

# Safety Guidance when using School Minibuses

## Advice to Parents and Guardians

Ensuring your child is taught how to be safe when on and around the minibuses and the road, is of paramount importance. As such, we ask you read and agree, to the following guidelines, before allowing your child to make any minibus journeys. Please make sure they understand that the school minibuses are not places for play.

## Behaviour

Please make sure your child understands that misbehaving on or around the minibus can be dangerous and the school will not tolerate such behaviour. Children must

- Listen to and follow the driver's instructions always please
- They should understand that misbehaviour may result in the minibus journey being delayed, until the incident has been dealt with
- That any such the matter will be reported to the school and parents

## Being Punctual

Please ensure your child is ready for collection at the designated time. Remember, it is your responsibility to ensure your child gets to and from the minibus pick up / drop off points safely. Make sure your child knows what to do if the minibus is late or does not arrive at the designated time.

## Not going to be on the Minibus

If your child is booked to travel on the minibus to or from school and for some reason they will not take the journey, please ensure that you notify the driver as soon as possible (Please send a TEXT), so that the journey is not disrupted and delayed whilst the minibus waits for a child, who will not be travelling.

## Wait with your Child

Please wait with your child in the designated collection / drop off location. If you are meeting the minibus on the journey home, please ensure you are on the same side of the road as the minibuses' direction of travel. This is to avoid you having to call your child across the road, as children don't always consider the traffic around them and could run out into the road.

## Safe Walking and Crossing

Make sure your child knows and understands the Green Cross Code. Children don't tend to judge speed or distances very well and therefore must not be allowed to cross the road unaccompanied. For up-to-date advice on road safety, contact your local Road Safety Officer.

## Meeting your Child

If you have specified that your child is to be met from the minibus, please make sure that you, or the designated person / carer, are at the drop off point, waiting for the minibus to arrive. If for some reason you or the designated person / carer are going to be late, please call or text the minibus driver directly so that alternative arrangements can be made.

## Contact Details

Please make sure that all the contact details you have provided the school are up to date. If the minibus driver calls or messages you, to avoid delays we would be grateful if calls or messages are answered as quickly as possible.

## Medical Details

Please ensure that any additional medical information about your child is relayed to the school / transport department, so that the minibus drivers can be updated and act accordingly.



## Medication

The minibus drivers and / or any travelling teaching staff on the minibus, are not able to give medical treatment, other than immediate First Aid, to your child. If your child needs to take medication during a trip, please flag this in advance to the trip organisers. It may be possible for them to take a medically qualified assistant on the journey, or to arrange for a medically qualified person to train a non-medically qualified assistant, to provide any medication. They will need time and written consent from the child's parent / carer to make these arrangements.

## Other Factors

Please advise the driver if there is an 'out of the norm', difficulty with your child, on any given day. However, please be mindful that it is your responsibility to decide whether your child is fit to travel or not.

## Damage to School Minibuses

Any form of vandalism, caused by your child whilst on a minibus is unacceptable. Such actions will be deemed your responsibility and you will be expected to reimburse King's Ely for any damage caused. Furthermore, it may also result in your child being permanently removed from the school minibuses. Likewise, unreasonable / unruly behaviour will not be tolerated, whether towards other children or the driver.

## Concerns

If you have any concerns relating to the Minibus Service, please feel free to discuss them with the Transport Manager in the first instance.

## Advice for Children

- Once you arrive at the minibus, please do not stray elsewhere, as the minibus may depart without you.
- Please come directly to the minibus, fully prepared and ready to set off.
- If required, please make sure you that you have been to the toilet before you get on the minibus.
- Don't push or rush towards the minibus when it arrives.
- Find a seat quickly and quietly without pushing and put on your seatbelt. **The wearing of seatbelts is a legal requirement and therefore compulsory for all journeys.**
- **Please stay seated when the minibus is always moving and keep your seatbelt on.**
- Wait until the minibus has stopped and the driver has told you to undo your seatbelt, before getting up to leave.
- Make sure your bags are correctly stored or ask the driver for help.
- It is dangerous to kneel on your seat. Please don't do it!
- Only speak to the driver in an emergency situation or when they are not driving.
- If you need to use the toilet or you feel unwell during the journey, please tell the driver as soon as possible, if a passenger assistant is not travelling on the minibus.
- Don't throw things or play about, in the minibus.
- Take your belongings with you when you leave the minibus, except in an emergency when you should leave them behind.
- **Don't leave litter on the minibus.** Please ensure that you take it with you.
- If you have left something behind on the minibus, take care if you decide to try and re-board, as the driver may be pulling away.
- If you have to cross the road after getting off the minibus, wait until the minibus has moved away so you have a clear view of carriageway. Remember your Green Cross Code.