



Transporting pupils to and from school policy

Reviewed September 2017

Rationale

Pupils attending Cedar Lodge are entitled to transport assistance which is organised by the transport department at the Education Authority. The transport co-ordinator (Mr Murphy) works the EA transport officers to ensure that pupils travel to and from school safely and securely. At the beginning of each school year parents are advised about their child's transport arrangements.

The Education and Libraries (NI) Order 1986 places a legal responsibility on the Education Authority to provide transport assistance for the purpose of facilitating the attendance of pupils living beyond specified maximum distances from school i.e. primary school pupils living more than 2 miles and post primary pupils living more than 3 miles from their nearest suitable school.

Statutory school transport assistance is provided by a variety of means including Translink, Authority Bus, Private Operators & Taxis, in compliance with relevant transport legislation and directions/guidelines issued from time to time by the Department of Education.

Roles and Responsibilities of parents

Please remember that ultimately the safety of a pupil on any part of the journey to or from school not undertaken in a bus/taxi funded by the Authority, is the responsibility of the parent or guardian. Only by working with the Authority and its contracted transport providers can the highest possible level of safety be maintained for the whole journey.

Parents are to:

- Make sure your child arrives at the pick up point in plenty of time so that they do not have to rush. Be punctual.
- Make sure your child knows what to do if the bus is late or does not arrive.
- Teach your child about road safety, how to act sensibly on and around buses and how to cross the road to and from the bus stop.
- Instruct your child to do as the driver says and not to misbehave. You may be held responsible for any vandalism to the bus/taxi caused by your child.
- A designated responsible adult should be at the drop off point to receive your child.
- Wait for your child on the side of the road where the bus sets them down on the return journey.
- Make sure your child can be seen by other road users. By wearing or carrying something bright or fluorescent your child is more easily seen in poor daylight

conditions. When it is dark use reflective materials which can be seen up to three times as far away as non-reflective materials

Roles and Responsibilities of pupils

Pupils are required to adhere to Authority school transport policies by:

- Remaining seated with the seat belt fastened (where fitted)
- Behaving sensibly and safely at all times
- Treating the driver and fellow passengers with respect by following reasonable instructions, avoiding confrontation or the use of abuse or inappropriate language or gestures
- Not smoking (the Authority operates a NO SMOKING POLICY on all funded transport)
- Not interfering with equipment in the vehicle e.g. fire extinguishers, emergency doors etc.
- Storing bags and belongings safely
- Not standing in the stairwell of the bus.
- The driver should only be communicated to in the case of an emergency.
- No food or drink (other than water) be consumed on the transport
- They follow the driver/escort's instructions at all times to protect the bus property
- Mobile Phones should only be used in an emergency and must not be used to photograph or record fellow passengers.
- If you have to cross the road after getting off the bus always allow the bus to move off before attempting to cross.
- Always walk on the pavement if there is one.
- If you are with younger children set them a good example.
- Do not let some one else persuade you to do something unsafe.
- Always be conscious of your personal safety especially when boarding and alighting vehicles.

It should be noted that in cases of extreme or persistent misbehaviour, the Education Authority and Translink reserve the right to suspend free travel facilities. School transport arrangements will then become the responsibility of the parents.

It should also be noted that the Transport Provider may seek redress for criminal damage.

CCTV Equipment

The management of the CCTV equipment and images must comply with the Data Protection Act 1998, Human Rights Act 1998 and any other relevant legislation.

Transport Services use Close Circuit Television images to:-

- Provide a safe and secure environment for pupils and staff
- Protect pupils and staff
- Manage challenging behaviour
- Assist in child protection issues
- Assist in the investigation of road incidents.

Adverse Weather

Responsibilities of the Parent

Please remember that there may be occasions when it is not possible to operate the morning school transport journey, or the journey may operate late. You are responsible for your child's/ children's safety until they are on the school bus or taxi.

Parents should ensure their children know what to do if transport provision is late or does not arrive and, if required, have suitable alternative arrangements in place to ensure the safe transportation of their children to and from school. During periods of severe weather school transport providers will only operate where it is safe to do so and your child/children may be required to use a different bus stop. If the morning school transport journey does not operate and you decide to take your own children to school, then you must also be prepared to collect them at the end of the school day if school transport is still unavailable.

There may be circumstances when the school Principal decides it is necessary for children to be sent home from school early. It is essential that the school is able to contact you or a nominated responsible person at short notice. Please make sure that the school has up-to-date contact information.

There may be circumstances where transport is not available for the afternoon journey, in which case you will be contacted by the school. In such eventualities you will be required to make alternative transport provision for your child/children.

Responsibilities of the School

The school may decide that in the interests of safety it is appropriate to send pupils home early. We may also be contacted by your school transport provider suggesting that an early departure is advisable. The school will take all appropriate information and direction by EA into consideration.

If we decide to close the school early we will contact the EA Transport Department immediately. It is possible that due to other commitments the school transport provider may not be able to provide an early service. If this is the case, contact will be made with the Transport Section for advice. In such eventualities, School should be prepared to liaise with parents in relation to facilitating their own child's homeward journey.

Please remember that during periods of severe weather school transport providers cannot guarantee that all routes will be covered.



Contact Details

SAFE SCHOOL TRANSPORT
Education Authority

Armagh Office
Tel: 028 3751 2391

Ballymena Office
Tel: 028 2566 1370

Belfast Office
Tel: 028 9078 4350

Dundonald Office
Tel: 028 9056 6200

Omagh Office
Tel: 028 8241 1411