

# **Bus/Taxi Policy**

## **SOUTH OTTERINGTON PRIMARY SCHOOL**

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#### **Introduction**

All the vehicles used by NYCC are subject to regular inspections and the drivers and assistants all have the relevant clearance to work with children.

NYCC take all reasonable precautions to ensure the safety of pupils using the vehicles.

Pupils are expected to behave whilst travelling and wear a seatbelt, where fitted. Parents are reminded they are solely responsible for the safety of their children both before they board and after disembarking the vehicle and for ensuring their children get to and from the nearest pickup point on time.

A member of school staff will see children safely onto the bus (or into the taxi) at the end of the day and greet them in the morning (as they arrive in the school car park). The staff member will escort them safely into the playground enclosure. The 'transport register' will be prepared by admin staff and completed by the member of staff who accompanies the pupils to the vehicle/s at the end of the day.

#### **Expectations of Behaviour:**

1. Pupils must respect and obey the driver at all times, and behave appropriately in line with the school rules.
2. Pupils must sit sensibly in their seat and remain seated, with their seatbelt fastened, for the entire ride. Movement around the vehicle during the journey is not allowed.
3. Younger pupils need to sit near the front of the bus and older students towards the back. Pupils should always sit in the rear seat if travelling in a taxi.
4. Head, hands and feet must be kept inside the vehicle at all times, and windows should remain closed to ensure efficient air conditioning in the vehicle.
5. Eating and/or drinking in the vehicle are not permitted.
6. Students should talk quietly – shouting is not acceptable behaviour.
7. The driver must not be distracted at any time during the journey.
8. Pupils must not deface or damage the vehicle in any way and must not tamper with safety or emergency equipment, or the exit doors.
9. Students should not drop litter; if they see litter in the vehicle, it should be removed before leaving.

#### **Breakdown**

In the event of a breakdown which is not on school premises, the driver must contact school immediately. Parents will be contacted by school and advised of the plan of action whether this is to transfer to another vehicle provided by NYCC or for a parent/carer or member of school staff to collect pupils from the location of the breakdown. Pupil safety is paramount at all time and lines of communication must remain open until pupils reach their final destination.

**Useful Website:** <https://www.northyorks.gov.uk/school-transport-reception-year-11-children>