

Bhaktivedanta Manor School



Transport Policy

Authority	Name	Approved Date	Next Review Date
Governing Body	Members	February 2018	February 2019

Bhaktivedanta Manor School

Transport Policy

Transport to and from the new school site is an essential part of the management of the school and health and safety for the pupils, parents/guardians and employees. It affects employees, non-employees and pupils while they enter or leave the school premises.

Aims

At Bhaktivedanta Manor School we intend to practice effective transport management by providing a safe way to enter and leave the school premises for children, employees, as well as for visitors to the school.

Everyone working in the school can contribute to controlling safety risks. They need to know their responsibilities, understand what they must do, how they will be supervised and how they will be held accountable.

Our Transport policy follows the guidelines suggested by [Driving school minibuses Advice for schools and local authorities September 2013](#) which is non-statutory advice jointly produced by the Department for Education (DfE), the Department for Transport (DfT) and the Association of Chief Police Officers (ACPO) on driving licence entitlement when driving a school minibus.

Planning and Implementation

Bhaktivedanta Manor School ensures that the transport plan is implemented by involving staff, governors and parents in the decision-making, thus generating commitment needed for implementation. This involves:

- communication
- co-operation
- control
- competence

The head teacher, governors and administration staff have identify hazards and assessed risks. Risks assessments are carried out for the:

- Identification of hazards associated with teachers, pupils and parents/guardians travelling via car and on foot through the Hilton car park whilst entering and leaving the school premises.
- Ensuring that all staff and students concerned receive appropriate information and instructions relating to the policy.
- Regular monitoring to ensure that procedures are operating effectively

Monitoring

Active monitoring will provide information before things go wrong. It looks at how well the schools safety objectives and standards are met and ensures that:

- Inspections and reports are carried out regularly
- Any common problems or weaknesses are identified;
- Any deficiencies identified at inspections have been remedied or assigned priority for remedial action;
- Resource implications have been recognised and programmed
- Regular meetings held with staff at the Hilton Hotel to ensure we are working in a co-operative manner.
- Ensuring the drivers of the vehicles hold the appropriate licence and have the experience and skills needed. (see appendix 1 [DfT GUIDELINES ON INCIDENTAL DRIVING OF MINIBUSES](#))
- Ensuring that the vehicles used conform to all legal requirement
- Have appropriate insurance
- Have a valid MOT Test Certificate (as appropriate)
- Have current Road Tax (as appropriate)
- Are road worthy

Role of Headteacher, staff and administration team

The main role of the Headteacher, staff and administration staff relation to the Transport Policy are:

- Ensuring children are kept safe and risks to them are reduced whilst entering and leaving the school site.
- Day to day management of the transport of pupils from Bhaktivedanta Manor to the school site located at Hartspring Cottage.
- Ensuring staff, parents, and visitors are aware of the transport policy

The headteacher is responsible for reporting any notifiable accident that occurs on the school premises to a pupil, staff, parent, visitor or contractor in accordance with the Reporting of Injuries, diseases and Dangerous occurrences regulations (RIDDOR).

Role of Parents/Guardians

All parents/guardians have a general duty to take care of their own safety and that of children and so should:

- Make themselves aware and follow the safety rules and procedures that apply to travelling to and from the school premises as per Transport Plan.

- Report all accidents, near-miss occurrences and hazardous situations to the headteacher or appropriate administration staff who will pass this on and record in the accident and incident books and Risk Assessment logs as appropriate.

Conclusion

We feel that the Transport Plan along with the safety management systems of the school are best integrated into routine school procedures. When this is achieved, there will be a reduction in injuries and the school will be a safer and healthier workplace for everyone.

Next Review Date: February **2019**