



## RIKKYO SCHOOL IN ENGLAND

### Transport Policy

Date	Review Date	Coordinator	Headmaster
October 2024	October 2025	Fiona McAllister	Mr. T Okano

#### We believe this policy relates to the following legislation:

- ☐ Health and Safety at Work Act 1974
- ☐ Employers' Health and Safety Policy Statements (Exception) Regulations 1975
- ☐ Safety Representatives and Safety Committees Regulations 1977
- ☐ Management of Health and Safety at Work Regulations 1999
- ☐ Education (School Premises) Regulations 1999
- ☐ Equality Act 2010
- ☐ School Premises (England) Regulations 2012

The following documentation is also related to this policy:

- ☐ Equality Act 2010: Advice for Schools (DfE)
- ☐ Managing for Health and Safety (HSE)

We recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions (on the school premises and during school-sponsored activities), equipment and systems of work for all our pupils, school personnel and visitors to the school.

We acknowledge that we have a duty to provide transport of a very high standard in order to transport pupils to various locations and events and to ensure that we comply with all health and safety procedures.

Transport includes all vehicles owned or hired by the school to take children on educational visits and sporting activities.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.

#### Protocol for Use of the School Minibuses and Cars

##### **School Visits with Journeys of less than an Hour**

Staff will need to satisfy the following conditions before driving students in the School minibus/car:

1. They must be in possession of a full Driving Licence covering Sections A and B, or D1. Any driver who qualified after 1997 will also have to have passed a DVLA minibus test (if driving a minibus) as well as possessing a D1 category License. Copies of Driving Licenses of authorised drivers are held by the Bursar and the Transport manager Andrew Hooker.
2. All Drivers need to have attended the schools Driving assessment prior to driving Students



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3. They will need to have undergone RoSPA training or its equivalent.
4. They will have read guidance on what to do in the event of an accident (copies kept in vehicles).
5. They must not have taken alcohol in the ten hours preceding the planned trip.

All drivers of the minibus/car must note that the responsibility for the vehicle while it is out on the road is theirs, from the time they start driving until the vehicle is emptied back at the school. Although the bus/car is checked by the Transport Manager weekly, all drivers remain ultimately responsible for the safe condition of the vehicle.

Drivers should allow sufficient time before the journey to carry out the following checks:

1. There is enough fuel for the journey and that lights, horn, indicators, brakes and windscreen wipers work correctly
2. All passengers are wearing seat belts correctly. This must be checked visually, either by the driver, or if there are two adults present the person in charge
3. the doors are firmly closed but left unlocked in case an emergency exit from the vehicle is required
4. All baggage and equipment is safely stowed and not blocking the exits. This particularly applies to the rear exit, where bags stowed behind the rear seats may impede egress through the rear doors
5. Their mobile phone is off. Any calls that need to be made or received must be from a minibus/car that is at a safe standstill
6. they have the school mobile that has the unlisted number
7. all the children are fit to travel
8. they themselves are fit to drive
9. someone at the School, during the working day, knows exactly who is on the bus/car
10. they have sighted the emergency procedures information in the minibus and the emergency equipment in the bus before departure

### **Fuel**

Please use School Credit cards if possible. All receipts should be passed to the Business Manager. As a rule, the bus/car should be refuelled when the gauge shows less than half full.

### **Defects**

Any defects that become apparent during the journey must be recorded on the book provided in the minibus/car which must then be passed to Mr Andrew Hooker as soon as possible. Leaving notification until the following day may jeopardize the safety of the next booked trip

### **Records**

A record of the driver, nature of journey and mileage must be entered for all journeys into the driving log. This must be entered by the driver on taking over the vehicle (signing for the vehicle) and when the journey is completed and the vehicle emptied.

### **Safety**

When driving the minibus/car with children on board, drivers should take particular care when exiting the School and turning right on the A281, Guildford-Horsham Road, as this is a fast route with hidden dips.



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### **Speed Limits**

The minibus/car speed limit is 60mph on de-restricted dual carriageways and 70mph on motorways. The newer minibuses are fitted with speed limiters set to a maximum of 62mph. Drivers should be aware of this when overtaking on motorways.

### **Small Bus Permit**

All drivers should be aware that, for legal reasons, all minibuses display a Small Bus Permit (Section 19). It is possible that a random police check might require this information.

### **Protocol for Use of the School Minibuses and Cars**

#### **School Visits with Journeys of more than an Hour**

1. These journeys will require two school representatives in the bus/car.
2. The driver should ensure before departure that the bus/car has adequate supplies of windscreen cleaning fluid and also a windscreen scraper
3. Drivers will need to take a substantial break after a maximum of 90 minutes journey time. The length of this break will depend upon variables such as the size of the group, the total length of the journey and the stage of the break within the journey but it must be long enough for everyone to feel suitably refreshed.
4. No one driver may drive for more than a total of four hours, excluding breaks, in any one journey. This should be reduced, depending on the stage of the working day or other conditions which may affect the overall ability of the member of staff to drive safely e.g. Lack of sleep after a weekend out of school, or physical activity.
5. The driver will need to ensure that an itinerary has been left with an appropriate person at the School, normally Transport Manager or SMT.
6. The driver will be responsible for the security of the minibus overnight and must ensure the vehicle is parked legally and responsibly
7. The Transport manager may send students out in school owned vehicles without an escort, provided the SMT are in agreement.

### **Protocol for use of Vehicles/ Services supplied by an external company.**

Occasionally the school will hire external companies to transport students to the Airport or on excursions. Students are usually accompanied by a representative of Rikkyo School, however sometimes this isn't possible. (Student arriving from the Airport) Where possible all efforts will be made to ensure that due diligence is carried out on the companies we are using for these services. The transport manager coordinates these hires on behalf of the school, and is in regular contact with the companies we use.

#### **What to do in the event of breakdown or an accident**

1. All drivers must be aware of how to use the vehicle Fire Extinguisher.
2. All drivers must be aware of what to do in the event of breakdown and accident. Copies of the guidance are held by the Transport Manager, and in each vehicle.
3. Under no circumstances should students be left unsupervised. If the driver is injured and if he/she is able to do so he/she should endeavor to contact the School to arrange for a member of staff to go to the scene of the accident as soon as possible.
4. All contact with the media should be avoided, instead referring all queries to the School.



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### Aims

- ☐ To ensure that the provision of transport in order to transport students to educational and sporting activities is of a very high standard and that all safety procedures are in place.
- ☐ To ensure compliance with all relevant legislation connected to this policy.
- ☐ To work with other schools and the local authority to share good practice in order to improve this policy.

### Procedure

#### Role of the Headmaster

The Headmaster will:

- ☐ ensure all school personnel are aware of and comply with this policy;
- ☐ make effective use of relevant research and information to improve this policy;
- ☐ provide guidance, support and training to all staff;
- ☐ ensure the appropriate insurance cover is in place;
- ☐ The vehicle must have current road tax
- ☐ The vehicle must have a current MOT

#### Role of School Personnel

School personnel will:

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| ☐ comply with all aspects of this policy;  | ☐ Risk Assessments   |
| ☐ be made aware of all procedures dealing with educational visits;   | ☐ All coaches hired from a reputable firm and comply with all safety regulations             |
| ☐ undertake appropriate training;  | ☐ The teacher in charge must take the school mobile on all trips and use a planned itinerary |
| ☐ be aware of all other linked policies;   | ☐ Ensure students wear seat or lap belts   |
| ☐ maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values; |  |

#### Raising Awareness of this Policy

We will raise awareness of this policy via:

- ☐ the school website
- ☐ on induction to the school
- ☐ meetings with school personnel
- ☐ Training with the Transport manager

#### Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Headmaster.