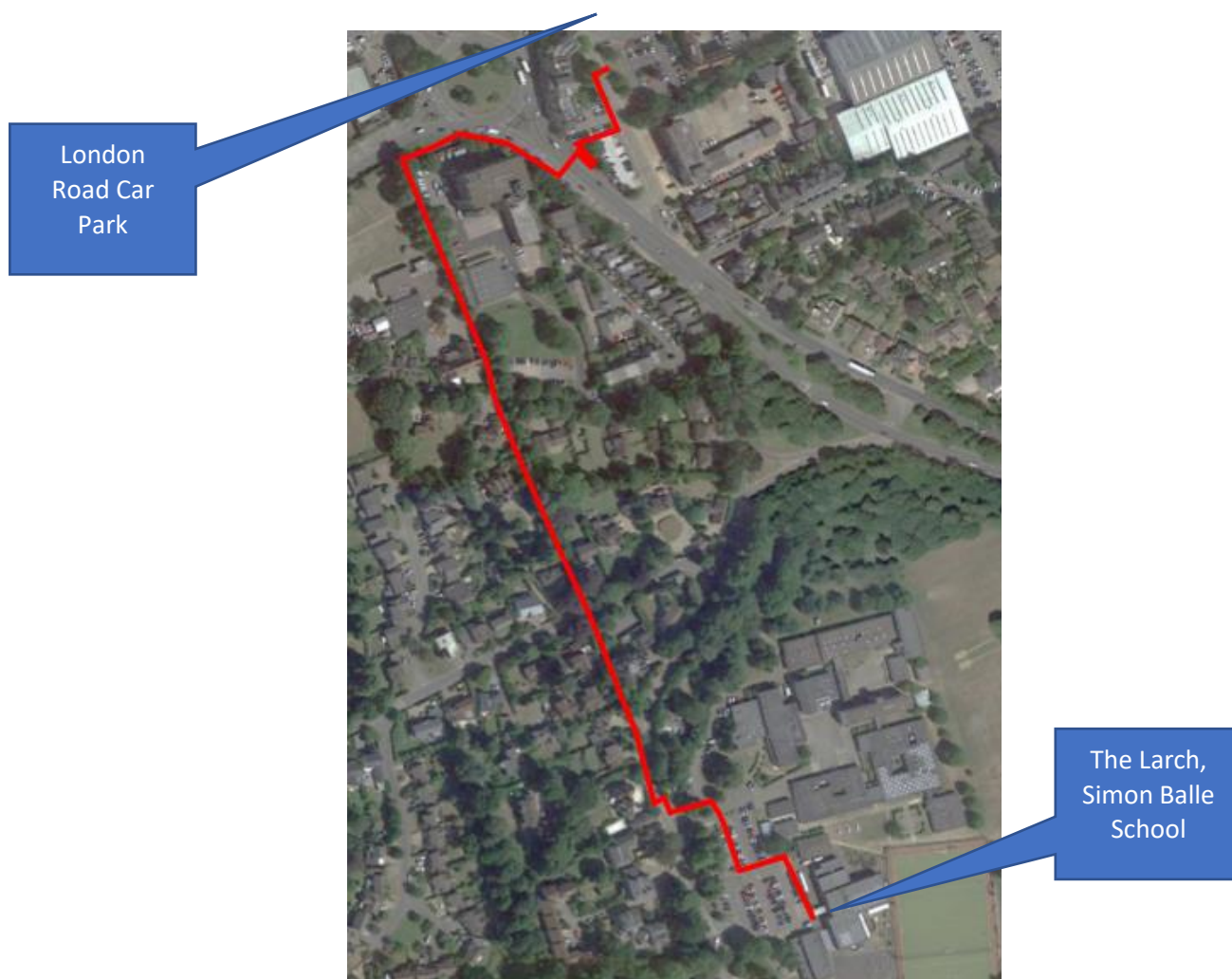


Simon Balle Walking bus - London Road Car Park to Simon Balle Primary

The intention is to run the first walking bus in April 2020 and trial it for a term, with a view to running it permanently if successful.

For this to be successful and sustainable, we will need a sizeable number of volunteers to help operate the walking bus on an ongoing basis. Places on the register will be prioritised to families who volunteer – even if this is just one morning a week. If you wish to volunteer please let us know by emailing SimonBalleWalkingBus@gmail.com.

The walking bus will depart from the car park at 8.25am each morning and will follow the below route to Simon Balle.



Timetable

Volunteers arrive at 8.15.

Students can arrive to register on the walking bus from 8.20 – 8.25.

There are currently no plans to run a walking bus in the afternoons.

Registering with the walking bus

If you wish for your child to join the walking bus please fill the walking bus agreement and return to SimonBalleWalkingBus@gmail.com.

Places on the walking bus will be limited by the number of volunteers. If you wish to volunteer, please contact the above email address, stating which mornings you are able to assist with.

Safeguarding

All students will be registered onto the walking bus and will be released to the primary school on arrival. Arrival procedures have been agreed with the school. All students will be issued with a high visibility vest. All volunteers will be DBS checked. Adult to child ratios will run at 1 adult to 6 children.

The route walked has been assessed by the school and the Hertfordshire County Council's Area Road Safety Officer.

Parents Guidelines and Responsibilities

Parents must have signed and completed the Walking Bus Agreement before their child can register to travel on the walking bus.

It is the parent's responsibility to advise the Driver of any changes to their child's regular travel pattern

Parents are responsible for their child's safety on the way to the London Road Car Park until they have been registered with the Driver and are wearing a high visibility jacket. They should ensure their child is dressed appropriately and arrive at the collection point on time.

Any child arriving late will not be registered onto the walking bus once it has left the car park.

Parents should ensure that their child understands the need for sensible behaviour and following instructions given by the Driver and Conductor

Child's Responsibilities

- Children must wear their high visibility vest when using the walking bus
- They must behave sensibly and follow instructions.
- Failure to do the above will result in removal from the walking bus.

Volunteer roles

Driver	The Driver is responsible for registering the children on and off the walking bus and will ensure the equipment (high visibility jackets and lollipop for road crossing) is stored back at the car park for the following day's use.
Conductor	Conductors accompany the walking bus and ensure the safe passage of the children.
Helper	Additional volunteers who ensure that adult child ratios are maintained, and ensure safe passage of the children.
Lead Co-ordinator	Responsible for organisation of the walking bus, arranging training for volunteers, keeping volunteer rotas, maintaining registers and contact details for the bus.

Use of data

A register of those travelling and associated emergency contact details will be kept. This information will be available to those organising the walking bus and the Driver of the bus on any given day. The list will also be shared with the school.

Volunteer rotas will be available via a shared google document. Daily contact and emergency contact details will be stored by the organisers of the walking bus for use in the administration of the walking bus.

Insurance

Hertfordshire County Council provides public liability insurance cover.

Further comments or questions?

Please direct them to SimonBalleWalkingBus@gmail.com