



KEW COLLEGE PREP

Minibus Service Policy and Procedures

Kew College Prep aims to facilitate a safe and reliable minibus service between the Chiswick area and the school.

Introduction

The safety of pupils travelling on our minibus is of paramount importance. It is the right of all travellers to have the safest possible service provided. The driver will treat all pupils respectfully and in turn will be treated respectfully by all pupils. It is the responsibility of all travellers to ensure that the driver is able to perform their duties free from distraction and worry about their conduct. Pupils are responsible for their own behaviour and should adhere to expectations and rules in place.

The School

The school is responsible for the daily operations of the school minibus system at all levels. The school will also ensure that its drivers are kept up to date with relevant bus safety and legislative changes. The school will be responsible for:

1. The arrivals and departures of the minibus and communication with the driver as necessary
2. Dealing with complaints and suggestions in relation to the service operation.
3. Ensuring the minibus has an up-to-date PSV operator's licence, is appropriately insured, has a valid MOT and is serviced regularly.
4. Ensuring that the driver will do their utmost to adhere to the scheduled pick-up and drop off times.
5. Ensuring that the driver will register each child as they get onto the bus, ensuring that they are properly strapped in.
6. If a child is not at the bus stop by the designated departure morning time, to ensure that the driver should not wait and should continue to the next stop.
7. If an adult is not at the bus stop in the afternoons, to ensure that the driver does not make the bus late by waiting for late adults. Instead, any children not picked up will be taken back to school.
8. Ensuring that the driver is aware of the need to adhere to the speed limit and according to road conditions.
9. Ensuring that any poor behaviour is dealt with in an appropriate manner in line with school policies.

In the case of driver illness, we will endeavour to run the bus with an alternative driver. However, if that is impossible and we must cancel the service on any given day, we will message parents at the earliest opportunity to give as much notice as possible.

Pupil Responsibilities

Pupils must respect the transportation rules and regulations. They must understand that the driver is in charge on the bus and is responsible for their safety and wellbeing.

Parents are expected to reinforce these expectations with their children. The school will also do so.

All pupils must abide by the following rules and expectations:

- I will get on and off the bus in an orderly way/as instructed by the driver, so I do not hurt myself or other passengers.
- On boarding the minibus, I will put on my seat belt (or allow an adult to fasten it for me) and keep it on for the entire duration of the journey.
- I will make sure my bags do not block aisles or exits.
- I will not leave my seat at any point during the journey unless given permission to do so by the driver.
- I will not attempt to distract the driver during the journey.
- I will talk at a sensible volume and avoid noise which may distract the driver.
- I will behave in a courteous manner to others on the bus
- I will treat the minibus with respect at all times

Most problems can be handled by the bus driver by explaining to the pupil what is required and why. If the problem persists, or if it is of a serious nature, the driver will refer the matter to senior school staff with a written report, if required.

Parent Responsibilities

1. Parents/carers must accompany their child/ren to the bus stop and see them safely on the minibus.
2. Parents/carers are responsible for their child/ren until they board the minibus.

3. It will be the parents' responsibility to ensure their child/ren are at their bus pick-up point before the departure time. In the interests of the other passengers, the bus will leave each stop promptly at the advised time.
4. Parents must be at the bus stop to collect their child in good time in the afternoons with the exception of Year 6 children whose parents indicate via Classroom Cloud that they may walk home alone.
5. The bus will depart the school in the mornings before absence messages are relayed so the driver will assume that a child is absent that day if they do not attend the bus stop at the allotted time.
6. Parents/carers should call the school if their child is no longer to travel on the bus on that particular day. Other changes can be made via Classroom Cloud.

The Driver Will:

1. Follow the scheduled times, route descriptions and stop locations determined by the school. Any changes to the route must be approved by the school before implementation.
2. The driver will ensure that each pupil is properly strapped in.
3. Maintain good behaviour on the school bus. The driver should remind pupils of behaviour expectations and report any repeated poor behaviour or serious issues to senior staff at the school immediately.
4. Find a safe place to pull over and assist with the situation if a child will not stay seated or is unwell on the minibus.
5. Never allow a pupil to get off the minibus if there is not a responsible adult to supervise the child. In such an event the driver must contact the school office.
6. Never leave the minibus unattended when there are pupils on board.
7. Never smoke on the minibus nor drive the minibus whilst under the influence of alcohol or drugs.

Capacity

No more than 16 passengers and a driver may be carried in the school minibus at any one time.

Breakdown Procedure

Should the minibus break down, pupils must follow the driver's instructions and not leave the area unless given specific approval by the driver. Assistance will be provided by the school, as required.

Accident Procedure

In the event of an accident, the first response should be:

1. Deal with any injured persons
2. Ensure the safety of everyone involved
3. If necessary, call the emergency services
4. Call the school

In all cases, stop at the scene and take the names, addresses and telephone numbers of people involved, including independent witnesses. Take photos of the accident scene from various angles if possible. Breakdown procedures (above) should be carried out if necessary. Emergency contact numbers are available in the minibus file (carried on all journeys).

General

Any member of staff who has queries relating to the driving of the school minibus or its condition should bring them to the attention of the Head of Finance and Operations

Head of Finance and Operations

1. Ensures that all recruitment checks have been undertaken for drivers and that they are duly qualified and properly licenced to drive the minibus.
2. Ensures all drivers have read and understood this policy and have signed a declaration confirming this.
3. Follows through on any complaints received about the service.

How to book at place on the Chiswick Minibus service

Parents can book and pay for their child's place on the bus via: [SchoolCloud - Kew College](#)

A reservation can be cancelled up until the day of the trip by logging onto SchoolCloud. Please then contact the school who will be able to issue a refund. Please note that any non-appearances on the day without prior cancellation on SchoolCloud will not be eligible for a refund.

How to track the minibus

The minibus is fitted with a **tracker**. This is to aid parents so they can follow the minibus, especially in the afternoons, to ensure they are at the stop on time. Parents can access the tracker by downloading **Quartix Tracking App** and input the details below:

Subscriber ID: Kew College

Username: admin

Password: KewCollege1@

Approved by:	Updated by:
Name: Jane Bond	Name: Jim Francis
Title: Head	Title: Head of Finance and Operations
Date: 2 Sep 2024	Date: 2 Sep 2024