



Bus Protocol - January 2024

Morning Bus Procedure

A member of staff (known as bus coordinator) is always waiting next to the school bus stop each morning.

- The bus coordinator will greet the children as they step off the bus and escort them into school.

Afternoon Bus Procedure

- A member of staff (known as bus coordinator) will meet the children going home on the bus in the main corridor and register them
- The bus coordinator will register all of the children according to the daily bus slips (completed in class by teacher)
- The bus coordinator will escort the children out of the school building and up the driveway to the bus.
- Once all children have safely boarded the bus the bus coordinator will follow them and ensure that all children have found a seat and put their seatbelt on.

Parental/Guardians Requirement

- On a termly basis, a Google Form will be shared with parents for them to identify regular days that each child will be using the bus service to go home. This will form the long term bus register.
- If there is a one off change to the expected usage of the bus, parents write a note in each child's planner for that day. **Note: Verbal confirmation from a child will not be sufficient- in this instance, the office would make contact with parents to verify changes. If contact can not be made the child will remain in school until a designated responsible adult collects them.**
- If a change in the expected usage of the bus during the school day, the parent is to call the school office and advise the team of the change.
- If a long term change needs to be made to a child's usage of the bus service, parents email the school admin account who will amend the long term bus register.

- Parents are to ensure that their child knows they must wear a seat belt (where fitted) throughout the journey to and from school, and ensure they know how to put on, fasten and undo a seat belt.
- Parents are to ensure their child fully understands what is expected of them whilst on the vehicle to enable the driver to concentrate. Children must remain seated unless told by the driver to stand. Disruptive behaviour, will lead to further action being taken or the withdrawal of transport

Class Teacher/LSA/Student/Supply Responsibilities

- Check each child's planner (that holds a bus permit) every morning and make a note if they are due to take the bus that afternoon.
- Complete a bus slip noting which children are due to catch the bus that afternoon
- At the end of the day the LSA walking the children to the bus coordinator gives them a completed slip for the day. The bus coordinator will then complete the long term bus register accordingly.
- The teacher can delegate this responsibility to another member of the class staff, but has overall responsibility to ensure that all requirements are being met.

Admin Team Responsibilities

- Send out Termly bus Google form to parents
- Keep the long term bus register up to date.
- Notify teachers and bus coordinator if there are any changes to daily routine.

Expected Children's Behaviour

- Children must behave sensibly, and respectfully to all adults including the driver
- Children are to wait patiently and quietly at the end of the day, standing against the wall in the walkway and not leave their bag or belongings on the floor
- Children must wear their seatbelt at all times, and must always remain seated unless otherwise instructed by the driver.
- Children are to sit quietly on the vehicle as distracting the driver could cause an accident.
- Children are not to eat or drink on the vehicle.

Driver's responsibilities:

- Ensuring that they know and follow the correct route.
- Taking all reasonable steps to ensure the safety of children when boarding and getting off the vehicle, and whilst in transit.
- Drivers are not responsible for ensuring that a child gets off at the correct stop, or for disciplining children.

- Drivers are entitled to take action to ensure the safety and wellbeing of all persons transported, which includes recommending to the Transport Team at Hampshire County Council that a child should be withdrawn from transport.

Below is a table detailing what actions the school will take should there be any issues/incidents/anomalies with the morning or afternoon bus.

Changes to usual service	Actions	Steps
Bus is late in the morning	If the bus has not arrived by 8.45, radio to the school office to ask them to call the bus company to check if the bus is on route.	If the company confirms it is coming, wait at the stop until the bus arrives and then escort the children safely to the main entrance door and register them all as late on the Inventory system then take their lunch orders.
Morning bus in cancelled	If the bus company calls to advise that the morning bus is not running, we need to no contact all affected families urgently	If the company advises by phone that the bus is not running that morning, a member of the Admin team will send a text message to all families affected by the cancellation. Admin team to also contact the transport department to advise them of the cancellation. .
Parent Contact	If a parent contacts the school office during the day to change their child(ren)'s going home arrangements.	Members of the Admin team take the message, place a post-it note in the bus register folder detailing the name of the child, child's class and the change in arrangement. Also call the child's class to update the teacher and bus coordinator about the new arrangement.
Bus is late in the afternoon	If the bus company has	Once the children have

	<p>called in advance and advised that the bus is running late, register the children in the normal way. Office to send a text message to all families advising them the bus will be late.</p>	<p>been registered and are ready to leave, radio to the office to ask them to check if the bus has arrived. If it has arrived, follow the normal steps to take the children to the bus. If it has not arrived, escort the children to the SSA once Happydays have left the room and ask the children to wait quietly in there. Wait with the children whilst a 2nd member of staff continues to check for the bus. If the office receives phone calls from parents advising they want to collect their child(ren) due to the delay, the office needs to update the bus coordinator and they need to update the child(ren) and ask that those children be seated in a separate group. Once the bus has arrived, ask the children to line up again and escort them as usual to the bus. Once all children are safely seated, radio to the office team to confirm this, a member of the Admin team will then send a text confirming the bus has left.</p>
<p>Bus is cancelled in the afternoon</p>	<p>If the bus company has called in advance and advised that the bus is cancelled, the office is to call all families and ask them to collect the children.</p>	<p>Office team split the register in 2 and call all affected families to advise the bus is not running and to request that the children are collected at the end of the day. If parents are not able to collect straight away, the office team will hold the children in the</p>

		reception area or SSA until an authorised adult collects them.
Bus route is affected	If the bus company or driver advise the route is affected and not all stops can be made	<p>If we are given notice of the affected route (i.e. due to planned roadworks) ensure the families are emailed and the follow up calls made advising them of the affected stop(s) and ensure they have communicated to their children which stop they should exit the bus.</p> <p>If we are advised on the day or when the driver arrives, all children are to be registered in the normal way and then held in the SSA along with the driver until all families are called and advised of the disruption to the service, families to advise which stop they want their child to get off at and this information is passed to the children. For younger children place a sticker on their coat/jumper with the stop number. Driver asked to call out the stop numbers on the trip so children know which stop they have arrived at. Driver to be asked that he ensures all children are with an authorised adult before leaving the stop.</p>
Issues with Driver or Bus	If you arrive at the bus and do not feel comfortable about the driver or the bus	Radio to the office to send the DSL or in their absence a DDSL to the bus stop so you can relay your

		<p>concerns to them. If the DSL or DDSL agrees with your concerns, escort the children to the SSA where the families will be called and asked to collect the children. The Admin officer will immediately report their concerns to both the bus company and HCC Transport Team for them to investigate further.</p>
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