


## SCHOOL TRAVEL POLICY 2017-18

<b>RESPONSIBILITY:</b>	<b>FINANCE AND RESOURCES COMMITTEE</b>
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<b>PROPOSED BY:</b>	<b>SCHOOL BUSINESS MANAGER</b>
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<b>TYPE OF POLICY:</b>	<b>DISCRETIONARY</b>
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<b>DATE AGREED BY FINANCE &amp; RESOURCES COMMITTEE:</b>	<b>28 JUNE 2017</b>
<b>FREQUENCY OF REVIEW:</b>	<b>ANNUAL</b>
<b>NEXT REVIEW:</b>	<b>APRIL 2018</b>

<b>APPROVED BY:</b>	<b>FULL GOVERNING BODY</b>
<b>DATE APPROVED AND ISSUED:</b>	<b>17 JULY 2017</b>
<b>SIGNATURE:</b>	 <b>CHAIR OF GOVERNORS</b>

**In reviewing this policy, the Finance and Resources Committee has taken into account the provisions of the Equality Policy 2016**



## Introduction

Parents have a legal duty and responsibility to ensure that their children of statutory school age attend school regularly and to make any necessary arrangements to ensure that they attend.

## Aim

The aim of this policy is to set out the home to school transport assistance available, the associated charges and responsibilities of students on their way to and from school as well as the responsibilities of operators and drivers of school-provided transport.

## Statutory Transport Provision

In certain circumstances the Local Authority has a duty to provide home to school transport. For example, free transport is provided for all statutory age children who live in Central Bedfordshire and who attend their catchment area or nearest school, where the distance from home to school is over the statutory walking distance (i.e. more than 3 miles from home for children aged 8 and over). For more information on Central Bedfordshire's School Transport Policy go to <http://www.centralbedfordshire.gov.uk/learning/schools/travel-to-school/school-travel.aspx> or contact the School Transport Team on 0300 300 8308.

## School Assisted Transport Provision

In circumstances where Vandyke Upper School has spare places after accommodating all students living within the catchment area who have applied for a place, the school's Governing Body will consider arranging subsidised transport for students living beyond the boundary of the school's catchment area, where the number of students warrants it.

## Allocation of Seats on School Provided Transport

Seats on transport arranged by the school will be allocated in the following order of priority:

1. Students who were allocated a school transport place in the previous academic year
2. Year 9
3. Year 10
4. Year 11
5. Students from Gilbert Inglefield Academy
6. Year 12
7. Year 13

Students allocated a place will be issued with a bus pass on receipt of payment and signed acceptance of the terms and conditions. Only students with passes will be permitted to travel. If a student has arranged to take a friend home from school, parents must make alternative transport arrangement on such occasion(s).

## Transport Charges

The charges will be set by the Finance and Resources Committee of the Governing Body and reviewed annually to recoup not less than 1/3 of the cost of providing the transport. The set charge covers a return journey on each of the 190 term-time days. Pro-rata reductions are only available where a student has a regular timetabled commitment that prevents him/her from catching the bus at the end of the school day.

The charge may be paid as an annual payment, or in 3 equal instalments. If the latter option is selected, a £10 administration fee will be added to the first invoice. Payments will be due as follows:

- Option 1: annual payment by 25<sup>th</sup> August
- Option 2: 1<sup>st</sup> instalment plus £10 administration fee by 25<sup>th</sup> August 2017  
2<sup>nd</sup> instalment by 8<sup>th</sup> December 2017  
3<sup>rd</sup> instalment by 9<sup>th</sup> March 2017

As the cost of the transport is already subsidised by the school, no further concessions will be made. Failure to make payments by the due date may result in withdrawal of access to the transport.

In the event that a student ceases to use the transport, or is banned from using the transport (see Code of Conduct below), charges up to the end of the term in which the cessation takes place will remain payable.

Current charges are set out in Appendix 1.

## Transport Routes

The School Business Manager will review transport routes and pick-up/set-down points annually in March by mapping the locations, according to postcode, of all students living in areas eligible for school provided transport. The aim is to provide the “best fit” for the majority of students, in terms of route design and designation of bus stops, balanced with keeping costs as low and journey times as short as possible. It will be the responsibility of parents to make any arrangements necessary for their child to get to and get home from their nearest pick-up/set-down point.

Current routes and pick-up/set-down points are set out in Appendix 1.

## Code of Conduct for Home to School Travel

All students are expected to abide by the Code of Conduct at Appendix 2 when travelling to and from school by whatever means. This Code of Conduct applies to all students, including those who walk or cycle to and from school.

Students who fail to abide by the Code of Conduct when using transport provided by the school may be banned from using the transport for a set period. In these circumstances, it will be the responsibility of the student's parent, carer or guardian to arrange transport to and from school. In such cases, no refund will be given.

The Code of Conduct also details the responsibilities of the transport operators and the drivers they employ.

CCTV may be employed in the interests of safety and security of all passengers. The transport operator is required to hold CCTV records securely and only use them for the purpose of working with the school to monitor behaviour and investigate complaints. With the consent of the Headteacher, or the Chair of Governors, images may be disclosed to third parties in certain circumstances, e.g. the police undertaking a criminal investigation. For more information on the school's CCTV policy, please contact the school.

## Appendix 1

### Charges for Academic Year 2017 – 2018

<b>Route VU1</b>		<b>Tottenham -Eaton Bray - Billington</b>
Option 1: Payable by 25/08/2017		£ 450
	Payable by 25/08/2017	£ 160 (including £10 administration fee)
	Payable by 8/12/2017	£ 150
	Payable by 9/03/2018	£ 150

<b>Route VU1</b>		<b>Sandhills - Linslade</b>
Option 1: Payable by 25/08/2017		£345
	Payable by 25/08/2017	£ 125(including £10 administration fee)
	Payable by 8/12/2017	£ 115
	Payable by 9/03/2018	£ 115

**VU1 Pick-up/Set-down Points for Academic Year 2017-18**

The bus will pick up and drop off at any public designated bus stop along the route. The following is a guide to the times the bus is scheduled to arrive at key stops along the route.

<b>Route VU1</b>	<b>Pick Up At (time)</b>	<b>Drop Off At (time)</b>
Tottenhoe – Furling Lane (Church Road end)	07:32	16:23
Eaton Bray – Moor End	07:37	16:18
Eaton Bray – White Horse PH	07:44	16:16
Billington – A4146	08:02	16:11
Leighton Buzzard – Sandhills (Johnson Drive)	07:47	16:08
Linslade – Hare PH	08:02	15:53
Linslade – Soulbury Rd	08:06	15:49
Linslade – Railway Station	08:10	15:45
Vandyke Upper School	08:25	15:30

## Appendix 2

**Parents are requested to ensure students have read and understood this code of conduct.**

### **Code of Conduct for Students Travelling between Home and School**

**Standards of exemplary behaviour are expected of students on their way to and from school, as well as while in school. No student must ever act in a manner that may compromise their own safety or that of others or bring the school into disrepute.**

Whilst **walking** to and from school, students will:

- follow the Highway Code
- walk on the pavement, away from the kerb
- use safe crossing points and walk (not run) across roads
- be courteous and considerate to fellow members of the community by not trespassing on their property, not dropping litter, and not swearing or being abusive in any way

Whilst **cycling** to and from school, students will:

- follow the Highway Code
- use designated cycle routes or cycle on the road where it is safe to do so
- ensure they can be seen by other road users by using bicycle lights and wearing high visibility clothing, as appropriate
- be courteous and considerate to fellow members of the community by not trespassing on their property, not dropping litter, and not swearing or being abusive in any way

In accordance with road safety advice from the police and local authority, we strongly advise the wearing of a cycle helmet.

Bicycles may only be parked in the bicycle storage facilities provided. Any bicycle found elsewhere on the school site will be removed. The school cannot take any responsibility for theft of or damage to student bicycles.

Whilst **travelling on school transport** to and from school, students will:

- be at the bus stop at least 5 minutes before the bus/taxi is due at that stop
- wait in an orderly, courteous and calm manner
- keep away from the kerb and away from other traffic
- wait patiently to board and exit the bus in turn
- notify the school (or their parent/carer, who will notify the school) if the bus has not arrived by 20 minutes after its scheduled time. Under no circumstances must the student leave the designated stop unless they have been instructed to do so by the school or by their parent/carer
- always show their bus pass to the driver on boarding the bus/taxi

- always remain seated and facing forward until the bus has stopped at school on the morning journey and at the designated bus stop on the way home
- wear a seatbelt where provided
- be courteous and considerate to the driver and fellow students using the transport
- follow the driver's instructions in the event of an emergency or breakdown
- treat the vehicle with respect by not dropping litter or causing any damage
- not eat, drink or smoke whilst on the transport
- take particular care crossing roads, only doing so once the bus has moved off and the road is clear in both directions

**Parents and Carers are requested to ensure their child has read and understood this Code of Conduct, as well as assisting the school in our aim to provide safe and comfortable journeys to and from school for students by:**

- ensuring your child knows the safest route between home and their bus stop and the safest crossing points on their route
- ensuring your child knows that, in the event the bus has to make an unscheduled stop, he or she must follow the driver's instructions and not leave the vehicle unless instructed to do so. If your child does leave the vehicle without permission, they do so at their own risk and neither the driver, the transport operator, nor the school is responsible for that child
- ensuring your child has the telephone numbers for the school and for you, for contact purposes in the event that the bus does not arrive within 20 minutes of the scheduled time, or if access to the bus is refused

If your child behaves anti-socially or causes damage at the bus stop or on school transport, he/she risks being banned from using the transport. If your child is either temporarily or permanently banned from school transport, it will be your responsibility to ensure your child continues to attend school. In the event of your child's actions resulting in any damage, it will be your financial responsibility to meet the costs for repair or replacement of equipment or property.

## **Advice to and Responsibilities of Transport Operator**

**The safety and welfare of our students is of paramount importance. The Transport Operator will therefore ensure that:**

- all drivers will be Disclosure and Barring Service checked and this will be undertaken through Central Bedfordshire Council
- all drivers are suitably licensed and insured for the conveyance of school children
- the route and pick-up/set-down points agreed with the school are adhered to
- the vehicle(s) provided are suitable for the number of students being transported and the routes
- drivers have the means to communicate directly with their depot at all times
- drivers are made aware of their obligations (see below)
- the school's permission is sought for the use of CCTV cameras, which may only be used for the purposes of monitoring behaviour or investigating complaints



- all CCTV images are securely held by the operator and not disclosed to any third party without the express permission of the Headteacher or Chair of Governors

**The Driver is responsible for the safety of students for the duration of the journey. Drivers of school transport must:**

- be presentable and courteous at all times
- be in possession of an appropriate licence to drive the vehicle being, be able to produce the licence on demand and disclose any convictions immediately to the operator.
- adhere to the scheduled route and timings, unless there are exceptional circumstances (e.g. a road closure). Under such circumstances, the driver must notify their Operator so that the school and/or parents may be notified of any delay
- never leave a designated collection point earlier than the published time
- request students to remain on the bus in the event of a breakdown. Students may not legally be held on board and if a student insists on disembarking the driver must report the name of the student to the Operator who will inform the school immediately
- not sell or supply students with goods of any kind or stop on route for students to make purchases
- not have any physical contact with any student except to provide help in an emergency or in exceptional circumstances (e.g. a student trips when leaving or entering the vehicle); nor enter into discussions of an inappropriate nature. A breach of these conditions will result in immediate and permanent removal of a driver from school-provided transport
- only stop at designated pick-up/drop-off points other than for exceptional reasons such as student safety
- not stop en route unless the driver is genuinely concerned for the safety of passengers. If the driver does stop, it must be in a safe place and for as short a period of time as possible. The driver must notify the Operator of any break in the journey and the reason for it, and the Operator must inform the school
- not try to resolve any acts of misconduct (unless the student's behaviour presents a danger to the vehicle or other passengers), but should report the names of any miscreants to the school at the earliest opportunity. The driver has the right to refuse to transport such a student until the matter has been fully resolved, but only after contacting the school for authorisation.

**Any queries about this Code of Conduct or concerns about the journey to and from school should be referred to the School Business Manager at the school by telephoning 01525 636700 or by e-mail to [office@vandyke.cbeds.co.uk](mailto:office@vandyke.cbeds.co.uk)**