguarding of the pupil, medical needs and Special Educational Needs.

REPORTING CONCERNS AND/OR INCIDENTS

A parent might feel it necessary to report incidents they are made aware of by their child while they are travelling to and from school. Denewood Learning Centre would encourage all parents to inform school of any information they learn from their child once they have arrived home. Parents should call the class teacher or the main office and report their concern. The schools deputy DSL will be notified if appropriate and the Safeguarding Concerns procedure will be followed.



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Appendix 1

Key Stage 2 – Transport Agreement

CONSENT FORM FOR PASSING ON PERSONAL INFORMATION

Denewood Learning Centre uses the services of a taxi company to transport pupils to and from school. The taxi company may need to contact parents/carers to let them know of any changes to their child's taxi journey.

This could be for:

- Delays.
- Changes to taxi pick up and drop off times.
- If there is no answer when the taxi arrives.
- Incidents on the journey.

Please sign the declaration below confirming that you are giving your consent for Denewood Learning Centre to pass on your contact number to the taxi company.

PARENT/CARER DECLARATIONS AND CONSENT

- **I acknowledge** the need for the taxi company to have my contact details for reasons stated above.
- **I agree** for my contact details below to be given to the taxi company.
- **I acknowledge** the need to follow the guidelines set out in order to keep my child safe

Name:

Signed:

Date:

Contact Number:

Name of Child:

Relationship to Child:

Address for pick up/drop off:



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Expectations: - What parents/carers can expect from the transport company?

All drivers/passenger assistants will:

- have an enhanced CRB check
- hold a basic first aid training certificate
- have a reasonable grasp of the English language
- have read and understood the Passenger Safety Plan
- be presentable and have a clean appearance
- treat students/parents/carers in a respectful and courteous manner

The vehicle provided will be fit for purpose and the company will make a replacement vehicle available should this be required

The vehicle provided is always operated to a high standard of cleanliness

All seats in vehicles have a working seatbelt, and passenger restraints and wheelchair securing devices are provided as required

Drivers provide a high standard of driving

Drivers/passenger assistants are aware of their duties and responsibilities, particularly in the event of an emergency

Drivers/passenger assistants do not smoke during the performance of the contract

Upon arrival at the agreed collection or drop-off time, drivers wait for up to five minutes (although they cannot be expected to do this on a regular basis)

Drivers/passenger assistants keep parents/carers informed of any significant delay to transport

Transport companies notify Denewood Learning Centre of any incident or accident affecting the students

Transport companies avoid, where possible, changes in drivers/passenger assistants.

What parents/carers can do to help transport to run smoothly?

Ensure that your child is ready five minutes before the company is due to arrive. Drivers are only able to wait for a maximum of five minutes after the agreed pick up time for each student. However, drivers should not be made to wait for five minutes on a regular basis because if waiting is repeated along the route, all students will be late for school. If a vehicle arrives on time but your child is not ready or is not ready after the five minute waiting time, transport to school becomes the responsibility of the parents/carers.

Take your child to the vehicle (the driver/passenger assistant is not expected to escort them from the house to the vehicle).

Be at home in time to receive your child on their return from school. If there is no responsible adult at home to meet your child (this person must be named on your application form as a parent/carer or emergency contact), you may be asked to meet any additional expenditure involved in ensuring your child is returned to you safely. In such cases, it may be necessary for officers to contact other agencies (e.g. Social Care or the Police).

Informing Denewood Learning Centre as soon as possible if your child is not attending school for any reason (e.g. illness). In addition, Denewood Learning Centre will inform the transport company.



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Informing Denewood Learning Centre if your child does not use transport in the morning (for whatever reason) and you take your child to school later that day, but you would like the transport company to bring the child home in the afternoon.

Informing Denewood Learning Centre if you collect your child from school during the day (e.g. to take him/her to a medical appointment) meaning they do not need transport home at the end of the school day.

Ensuring, where possible, your child is aware of appropriate behaviour whilst travelling to and from school.

Ensuring your child does not leave personal belongings on the vehicle. If this does occur, parents/carers should contact the transport company/driver/passenger assistant.

Providing us (on the application form) with the name, telephone number and relationship to your child of at least one adult who can take responsibility for your child in an emergency if you are not available.

Informing Denewood Learning Centre of any changes that might affect the transport arrangements, including but not limited to: changes to your address; changes to your contact details or those of your emergency contact(s); allergies or medication (please note that drivers and passenger assistants are not authorised to administer medication or undertake any form of medical intervention).



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FURTHER INFORMATION:-

Medication

- Drivers and passenger assistants are not authorised to administer medication or to undertake any form of medical intervention.
- In the event of an emergency, the vehicle will stop in a safe place and a member of staff will call 999.

Eating and drinking

No food or drink of any description should be consumed during the journey unless and by pre-arrangement due to a child or young person's particular needs

Transport Arrangements

If parents/carers have any concerns regarding the safety appropriateness of the transport being provided for their child, they should contact Denewood Learning Centre immediately. We can discuss the issue and where necessary take follow-up action with the transport company concerned.

We are aware that some parents/carers are reluctant to contact us when problems arise because they are concerned that transport may be removed from their child or the driver/passenger assistant will find out that they have been reported an issue. However, we do not withdraw assistance because a parent/carer has raised concerns and we can investigate most issues in a way that does not identify the source of the information. We would encourage parents/carers to report problems as they arise, as this allows us to address them at an early stage in case the issue escalates and more significant action needs to be taken.

PLEASE NOTE:

The following sanctions will apply if there is unacceptable

- First Instance – Verbal warning and letter home to parents/carers
- Second Instance – Verbal warning, letter home to parents/carers and internal isolation following day
- Third Instance – Removal from taxi for a reasonable length of time.
- In severe circumstances, pupils will be removed from the taxi indefinitely and it will be the parents responsibility to ensure pupils arrive to school and are picked up from school on time.