



Barnabas Oley School

Bus Duty Policy

Version: 2.1

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Approved: A Pett (Chair F&GP)

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Revision History

Version	Author	Summary	Review Date	Next Review
		Original Hard Copy	17/05/01	
1.0		Copied from hard copy onto disc	07/12/05	
2.0	K Whinney	Review with Headteacher and LA guidance	Feb 2014	Feb 2017
2.1	B Smith	Update on procedures at end of school day	Mar 2017	Mar 2020

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1 Introduction

The Local Authority (“LA”) provides free transport for children living more than two miles away from the school. Operators working under contract to the LA Education Transport Service must provide the safe conveyance of pupils between their designated collection point and the School site and vice versa.

This School is responsible for the safety of children from the point of disembarking from the bus to the point of re-embarking.

This policy covers the procedures for the children travelling on the school bus to and from Waresley and Abbotsley.

2 Procedures

2.1 Start of the School Day

For the school bus arrival at the start of the day, the Headteacher is usually available in the mornings to meet children from the bus. Where this is not possible, another member of staff will be appointed to undertake this role. Children are encouraged to dis-embark and walk in an orderly manner to their classrooms using the same site access arrangements as the rest of the pupils.

2.2 End of the School Day

Procedures to ensure the children who travel on the bus to and from Waresley and Abbotsley are safely escorted and seated on the bus at the close of school:

1. As part of the registration process, children will be asked if they intend to travel home on the bus. Their names will be written on the registration slip and returned to the school office by 9.15 a.m.
2. Children who regularly use the bus will not need a parental letter unless arrangements are changed. Parents will be asked to ensure that the School is made aware of any changes to bus arrangements as early as possible. (The school office administrator should be notified if parents decide to pick up children at the end of the day).
3. Children who use the bus on rare occasions (i.e. when visiting a friend’s house) do need a parental letter confirming that their child will be using the bus on a specific date. This letter must be given to the school office administrator.
4. The school office administrator will ensure that the registration slips are attached to the bus register clipboard and are available for the person on bus duty at the end of the day. Notes from parents about bus arrangements will also be attached to the clipboard.
5. When there is uncertainty about the intentions of a child, the school office administrator will contact the parents to clarify the situation. If no children wish

- to travel by bus on a particular day, the school office administrator will inform the bus company.
6. If a child is collected by his or her parents during the day because of sickness or an accident, the member of staff dealing with the situation should make the necessary alterations to the bus register.
 7. At 3.15 p.m. the children who will be travelling by bus should make their way to the library in an orderly and quiet way. Class teachers should ensure that bus children are dismissed promptly from the classroom at the end of the day.
 8. A member of staff will be on bus duty each day on a rota basis. This will normally be a Teaching Assistant ("TA"). A second TA will also be on the rota to help if there are more than 10 children who wish to use the bus.
 9. The TA on bus duty will collect the clipboard from the office and check the names to ensure that all children are accounted for. The TA will also need to check to ensure the bus has arrived – it is usually visible from Holly Class.
 10. The TA on duty will ensure that all children are present before leaving the school building.
 11. When the TA has made sure that all the children are ready, the TA will escort them to the bus. The children should walk in an orderly way and not get on the bus until instructed to do so.
 12. The TA will then ensure that the children are seated and that seat belts are secured before handing over to the bus driver.
 13. It is understood that the bus will be fitted with seat belts that are appropriate for the children. If, after making a reasonable attempt to secure the children the TA finds that seat belts do not fit, the TA should inform the driver and report to the Headteacher. The same action should be taken if no seat belts are fitted to the bus.
 14. If the school bus is late, the TA will keep the children in the Library. An older child may act as look out in Holly Class. If the bus has not arrived by 3.30 p.m., the TA will telephone the bus company. The Headteacher should be informed.

3 Conduct of Children on the Bus

All children are encouraged to read and understand the pupil Code of Conduct provided by the LA, please refer to the booklet Code of Conduct for Home to School / College Travel booklet which can be found at the following address or via the link on the school website.

<http://www.cambridgeshire.gov.uk/NR/rdonlyres/B1534D86-E0E9-4C08-9387-6F3131785730/0/Travelcodeofconduct.pdf>