

Special School Transport Policy

Key Document Details

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Statement of Intent

This policy has been created to support and promote the safe and sustainable home-to-school travel of pupils, as well as school-organised travel, and to highlight good practice and provide equal opportunities for all pupils. This policy should be adhered to by all staff members, pupils, parents and volunteers.

The Peak Academy

- Is committed to ensuring the safety and wellbeing of pupils.
- Recognises that additional support is required for the transport of pupils with special educational needs and disabilities (SEND).
- Is committed to ensuring that all school-related activities and events are accessible to all pupils.
- Ensures that any transport arranged by the school is suitable for the intended purpose.
- Works to ensure a consistent process regarding the transportation of pupils in both private vehicles and school-owned vehicles.

For the purpose of this policy, the term 'supervisor' is used in relation to staff members as well as volunteers, including parent volunteers.

1. Legal framework

- 1.1. This policy has due regard to legislation and guidance including, but not limited to, the following:
 - Road Traffic Act 1988 (as amended)
 - Motor Vehicles (Driving Licenses) Regulations 1999 (as amended)
 - Health and Safety at Work etc. Act 1974
 - Equality Act 2010
 - DfE (2014) 'Home to school travel and transport guidance'
- 1.2. This policy will be implemented in conjunction with the following school policies, documents and procedures:
 - Health and Safety Policy
 - Special Educational Needs and Disabilities Policy
 - Accident Reporting Procedure Policy
 - First Aid Policy
 - Behavioural Policy
 - Minibus Policy
 - Private Car Transport Policy
 - Educational Visits and School Trips Policy
 - Supporting Pupils with Medical Conditions
 - Administering Medication Policy
 - Manual Handling Policy
 - Positive Handling Policy
 - Pupil Accident Log
 - Pupil Code of Conduct
 - Staff Code of Conduct

Part A: Home-to-school travel

2. Roles and responsibilities

- 2.1. The Principal is responsible for:
 - Ensuring that appropriate procedures are in place for the reporting and managing of transport-related incidents.
 - Ensuring effective health and safety procedures relating to the use of transport are in place at the school, and that the appropriate safety measures are taken to mitigate any potential risks.
 - Ensuring that all necessary risk assessments have been undertaken for the various forms of transport accessible at the school.
 - Reviewing the school's travel arrangements on a termly basis.
- 2.2. The Safeguarding and multi services coordinator and intervention manager are responsible for:
 - Liaising with pupils and parents to ensure that appropriate home-to-school travel arrangements are in place.
 - Ensuring that pupils' education, health and care (EHC) plans are kept up-to-date and accurately reflect the needs of pupils.
 - Liaising with the LA in order to arrange and implement suitable free home-to-school travel for pupils.

2.3. All drivers are responsible for:

- Adhering to the procedures outlined in this policy.
- Adhering to all relevant road rules and laws, including any driving hours regulations.
- Ensuring that all passengers are wearing a seatbelt.
- Ensuring that any necessary equipment is used appropriately, including car seats.
- Conducting a safety check of the vehicle before travelling.

2.4. Pupils are responsible for:

- Acting in accordance with this policy at all times.
- Acting in accordance with the Pupil Code of Conduct at all times when travelling to and from school.
- Following all instructions issued by the driver and any supervisors.
- Wearing their seatbelt at all times during a journey.
- Ensuring that they do not distract the driver.
- Conducting good levels of behaviour towards drivers in other vehicles.

2.5. Parents are responsible for:

- Ensuring that appropriate home-to-school travel plans are in place for their child.
- Ensuring that the school is provided with any travel equipment which is required for their child, such as car seats.
- Informing the school of any changes in their child's condition, including changes in treatment, equipment or medication.

3. Travelling to and from school

3.1. Walking to school

The DfE's "statutory walking distance" is 3 miles for children 8 and over. This distance is measured as the shortest route along which a child, accompanied as necessary, may walk with reasonable safety. Pupils within this distance are not be eligible for funded school transport, with a number of exceptions, as outlined in section 4 of this policy. The process to access free travel is outlined in section 5 of this policy. Pupils walking to school are encouraged to walk with friends along safe routes that are pedestrian friendly. During winter months, pupils should wear reflective clothing or accessories to maximise safety on the roads.

3.2. Driving to school and 'Park and Stride'

Where parents choose to drive children to school, we encourage them to car share as much as possible. Parents driving close to the school grounds are reminded to drive slowly and to park safely in designated areas.

The school encourages parents to park within a reasonable distance of the school grounds but allow children to walk a short distance each morning. This will ease traffic around the school and promote a healthy lifestyle.

3.3. Cycling to school

Pupils are encouraged to cycle to and from school along designated routes to maximise safety. Full protective gear should be worn at all times and reflective gear, accessories and lights utilised. A suitable lock should be brought for securing the bicycle during school hours.

4. Arranged transport

4.1. Regularly transported children

Statutory entitlement to free home to school transport from the local authority applies when one or more of the following criteria are met:

- The child lives 3 miles or more from the school.
- The child has been placed in a school where there is no safe walking route.
- The child is from a family entitled to free school meals.
- The child is from a family receiving the maximum Working Tax Credit.
- The child has SEND and a plan with transport requirements written into it.

4.2. School buses

Parents, and of course the pupils themselves, are responsible for their behaviour on the school journey. Pupils on buses must act in a manner reflecting the school's Behaviour Policy and as ambassadors for the school.

Correct school uniform must be worn in the established manner at all times during the school journey. The school will impose sanctions, such as detentions, for pupils who behave inappropriately on school journeys.

The service provider has a right to withdraw services for any pupil who persistently misbehaves on the journey. Alternative arrangements may not be made in such cases to support the pupil's attendance at the school.

4.3. Minibuses

Pupils on minibuses must behave in accordance with the school's Behaviour Policy. Instructions must be adhered to at the first time of asking and seatbelts must be worn at all times.

The driver of a minibus provided by the council for the purpose of home to school travel is subject to a DBS check. The driver will follow a code of conduct which covers equality, diversity, safeguarding and child protection awareness.

For the purpose of safeguarding and clarity, it is important for parents to note that drivers of regular bus services are not subject to these regular checks.

4.4. Taxis

In some circumstances, taxis may be deemed necessary for the transportation of pupils who have no other means of viable transport. This will be agreed between the parents of a pupil and the school, and a formal arrangement will be established.

5. Free travel eligibility

5.1. Pupils with SEND or those who have an EHC plan in place may be eligible for free travel to and from school.

5.2. The following types of transport are provided by Gloucestershire County Council, free of charge:

- Minibus
- Specialist minibus
- Taxi
- Wheelchair accessible taxi
- Permits for public transport

- 5.3. Information submitted during a pupil's needs assessment will be used to determine whether they are eligible for free travel.
- 5.4. The Safeguarding officer will liaise with parents in order to organise appropriate home-to-school travel arrangements.
- 5.5. The Safeguarding officer will notify the LA's transport staff of the type of support a pupil may need, including details of any equipment, car seats, restraints or supervision which may be required.
- 5.6. Transport arrangements will be kept under review, with the annual review of pupils' statements and EHC plans providing a formal opportunity to discuss transport arrangements.
- 5.7. When accessing free travel, pupils will adhere to the LA's Home-to-School Travel Policy.

6. Pupil support

- 6.1. Pupils with specific travel needs, such as those who require the use of manual handling or equipment, will have an EHC plan in place.
- 6.2. Pupils' PEEPs will be adapted as necessary to accommodate for the use of emergency procedures whilst in vehicles.
- 6.3. The Safeguarding officer will liaise with pupils and parents to ensure that suitable travel arrangements to and from school are in place.
- 6.4. Where travel adaptations or specialist equipment is required, the Intervention manager will be consulted in order to ensure that the necessary measures are taken.
- 6.5. Pupils with SEND may be eligible for free home-to-school travel, as outlined in section 4 of this policy.

7. Safe practice and safeguarding

7.1. Walking alone

Parents choosing to let their child walk to or from school independently should assess the risks associated with the school route and their own child's confidence. The most important factor to consider about the suitability of a child walking to and from school alone is any risk to the child.

If parents feel safety is a concern, they are encouraged to discuss this with the school with a view to identifying alternative options, such as partnering with another child on the journey home.

7.2. Drop off and collection

It is the parent's responsibility to ensure their child is dropped off and collected by a responsible person if it is not safe for the child to walk home unsupervised.

Where a child is dropped off or arrives at school early, the school will ensure to a reasonable extent that there are no inherent dangers, in line with the Education Act 2002.

Supervision will be in place on the school site before the beginning of the day from 08:50 am. Where pupils arrive before this time, the school cannot take responsibility as there will be no supervision in place.

Late collection

Staff and parents/carers must work together to ensure pupils are safe. It must be made clear to parents that the school should be notified immediately should it become apparent the person collecting will be late.

In the event of late collection, the child will make the situation known to a member of staff and be supervised. We will allow a 15-minute window for late arrival. Following this, we will attempt to contact the parents on the phone numbers provided to the school. If this is unsuccessful, we will attempt to contact the emergency contacts.

The school will keep a record of incidents where parents are late for no explained or good reason, or where there are repeated incidents.

If a parent/carer wishes for their child to be collected by another party who does not have parental responsibility, whether this is a regular occurrence or a single occurrence, this must be put in writing.

In an emergency, verbal consent may be given for an agreed person to take their child home. A password may be requested to be used by both parties to ensure the identity of the person collecting.

7.3. Non-collection

In the event a child is not collected by an authorised adult and no contact has been established within forty-five minutes to one hour of the usual collection time, the school will follow child protection procedures and the police will be informed and a safeguarding referral to Children's Services will be made.

Under no circumstances will staff go to look for the parent or take the child home with them. A letter will be sent to the parents notifying them of the existing arrangements in place and inviting them to discuss any changes that need to be made. It is important that the school and parents/carers do everything possible to avoid a recurrence of the situation.

Part B: School organised travel

8. Roles and responsibilities

- 8.1. In addition to the responsibilities outlined in Part A, the Principal is responsible for:
- Ensuring an appropriate person(s) is appointed to drive the school minibus.
 - Ensuring the necessary safeguarding checks have been carried out for all appointed drivers.
 - Ensuring that statutory ratios are being adhered to.
 - Ensuring all necessary risk assessments have been undertaken for the various forms of transport supplied by the school.
 - Informing any potential drivers who are not eligible to drive the school minibus due to licence requirements
 - Informing any potential drivers who do not meet the requirements set out in this policy.

- 8.2. In addition to the responsibilities outlined in Part A, the Safeguarding officer is responsible for:
- Liaising with drivers and supervisors to ensure that they are fully aware of and understand the specific travel needs of the pupils in their vehicle.
 - Liaising with the educational visit lead to ensure that appropriate travel arrangements are in place for pupils on school trips.
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- 8.3. The Site manager is responsible for:
- Arranging full MOTs to be carried out on all of the school's vehicles prior to the expiry date of the current MOT.
 - Ensuring that all school vehicles have the appropriate tax and licensing.
 - Organising appropriate insurance cover and roadside assistance for all school vehicles.
- 8.4. In relation to school trips and educational visits, the educational visit lead is responsible for:
- Liaising with the Site manager and Principal to ensure that appropriate individuals are appointed as drivers.
 - Carrying out a thorough risk assessment of the vehicle and the intended use of the vehicle.
 - Ensuring that the vehicles used are suitable for the pupils attending the trip.
 - Undertaking a safety and maintenance check of the vehicle prior to use and reporting any concerns to the Principal immediately.
- 8.5. In addition to the responsibilities outlined in Part A, appointed drivers are responsible for:
- Ensuring that a second driver is available when appropriate.
 - Keeping a record of the names and contact numbers of any pupils travelling in school vehicles, such as a minibus.
 - Confirming with the Principal, or educational visit lead where appropriate, that all necessary risk assessments and safety procedures have been undertaken.
 - Conducting additional safety checks on school vehicles before travelling.
- 8.6. Supervisors, such as staff members and vetted volunteers, involved in the transportation of pupils are responsible for:
- Acting in accordance with this policy at all times.
 - Acting in accordance with the Staff Code of Conduct at all times.
 - Raising any concerns regarding the school's transport with the Principal.
 - Ensuring the safety of the pupils they are travelling with.
 - Ensuring that passengers are wearing their seatbelts and continue to do so throughout the journey.
 - Promoting good levels of behaviour and responding to any disruption appropriately.
 - Ensuring that passengers do not consume food or drink on the minibus.
 - Ensuring that there is at least one first aider amongst the vehicles on the journey being undertaken.
- 8.7. In addition to the responsibilities outlined in Part A, pupils are responsible for:
- Keeping all exits clear for the duration of a journey when using the school minibus.
 - Acting in a clean and tidy manner when using school vehicles.
 - Ensuring they do not cause any damage to school vehicles.

- 8.8. In addition to the responsibilities outlined in Part A, parents are responsible for:
- Maintaining any travel equipment which they have provided the school for their child, such as car seats.
 - Returning the necessary parental consent form, allowing name of school to transport pupils as required.

9. Planning journeys

- 9.1. All journeys involving pupils will be planned in advance and parental consent will be sought.
- 9.2. When planning journeys, EHC plans and personal emergency evacuation plans (PEEP) will be taken into account.
- 9.3. The suitability of the vehicle intended to be used will be checked prior to the journey by the designated member of staff, taking into account any adaptations which need to be made in order to accommodate the pupils using the vehicle.
- 9.4. Pre-determined routes and timings for travel are arranged prior to the journey, with the driver ensuring that the route is suitable and safe for the type of vehicle being used.
- 9.5. The Principal reviews travel arrangements for all school trips.
- 9.6. A nominated person at the school, who is not on the journey, will be aware of the destination of the minibus, its route and its expected time of arrival and return.
- 9.7. Parents will be informed of the above information, and will be provided with the mobile phone number for a member of staff on the minibus.

10. Minibus travel

- 10.1. When using a minibus, whether owned by the school, long-term loaned or one-time rented, the school's Minibus Policy will be implemented.
- 10.2. Minibuses will only be driven by adults who meet the eligibility requirements outlined in the Minibus Policy.
- 10.3. Only people who hold a full D1 (or D) passenger carrying vehicle (PCV) entitlement will be allowed to drive the minibus.
- 10.4. All drivers of the minibus will be between 21-and 70-years-old.
- 10.5. Drivers of the minibus are required to have at least two years' experience as a qualified driver.
- 10.6. A copy of the minibus insurance policy will be kept in the school office.
- 10.7. [School-owned and long-term loaned minibus only] The Principal will conduct a risk assessment of the minibus; this will be reviewed termly and in response to any services, or following a breakdown/accident.

- 10.8. [Rented minibus only] The Principal will conduct a risk assessment of the minibus prior to use; this procedure will be repeated each time a different minibus is rented.
- 10.9. The keys for the minibus are stored in the school office, and must be signed in and out by the driver.
- 10.10. The minibus will be well-maintained by a designated staff member.
- 10.11. The minibus will be maintained to a high standard of cleanliness by all supervisors who use it.
- 10.12. The Principal will conduct a generic risk assessment of the minibus service, including supervising drivers, parental consent, journey planning, accident procedures, etc.
- 10.13. Additional risk assessments may also be completed for specific journeys, if necessary.
- 10.14. In the event of a school trip or visit, the educational visit lead is responsible for undertaking the required risk assessments of the travel arrangements and providing the Principal with a copy of these documents.
- 10.15. The minibus will not be used in any situation where a cause for concern has been identified by a qualified mechanic.

11. Private car travel

- 11.1. When using a private car for the transportation of pupils, whether the vehicle belongs to a staff member, parent or volunteer, the school's Private Car Transport Policy will be implemented.
- 11.2. Parental consent is required in writing prior to travel in order to be carried in supervisors' vehicles.
- 11.3. A designated staff member ensures that permission has been obtained from all parents and that all parties are fully informed of the transport arrangements to and from events.
- 11.4. The Site manager or, where appropriate, the educational visit lead is responsible for ensuring that the drivers of private vehicles have a full and valid UK driving licence, and are free of motoring convictions.
- 11.5. The Site manager is responsible for checking annually whether or not the school's insurance policy covers all vehicles used to transport pupils, including parents' personal vehicles.
- 11.6. [Option 1] The school's insurance policy covers parents' use of personal vehicles to transport pupils; parents are not required to extend their individual insurance policies.
- 11.7. [Option 2] The school's insurance does not cover parents' use of personal vehicles to transport pupils; parents are required to seek advice individually from their insurance providers to ensure that their policy protects them when transporting pupils. If their policy does not cover this, they are required to extend their insurance to 'business use' before transporting pupils.

- 11.8. [Where option 2 is taken] The driver is responsible for sourcing suitable insurance for their vehicle and ensuring that this is kept up-to-date.
- 11.9. [Where option 2 is taken] Drivers are required to provide evidence of their insurance to the Principal before they are permitted to transport pupils.
- 11.10. [Where option 2 is taken] A copy of the insurance policy for each private vehicle used to transport pupils will be kept in the school office.
- 11.11. Staff and volunteers who drive pupils in their own private vehicles, are responsible for ensuring:
 - That their vehicle is roadworthy.
 - The safety of their passengers.
 - They adhere to the Highway Code.
 - That passengers use a seatbelt and appropriate restraints.
- 11.12. Vehicles used for transporting pupils will be well-maintained, and will be checked prior to each use; this is the responsibility of the driver.
- 11.13. Vehicles used for transporting pupils will be maintained to a high standard of cleanliness.
- 11.14. Prior to using a private vehicle for transporting pupils, a risk assessment of the vehicle will be undertaken, taking into account the maintenance of the vehicle and whether any adaptations are required in order to meet the needs of the pupils travelling.

12. Drivers and supervisors

- 12.1. Before any individual is permitted to transport pupils, they are required to provide their driver's licence to the Site manager, who will record confirmation of this and make a photocopy for school records.
- 12.2. If the Principal or Site manager is not satisfied that the driver's licence meets all the necessary requirements, they will inform the driver that they are not eligible to transport pupils.
- 12.3. Drivers with more than three points on their licence will not be eligible to drive pupils.
- 12.4. Drivers will not drive for longer than two hours without taking a break for at least 15 minutes.
- 12.5. The driver will ensure that the Highway Code is being adhered to at all times.
- 12.6. Supervisors, parents and pupils will report any concerns regarding a driver to the Principal immediately.
- 12.7. Drivers and supervisors are expected to act in an appropriate manner at all times, continuously promoting good behaviour and acting in line with the school's Staff Code of Conduct.
- 12.8. Smoking, drinking alcohol and taking drugs is strictly prohibited at all times whilst in a vehicle with pupils, whether the journey is being made during school hours or not.

- 12.9. Supervisors are responsible for ensuring that pupils, as well as themselves, do not act in a manner which may be distracting to the driver.
- 12.10. Supervisors will manage any disruptive behaviour in line with the school's Behavioural Policy.
- 12.11. Prior to a journey, drivers and supervisors will be notified of any pupils who are potentially disruptive or have a medical condition which may require medication to be administered.
- 12.12. Mobile phones are not permitted for use by the appointed driver whilst they are driving the vehicle. If a driver must make a call, they will pull over to a safe stopping place to do so.
- 12.13. A mobile phone will be carried by at least one member of staff on the journey in case of an emergency.
- 12.14. The designated member of staff will have the numbers of all parents of pupils on the journey, as well as emergency contacts for the school.

13. Safeguarding measures

- 13.1. All drivers will follow a code of conduct which covers equality and diversity, and safeguarding and child protection awareness.
- 13.2. It is the school's responsibility to undertake the required safeguarding checks for drivers, including obtaining enhanced DBS checks where appropriate.
- 13.3. Where the driver is a parent or volunteer, and no supervisor will be present in the vehicle, the school will obtain an enhanced DBS check for the driver.
- 13.4. Where the driver is a parent or volunteer, and a supervisor will be going in the vehicle, obtaining any kind of DBS check will not be required; however, the driver will be suitably vetted before transporting any pupils.
- 13.5. Drivers who do not have an enhanced DBS check are not allowed to be alone with a pupil, unless it is their own child.
- 13.6. The school will keep a list of approved volunteer drivers and does not use the services of unknown volunteers.
- 13.7. Where a minibus is provided by the council for the purpose of home-to-school travel, the driver will be subject to a DBS check.
- 13.8. The Peak Academy understands that pupils with SEND have a higher vulnerability, and, therefore, we are committed to ensuring that the appropriate safeguarding measures are in place to mitigate any potential risks and ensure the wellbeing of our pupils.

14. Health and safety

- 14.1. If a driver is not employed by the school, it is the school's responsibility to ensure that they are aware of their legal duties regarding the safety and welfare of pupils in their vehicles.
- 14.2. All vehicles used by the school for the transportation of pupils must conform to legal requirements and vehicles without seatbelts will not be used under any circumstances.
- 14.3. Pupils will not be transported in the front passenger seat, with the exception of the driver's own child at their discretion and in accordance with legal restrictions.
- 14.4. If a designated driver is taking any prescribed drugs or medicine that may affect their ability to drive, they must inform the school and will not be permitted to drive.
- 14.5. If an appointed driver feels unwell before or during the journey, and feels that this may affect their ability to drive, they are not permitted to drive. Another member of staff, who holds the relevant licence and insurance, will be available to drive in such cases.
- 14.6. A first aid kit will always be available on all modes of school transport. The contents of first aid kits will be reviewed and restocked on a termly basis.
- 14.7. Additional medicine may be taken for pupils with medical conditions, though only staff trained to administer medicine will do so, in accordance with the school's Administering Medication Policy.
- 14.8. Seatbelts and car seats will be fitted and worn in accordance with relevant legislation.
- 14.9. Additional seat belts will be used for pupils who require additional postural support.
- 14.10. The driver will instruct all pupils to wear their seatbelts throughout the journey; supervisors will ensure that they continue to do this whilst in the vehicle.
- 14.11. All supervisors in the vehicle will wear their seatbelts at all times.
- 14.12. Where possible, emergency exits of vehicles will be kept clear at all times.
- 14.13. Where car parks are not available, safe places, away from busy traffic, are chosen for parking.
- 14.14. If the driver, or the appointed supervisor, has any concerns regarding the safety or roadworthiness of the vehicle, they will inform the Site manager immediately, who will organise appropriate action.
- 14.15. If the driver, a staff member or an appointed supervisor, has any serious concerns regarding the safety or roadworthiness of the vehicle during the journey, e.g. a flat tyre, a call will be made to the school office, and the breakdown procedure outlined in section 17 of this policy will be followed.
- 14.16. If the driver, or the appointed supervisors, notice any minor defects during the journey which do not compromise the safety of those on board, e.g. a broken head rest, these can be reported to the Site manager after the journey.

15. Handling of pupils and equipment

- 15.1. The handling of equipment will be carried out in accordance with the school's Manual Handling Policy.
- 15.2. The handling of pupils will be carried out in accordance with the Manual Handling Policy, as well as the school's Positive Handling Policy.
- 15.3. Staff should never use manual handling of pupils when it is not necessary or appropriate, for instance as a punishment.
- 15.4. Each time manual handling is required, the staff member will always calmly communicate the reasons for their actions to the pupil and explain why it is necessary in a non-threatening manner prior to carrying out the necessary actions.
- 15.5. A manual handling risk assessment should be undertaken where physical contact with a pupil is necessary, for instance, in order to move the pupil in and out of the vehicle.
- 15.6. Where physical restraint of a pupil is required, only techniques and strategies which have been previously discussed with the Principal or Team Teach instructors and safely demonstrated will be used.
- 15.7. Drivers and supervisors will be made aware of any subsequent risks associated with the handling of pupils and fully understand when it is appropriate and necessary to use such actions.
- 15.8. Where necessary, vehicles will have handrails, ramps and access doors.
- 15.9. Any specialist travel equipment which is needed for pupils will be located prior to the journey and will be ready-to-use.
- 15.10. Where equipment is required, the pupil's EHC plan will be referred to in order to ensure that the correct equipment and moves are used.
- 15.11. Where the handling of a pupil is required, inflatable cushions will be used to bring the pupil to a more suitable height to move.
- 15.12. Only EU approved car seats or boosters are acceptable; the label is checked to see if it is marked with a capital 'E' in a circle (indicating EU approved).
- 15.13. Where necessary, the driver and supervisors will assist pupils with their seatbelts.
- 15.14. Risk assessments will be carried out for any required equipment, including ramps, restraints and hoists.
- 15.15. When transferring a child from a wheelchair to a vehicle, and a ramp is not suitable for the task, slide sheets, banana boards, hoists, turntables and chairs with removable arms will be used, as required.

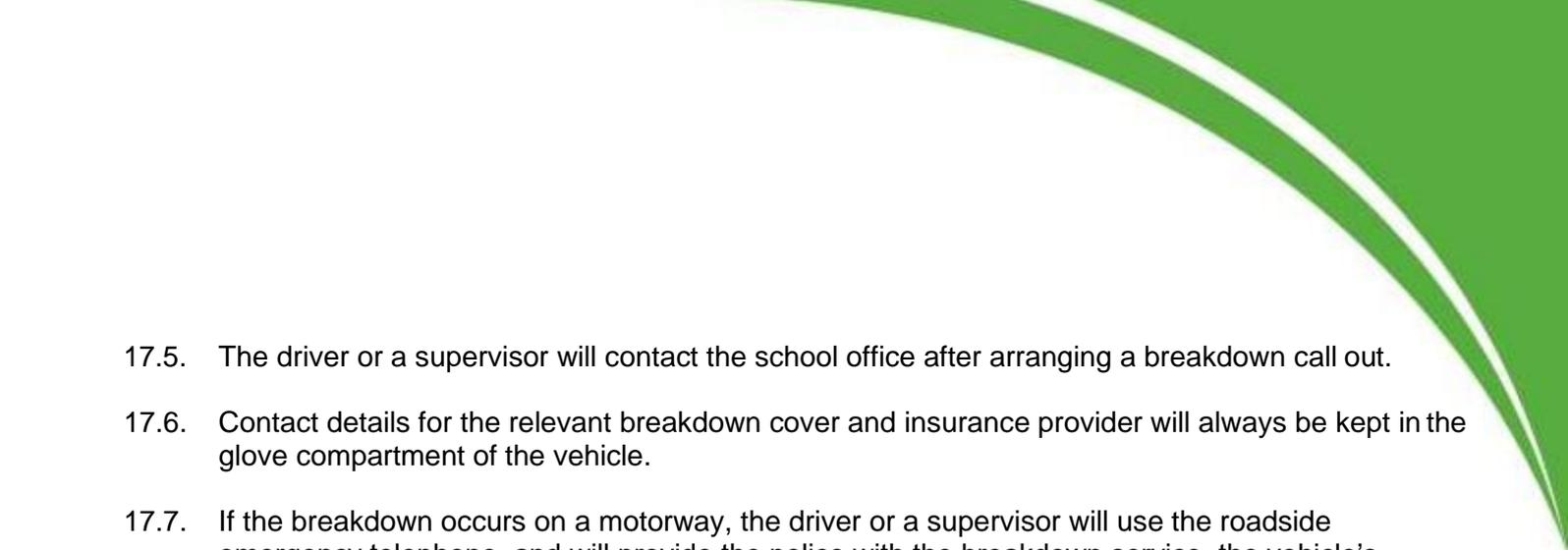
- 15.16. The Principal is responsible for appointing a designated person to ensure that all equipment is regularly maintained and replaced as necessary.
- 15.17. Where possible, the use of equipment in the rain or snow will be avoided.
- 15.18. All equipment relating to the use of vehicles will be stored in the Site managers office.

16. Injuries, accidents and emergencies

- 16.1. An emergency procedure will be established by the Site manager prior to beginning a journey, and a copy will be kept inside the vehicle's glove compartment.
- 16.2. Vehicle emergency procedures will take into account any pupils on the journey who have a PEEP in place.
- 16.3. The emergency procedure will be communicated to the driver and all supervisors on the journey to ensure they are fully aware of the process to be followed.
- 16.4. In the event of a vehicular accident, emergency services will be contacted immediately and supervisors will remain with pupils at all times.
- 16.5. The driver or a supervisor will contact the school office as soon as possible after calling the emergency services.
- 16.6. All passengers will remain at the scene of the accident in a safe place until the emergency services and any additional transport has arrived.
- 16.7. In the event that a pupil has an accident and injuries are sustained, the names of those involved will be reported to the school office and recorded in the Pupil Accident Log.
- 16.8. If no injuries are sustained and the vehicle is not damaged, the driver will ensure that the vehicle is roadworthy and safe before continuing the journey. An incident report will be completed by the driver upon return to the school.

17. Breakdown procedure

- 17.1. In the event of a breakdown, the driver will move the vehicle off the road and switch on the hazard warning lights.
- 17.2. Passengers will be moved out of the nearside of the vehicle, and as far away from it and other traffic as possible.
- 17.3. If it may be safer for passengers to remain in the vehicle, e.g. if there is not a safe place outside, the driver and supervisors will assess the situation and make an informed decision whether to stay in the vehicle.
- 17.4. The driver or a supervisor will contact the relevant breakdown cover company immediately.

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- 17.5. The driver or a supervisor will contact the school office after arranging a breakdown call out.
 - 17.6. Contact details for the relevant breakdown cover and insurance provider will always be kept in the glove compartment of the vehicle.
 - 17.7. If the breakdown occurs on a motorway, the driver or a supervisor will use the roadside emergency telephone, and will provide the police with the breakdown service, the vehicle's location and the number of pupils on board who have SEND, providing any necessary details regarding the severity of a pupil's condition.
 - 17.8. All passengers will be kept together in one group and pupils will be constantly supervised.
 - 17.9. If necessary, the driver will seek help, leaving the pupils with the supervisors. If the driver is the only adult present, the pupils will not be left alone.
 - 17.10. The driver, supervisors and pupils will all wait in a safe place until it is safe to return to the vehicle.
 - 17.11. If passengers are unable to return to the vehicle, appropriate transport will be arranged by staff in the school office to collect pupils, supervisors and the driver.

18. Monitoring and review

- 18.1. This policy will be reviewed every three years by the Principal; the next scheduled review date for this policy is January 2020.
- 18.2. This policy will also be reviewed in response to any incidents or accidents that occur.
- 18.3. Any changes made to this policy will be communicated to all members of staff.
- 18.4. All drivers and supervisors are required to familiarise themselves with the procedures in this policy when planning a journey.