

## **ISO HOME SCHOOL BUS SAFETY POLICY**

ISO attaches the greatest importance to the safety of the children under its care. Therefore the arrival and departure from the school including the transportation home of the children has particular safety considerations that are addressed under this policy. All staff must be familiar with this policy and its contents must be followed in its entirety.

**The following should be implemented at all times.**

- 1 Whilst travelling on the bus each child **should be seated in a single seat**. The seat must **never be shared**. Children must **never be sitting on another child's lap**. Children must **never be standing whilst the bus is moving**. If the bus has too many children, the **driver must not move the bus until the excess children have been taken off**. Other transport arrangements will then be made for them.
- 2 **Children must be wearing a seatbelt.**
- 3 **The windows must be closed at all times.**
- 4 **The driver must never leave children unattended on the bus.**
- 5 **Drivers must never smoke or use bad language whilst working for ISO.**
- 6 **Drivers must complete the register of children after the end of each journey.**

It is the responsibility of the driver to make sure the above rules are followed. **Management should never put pressure on any driver to break this policy**. If this should happen, the driver **must refuse** the request made and report the matter orally to the director and put in writing what was asked of them and by whom. Any member of staff found pressuring a driver to disregard this policy will face **disciplinary action which may include dismissal**. **By following this policy drivers jobs are guaranteed**. Similarly, any driver found disregarding this policy will face **disciplinary action which may include dismissal**.

### **Transportation to school.**

- 1 Children should be waiting for collection at their home address. (Supervision of the children at this point is wholly the responsibility of the parents.) If the child is not there the driver must call the parent and let them know they are waiting. If after 3 minutes they are still not there the driver may continue their journey.
- 2 The driver should make sure that the bus stops in a safe position, free of other traffic or dangers.
- 3 The driver, or if present, bus assistant, is responsible for making sure that the child gets into the bus safely. As the child gets on the bus their name should be ticked on the register.
- 4 The driver or bus assistant should make sure that the children are seated and wearing a seatbelt.
- 5 On arrival at school the driver, or if present bus assistant, should make sure the children get out of the bus safely and go into the playground where their supervision will be taken over by the duty teachers.

### **Taking the Children to the Buses.**

- 1 In KS1, the teacher teaching the children at the end of the day is responsible for taking the children to the buses or sending them with a Teaching Assistant. (KS2 will go to the buses independently.)
- 2 Once the children arrive with the teacher or teaching assistant they should make every reasonable effort to make sure the children get onto the correct bus as quickly as possible.
- 3 When the teacher or teaching assistant is satisfied that the children are on the correct buses they may leave. The duty teachers will then take responsibility for making sure that the children stay on the buses until it is ready to leave. (Secondary duty teachers will take responsibility for the secondary children.)
- 4 The duty teachers should make all reasonable effort to make sure that children are seated and wearing a seat belt.
- 5 Once all the buses have left the duty teachers will finish their duty.

### **Transportation to Home Address**

1. Before departure, the driver or bus assistant should make sure that the children are seated and wearing a seatbelt.
2. Before departure the driver should complete the register and be satisfied he has all the children that he is taking home.
3. On arrival at the home address, the driver, or if present bus assistant, should make sure the children get out of the bus safely.
4. For Early Years, Year 1 and Year 2 children the child must be collected by an adult. If there is no adult present the driver should try to contact the parent to let them know their child is waiting. After three minutes the driver should inform the transport school office and continue the route and return the child to school. The office will then take responsibility for contacting the parent. Children of Year 3 upwards are expected to go to their house independently.

If the driver and/or bus assistant have followed this policy, but children are persistently ignoring the instructions they are given they **must be reported to the Deputy Principal** through the school secretary, who will take further action on the matter.

### **The following procedure will be followed;**

- Warning 1** The Deputy Principal will speak to the child and warn them about their future behaviour. The incident will be recorded in the bus incident book.
- Warning 2** The parents will be telephoned by the Deputy Principal and given a warning to their child's future behaviour. The call will be recorded in the bus incident book.
- Warning 3** The parents must attend an interview with the Principal where they will both orally and in writing be given a final warning. The warning will be recorded in the bus incident book.
- Warning 4** The child will no longer be able to use the school buses. A letter will be sent to the parents explaining this and the reasons why.

As mentioned at the start of this policy the safety of all people who travel on the buses is of paramount importance. Children who cannot follow the safety rules will be excluded from using school transportation.

**Note** This policy has been interpreted into Romanian and the policy fully explained to all school drivers. Laminated checklist cards have also been supplied to the drivers.