



# OLD BUCKENHAM HALL

Transport Policy

OBHP49

## School Transport Policy

Old Buckenham Hall School has five bus routes including Ixworth, Halstead, Great Horkesley, Saffron Walden, and Claydon. They are also listed on our website.

Our services promote best practice standards. These standards include:

- Regular vehicle maintenance programme.
- All drivers with enhanced DBS clearance
- Drivers' annual medical & driving licence checks
- Minibus driving ongoing training
- The right to work in the UK

Parents can utilise the services by contacting the School Receptionist (details below). The School Receptionist will advise on spaces and allocate a space on their desired route. Pupils can be assigned a recommended 'bus buddy'. In the event of a parent/carer not being able to meet the bus, the buddy will take the pupil(s) to their own home until the parent/carer can meet them.

To reserve a regular seat on a bus, the Code of Conduct must be signed and returned to the School Secretary. To book adhoc additional trips parents must contact the School Receptionist giving at least **one weeks' notice**. This allows adequate time for the school to inform drivers of any changes in a timely manner.

Fees are charged at £8.00 per day (return trip) or £5.00 one way. Closer bus pick up points: Bildeston, Wattisham and Lavenham will be charged at £4.00 each way. Termly Bus Fees will be added to the following term's invoices.

The School Receptionist will also deal with any ongoing operational queries. **One term's written notice** is required to terminate a place on the bus.

**Contact: busroutes@obh.co.uk**

<b>BUS ROUTES</b>	<b>AM Inc. Saturday Morning School</b>	<b>PM</b>	<b>Fridays Home Weekends</b>
<b>Saffron Walden Tesco Superstore</b>	7.00	19.00	16.55
<b>Hempstead Bluebell Inn Bus Stops</b>	7.12	18.48	16.43
<b>Stoke By Clare The Lion Bus Stops</b>	7.30	18.30	16.25
<b>Clare Town Hall Bus Stops</b>	7.35	18.25	16.20
<b>Cavendish The George</b>	7.40	18.20	16.15
<b>Old Buckenham Hall</b>	8.15	17.45	15.40
<b>Halstead Sainsbury's - Chapel Street</b>	7.09	18.51	16.46
<b>Bulmer Tye The Fox</b>	7.20	18.40	16.35
<b>Sudbury Sainsburys</b>	7.33	18.27	16.22
<b>Long Melford The Coop</b>	7.47	18.13	16.08
<b>Lavenham The Cock Inn</b>	8.00	18.00	15.55
<b>Old Buckenham Hall</b>	8.15	17.45	15.40
<b>Great Horkesley Village Store</b>	7.16	18.44	16.39
<b>Nayland Bear Street Bus Stops</b>	7.21	18.39	16.34
<b>Stoke By Nayland School Street carpark</b>	7.26	18.34	16.29
<b>Polstead Pond</b>	7.32	18.28	16.23
<b>White Street Green</b>	7.37	18.23	16.18
<b>Boxford The Fleece</b>	7.42	18.18	16.13
<b>Hadleigh Coop Car park</b>	7.54	18.06	16.01
<b>Old Buckenham Hall</b>	8.15	17.45	15.40
<b>Ixworth Village Hall</b>	7.25	18.39	16.34
<b>Bury St Edmunds Tesco Superstore</b>	7.42	18.22	16.17
<b>Sicklesmere Rushbrooke Arms</b>	7.50	18.10	16.05
<b>Cross Green</b>	7.58	18.02	15.57
<b>Old Buckenham Hall</b>	8.15	17.45	15.40
<b>Claydon Coop</b>	7.16	18.44	16.39
<b>Stowmarket Tesco Bus Stop</b>	7.31	18.29	16.24
<b>Needham Market The Swan High Street</b>	7.42	18.18	16.13
<b>Barking Tye The Fox</b>	7.47	18.13	16.08
<b>Wattisham Airfield</b>	7.54	18.06	16.01
<b>Nedging Tye</b>	8.00	18.00	15.55
<b>Bildeston Clock Tower</b>	8.05	17.55	15.50
<b>Old Buckenham Hall</b>	8.15	17.45	15.40

### **Daily Registration**

The school will ensure that pupils leave lessons promptly to meet the departing buses. Staff will arrange meetings/detentions at a time, which will not delay the pupils from meeting their bus at the end of the school day.

Drivers will log registration of students onto the buses and ensure that they **leave bus stops at the scheduled time**. They will contact the Estate Manager should any issue arises.

Years 7 & 8 pupils can volunteer as 'School Bus Prefects'. The Prefects monitor whether pupils are adhering to the Bus Code of Conduct (see conduct below) and will be encouraged to report any problems to The Receptionists.

### **Responsibilities of Parents/Carers**

Parents will inform the School Secretary of friends travelling with pupils on odd occasions. Friends should only travel on the buses after parents/carers have arranged this with the School Receptionist to ensure spaces are available.

Given that many of the routes cover rural areas, which are likely to not have pavements and street lighting, we would suggest that pupils are met at their bus stop. The exception being where parents/carers feel it is safe for their children to walk home due to the bus stop being in close proximity to their home also the road providing street lighting and a pavement.

Drivers will not allow pupils to exit the bus other than at the designated stops or leave young pupils alone at the roadside if they are not met by parents/carers. Should a carer not meet the bus, in the first instance the driver will instruct the pupil to go home with their buddy and alert the school.

### **Responsibilities of Pupils**

Pupils are expected to adhere to the Bus Code of Conduct travelling on any bus. A serious or persistent violation of the code will result in exclusion from the service by the School. Pupils should also meet the bus on time and not delay departure.

### **Risk Assessment**

Old Buckenham Hall School annually reviews risk assessments for transportation of pupil and vehicles. Any issues that arise will trigger review of the current control measures and identification, implementation and recording of improved measures. All drivers will be provided with the School Risk Assessment and policies therefore will be aware of the school's procedures.

### **Covid Risk Assessment Control Measures**

The driver and any pupils aged 11 and above will be required to wear a face mask. The buses will be cleaned and sprayed each week however the driver will clean frequently touched surfaces at the start of each day. All bus users will be asked to sanitise their hands as they board the bus. Seats will be labelled to ensure that social distancing is observed with a maximum of 6 pupils on the 17 seated buses and up to 3 on the smaller vehicles. All pupils must remain seated at all times. Parents must give reception at least **one week's notice** for requests or changes in use to ensure we can keep to the maximum numbers and maintain social distancing rules.

### **Procedure to Follow in the Event of an Emergency**

Parents/carers must always contact the School Reception in the first instance. The driver may be driving and may not be able to take a call but will try to respond as quickly as possible. The School Office will alert the Estate Manager who will consult with the driver if required.

**If the school office is closed you can contact the Estate Manager: 07778 336712**

Should the driver inform us of an issue with the service i.e. delay or mechanical problems, the school will assist by swiftly communicating to the relevant bus users.

If contact is required with the bus while in transit the school will call the driver on route to assist further. This may be to ascertain where a parent will meet the bus or that you require a child to go home with their buddy or be met at the stop by your chosen back-up carer.

Should the school undertake an early closure **before the end of the school day**, we will contact parents via text messaging. We will also communicate on the website any emergency arrangements of transportation for pupils and a proposed timetable.

## Bus Code of Conduct

### PRINCIPLES

- Sensible behaviour on buses, both to and from school and on school trips, is vital. Safety, and the well-being of passengers, drivers and other road users, is paramount. There must be proper respect for both people and property.
- Normal School Rules apply on the buses; this extends to the responsibilities delegated to a Bus Prefect by the School.
- Infringements of the rules may be reported the school, who may wish to employ the sanction of suspension or expulsion from the bus, and take disciplinary action.

### SOME EXAMPLES OF WHAT THIS MEANS IN PRACTICE

- Seat belts must be worn at all times. It follows therefore that passengers are to remain seated and not move around.
- Passengers must not distract the driver or other road users.
- Entry and departure must be orderly and safe. Pupils must keep well away from the edge of the pavement when waiting for a bus, and only move forwards when it has stopped.
- Pupils must follow the instructions of Bus Prefects, members of staff and drivers.
- No excessive noise or foul language
- No litter to be left on the bus.
- No throwing of items from one seat to another.
- All behaviour to be sensible and considerate.

**SIGNED BY THE PUPIL:** .....

**& PARENT:** .....

**NAMES PRINTED:** .....

**DATE:** .....