



South Tyneside Council



The Beacon Centre
Leading The Way To A Brighter Future

Transport Policy

2021/22

Reviewed by:	Signed:	Date:	Review Date:
Head Teacher			
Leadership Team			
Management Committee			

Transport Policy

Rationale

The Beacon Centre has a duty of care to all students who attend the school. As a responsible employer the school has legal responsibilities under the Health and Safety at Work Act 1974. The school promotes health, safety and wellbeing of students and staff.

The school recognises that students are potentially at greater risk when away from school premises. It also recognises the enormous benefits that students derive from outings and visits through the development of an understanding of health and safety, the identification and control of risk and the development of a set of 'safe' and socially acceptable behaviours.

The school is cognisant with and promotes the concept of the 'Safe Learner'. This policy and attendant procedures attempt to anticipate potential dangers and minimise hazards to ensure the safety of students and staff.

This policy covers two different modes of transport:

- Students travelling in the school vehicles
- Students travelling in staff cars

Aims

The school aims to

- Minimise the potentiality of accidents to students and staff by providing clear and concise instructions and procedures
- Ensure the health and safety of individual learners through consultation with outside agencies
- Provide differentiated procedures for different modes of transport
- Provide a clear reporting and repair system for minor faults with named persons responsible for ensuring repairs are carried out efficiently and effectively

Implementation

All outings and visits require the completion of a risk assessment using the school risk assessment form. Regular or routine visits (such as weekly outings using the Metro system only require a termly assessment). A new assessment is required when there are either new students or staff in the group or the student numbers change. The assessment must be authorised by a member of the senior management team in advance of the outing or visit.

A pre-outing record sheet with attendant risk assessment should be completed for all outings and visits, which include substantial risks, and discussed with senior managers.

A mobile phone should be carried at all times by the leader of the group or sub group

with the appropriate details on the contact form.

Using the School Vehicles

As part of The Beacon Centre, the school's vehicles are covered by a fully comprehensive insurance policy.

Drivers must be aged over 25 years and hold a full driving licence to drive the minibuses.

All drivers must have D1 entitlement on their driving licence in order to drive the 15 seater green minibus. (passed test before 1.1.97)

All drivers will need to provide copies of their full driving licence at the start of each academic year. Records of authorised drivers will be held by the Business Manager.

Using Private Vehicles

Private staff vehicles should only be used in emergencies and where no other transport is available. No student should be carried in a private staff vehicle without the authorisation of a member of the senior leadership team.

Any staff private vehicle, used to transport students or used on School business must be covered by a fully comprehensive insurance policy covered for business use. A copy of the driver's insurance certificate along with their full driving licence and MOT certificate, where appropriate, will be held by the Business Manager.

Use of Minibus Procedures

General

The maintenance and repair of the bus is the responsibility of the Site Manager including responsibility for ensuring the bus is road worthy and well maintained to include internal requirements such as seating and seatbelts. Site Manager is also responsible for ensuring the vehicle complies with MOT and tax requirements.

As part of the weekly maintenance regime the Site Manager will ensure that the vehicle has a full tank of fuel. This maintenance regime will normally take place on a Friday morning.

Only eligible and authorised drivers may use the vehicle.

Use of Vehicles

The vehicle should be booked in advance and the entry should include the group using the vehicle, the name of the driver, the venue and approximate start and return time. Keys for the vehicle will be held in the school office.

The driver must complete the pre-journey mileage record sheet prior to loading of students and faults and defects reported to the Site Manager through the school office. The driver has a responsibility to drive at all times with care and consideration for the passengers and other road users. Staffing should be a minimum of two people including the driver.

All drivers and passengers must be safely secured using the appropriate seatbelts prior to departure and throughout the journey. Bags and other items must also be safely secured within the vehicle.

In the event of an accident or emergency (no matter how small), the driver will take responsibility for ensuring the safety and wellbeing of students and staff. On returning to school the driver should complete a report form.

For major accidents the driver will dial the emergency services first and then contact the school. The driver will either contact a member of the senior management team or the school office. On returning to school the driver should complete an accident form.

To ensure the safety of both student and member of staff, unless unavoidable, no member of staff should travel alone in their vehicle with a student.

On completion of journey, the driver must complete the vehicle Mileage Record Sheet and leave it in the vehicle. The keys should be returned to the school office.

Consumption of alcohol

Drivers should not have consumed alcohol in the 12 hours prior to the commencement of the journey, nor at any time whilst in charge of the vehicles.

Smoking

Drivers and passengers are not permitted to smoke in vehicles.

Unauthorised passengers

Only those individuals named in the outing/visit log are permitted to be carried in the vehicles.

Breakdowns

The driver should contact the school office. When reporting a breakdown, all necessary information should be provided regarding passengers, location and needs in order for the office to organise recovery.

Evaluation, Monitoring and Review

The Health & Safety Group will monitor compliance with the procedures. This policy and procedures will be reviewed annually by the Health & Safety Group.

The policy will be monitored, evaluated and reviewed annually by the Senior Management Team.

Side Gate (Access for Services and delivery's. Site Manager to monitor this)

The driver should always make sure that this gate is closed and locked whether returning or leaving the Site.

Keys for padlocks are on the vehicles key set.

A new Electronic gate has been installed and can be operated by drivers and both receptions by telephone.

Three school vehicles have the following registrations:

SD69 TZM

NG62FEU

MX70CWY

Covid 19 new safety procedures until further notice

All staff to wear ppe when transporting and a bin will be provided at the rear of the building for discarding ppe.

Anti-bacterial cleaner and wipes will be provided to wash down all touchable areas in vehicles before journey and after.

Students hands must be sanitised before entry to vehicle.

2 metre rule must be applied in vehicles.

WOULD ALL DRIVERS MAKE SURE THAT FUEL IS ALWAYS ABOVE HALF WAY.