

This policy aims to set out the rules and protocols relating to both the transport of students to and from the school on a daily basis, together with the transport of students on trips and visits. It must be read in conjunction with the School Policy on Offsite Educational Visits.

Policy relating to the transport of students to and from school by public transport.

- 1.1 The school has a right to discipline students who are traveling to/from school and who misbehave on public transport
- 1.2 The school has a right to discipline students who misbehave when waiting at public bus stops either at the beginning or the end of the school day, or when walking to and from school.
- 1.3 The school has a right to manage, for reasons of safety, the numbers of pupils at bus stops outside the school. This will entail nominating certain bus stops for different year groups, to avoid overcrowding.
- 1.4 The school will work with outside agencies (e.g. the Police and Bus Companies) to identify poorly behaved students using public transport.

Policy relating to the use of private hire buses for daily transportation to and from school

This policy aims to set out the policy and protocols behind the provision of private hire buses for transportation of pupils to and from school. It does not cover the protocols for hiring buses for visits and trips.

1. Principles

- 1.1 The school may, from time to time, seek to provide regular private hire bus services on transport routes between the school and outlying areas, in order to provide a safe method of transport for parents of existing pupils.
- 1.2 Bus services provided by the school are a response to demand from parents for a safe method of transport, alternative to the public service buses. While they might cover routes used by similar buses contracted by different schools and also collect pupils from locations outside the traditional catchment area of the school, such services are there solely to meet the demand from parents for a safe, alternative route to school.
- 1.3 Any bus service which is contracted to convey pupils to and from school on a daily basis, should be operated on a 'not for profit' basis by the school.
- 1.4 Any bus service of the type described in 1.1, should not be subsidised by the school.
- 1.5 The school reserves the right to withdraw and amend bus routes dependent on demand. In any cases requiring amendment or withdrawal, the school will give parents one term's notice.

2. Operational Considerations

- 2.1 In the second half of the summer term, all parents will receive a letter, detailing the routes that the school proposes running services on in the following academic year. This documentation will include details of the timings and locations of the various stops and the termly costs to parents.
- 2.2 All bus services operated by the school will charge a similar cost to parents. This cost will be arrived at by dividing the total cost of contracting the buses, by the number of seats available, plus a 10% charge to cover fluctuations in occupancy and the cost of administering the scheme.
- 2.3 It will be assumed that pupils currently using the bus service will require a place for the term ahead, unless informed otherwise by parents. New pupils to the school will receive information about the service in the Application Pack, along with a slip to return to request a place.
- 2.4 In the event of oversubscription to a particular service, passes will be issued using the following order of priority:
 - 2.4.1 To students already using the service.

- 2.4.2 To siblings of students already using the service, if the sibling is new to the school.
- 2.4.3 To new Year 7 students in September, in order of receipt of the request slip.
- 2.4.4 To all others on a first come, first served basis.
- 2.5 Passes are for a whole term and a payment is required to secure the seat before the start of that term. There is no reduction for absence from school due to illness, or any other reason. The parents of all bus pass holders will be sent a renewal reminder for the following term, no later than three weeks before the end of each term. Payments are to be made via the ParentPay website/app.
- 2.6 Passes should be shown to the driver on every journey.
- 2.7 Should parents fail to respond to renewal notices and reminders, pupils should be allowed one week's grace at the beginning of term, where they can use their pass from the previous term. Following this week, if no renewal payment has been received by the school, the bus operator will be instructed to only allow those with in-date passes to board the bus.
- 2.8 Passes will be issued to pupils once a payment has been received
- 2.9 There is no facility for mid-term refunds on bus passes, for parents who no longer require them for their children, unless the school is able to fill the seat. Parents should contact the school if they find themselves in this position.
- 2.10 Payment is for a seat on a designated bus for return transport every school day of the whole term. There is no facility for one way/part week transport nor entitlement to transfer to an alternative bus mid-term. The school will, however, consider each request individually and the outcome will depend on availability of seats.
- 2.11 The school undertakes to monitor the behaviour of pupils travelling on the private hire buses and reserves the right to cancel the passes and bar pupils who misbehave on the buses.

3. Responsibilities

- 3.1 The Business Manager is in charge of all operational matters relating to the organisation of contracts with bus companies and managing the finances relating to the provision of bus passes.
- 3.2 The Business Manager office is in charge of manufacturing bus passes.
- 3.3 The Headteacher has the responsibility of ensuring that the All Wales Travel Behaviour Code (2017) is followed.
- 3.4 The bus drivers have the responsibility of ensuring that where seat belts are fitted, they are used by pupils.
- 3.5 The bus drivers have the responsibility of reporting instances of misbehaviour to the school in a prompt manner.

Policy relating to the use of the minibus and private cars for the transportation of pupils.

- 1.1 Staff members wishing to drive the minibus to transport pupils should hold the relevant licence from the DVLC, allowing them to drive the 16 seater school minibus. In addition, they should undertake training before taking students out. Training is organised by the Business Managers office.
- 1.2 Copies of the driving licences of minibus drivers must be lodged with the School Business Manager. Should any driver incur any penalties and endorsements on their licence, he/she must inform the Business Manager to check that that they are still eligible to drive the minibus.
- 1.3 Staff new to the school must submit their driving licence to the Business Manager before first using the minibus.
- 1.4 Whenever students are to be transported on visits outside the school, the correct consent from the students' parents / carers must be obtained in line with the school's Offsite Educational Visits Policy.
- 1.5 The minibus is fitted with seat belts that must be worn by all passengers on the minibus. It is the duty of the driver to enforce this rule.

- 1.6 Staff members should normally only use their cars to transport students in emergencies (e.g. when their regular transport has failed to show up). In cases where this is needed, consent from parents must be sought, normally by a telephone call to each student's parents.
- 1.7 It is the responsibility of the Business Manager to check the insurance of each member of staff wishing to transport students in their cars, in order to confirm that they are covered for this type of use, before starting the journey.
- 1.8 It is the drivers responsibility to perform vehicle checks before each time the bus is used. A checklist is kept in the minibus to record these checks.

