



# OLD BUCKENHAM HALL

Transport Policy

OBHP49

## School Transport Policy

Old Buckenham Hall School has four bus routes including Bury St Edmunds, Saffron Walden, Hempstead, Hadleigh, Boxford, Stoke By Nayland, Nayland, Bulmer, Tollgate Colchester, Wattisham and Copdock. 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 Secretary (details below). The School Secretary 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.

We require a **terms' notice in advance** to reserve regular seats on a bus, the Code of Conduct must be signed and returned to the School Secretary. **One term's written notice** is also required to terminate a regular booking.

To book adhoc travel, parents must contact the School Secretary giving at least **one weeks' notice** to allow adequate time to inform drivers of any changes. Please be aware we cannot guarantee availability with adhoc requests. **All confirmed bookings are non-refundable.**

Reserved spaces are charged in advance of the start of each term via the Evolve Parent accounts. Adhoc bookings will be charged to the parent account on confirmation booking.

|                                            |                             |
|--------------------------------------------|-----------------------------|
| <b>Wattisham/Bildeston</b>                 | <b>£5.14 single journey</b> |
| <b>Other routes</b>                        | <b>£6.42 single journey</b> |
| <b>Saffron Walden/Hempstead/Colchester</b> | <b>£9.63 single journey</b> |

The School Secretary/Estates Team will deal with any ongoing operational queries.

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

| BUS ROUTES                               | AM<br>Inc. Saturday | PM    | Fridays Home<br>Weekends |
|------------------------------------------|---------------------|-------|--------------------------|
| Saffron Walden Tesco Bus Stop            | 6.50                | 19.10 | 18.05                    |
| Hempstead Bluebell Inn Bus Stops         | 7.00                | 19.00 | 17.55                    |
| Tesco Bury St Edmunds                    | 7.49                | 18.11 | 17.06                    |
| Old Buckenham Hall                       | 8.15                | 17.45 | 16.40                    |
| Sainsburys Tollgate bus stop London Road | 7.05                | 18.55 | 17.50                    |
| Eight Bells Bures                        | 7.23                | 18.37 | 17.32                    |
| The Fox Bulmer Tye                       | 7.40                | 18.20 | 17.15                    |
| Sudbury Sainsburys                       | 7.49                | 18.11 | 17.06                    |
| Old Buckenham Hall                       | 8.15                | 17.45 | 16.40                    |
| Great Horkesley Village Store            | 7.21                | 18.39 | 17.34                    |
| Nayland Bear Street Bus Stops            | 7.26                | 18.34 | 17.29                    |
| Stoke By Nayland School Street carpark   | 7.32                | 18.28 | 17.23                    |
| Boxford The Fleece                       | 7.42                | 18.18 | 17.13                    |
| Hadleigh Coop Car park                   | 7.54                | 18.06 | 17.01                    |
| Old Buckenham Hall                       | 8.15                | 17.45 | 16.40                    |
| Tesco Superstore Copdock Ipswich         | 7.12                | 18.48 | 17.43                    |
| Barking Fox                              | 7.45                | 18.15 | 17.10                    |
| Wattisham Airfield                       | 7.55                | 18.05 | 17.00                    |
| Bildeston Clock Tower                    | 8.05                | 17.55 | 16.50                    |
| Old Buckenham Hall                       | 8.15                | 17.45 | 16.40                    |

#### EMERGENCY CONTACT NUMBERS

Please note the bus mobile phones are not manned between 7pm and 6.30am or during weekends. They are for emergency contact only. All communication should be via [busroutes@obh.co.uk](mailto:busroutes@obh.co.uk)

Saffron Walden Route Mobile Phone: 07388 826560

Colchester, Bures, Bulmer Route Mobile Phone: 07470 133107

Horkesley, Nayland Route Mobile Phone: 07767 814696

Wattisham Route Mobile Phone: 07471 869369

#### 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 Estates Manager should any issue arises.

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Author: Director of Finance and Operations

Date of Issue: August 2019

Review Date: August 2023

Next Review: August 2024

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 School Office.

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

Parents must give adequate notice of changes in minibus service requests.

The bus stop scheduled times indicate the time the bus will **depart** from the stop, therefore parents must ensure they are at the stop at least five minutes prior to the time.

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 a 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 are aware of the school's procedures.

### **Infectious Diseases Risk Assessment Control Measures**

The buses will be cleaned and sprayed each week, however the driver will inspect the bus and clean frequently touched surfaces at the start of each day.

During an outbreak of an infectious disease, 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.

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

Parents/carers must always contact the School Office in the first instance. The driver may be busy 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 Estates Manager who will consult with the driver if required.

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If the School Office is closed you can contact the Estates 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:** .....