



Transport Policy

Adopted by Trustees:	
Signed:	
Date:	October 2023
This policy is reviewed tri-annually by the Audit and Risk Committee.	
Review date:	October 2026

POLICY INFORMATION

Date of last review:	October 2023	Review period:	3 years
Date ratified by Trustees:		Trustee committee responsible:	Audit and Risk
Policy owner:	Chief Operations Officer	Executive team member responsible:	Chief Operations Officer

Reviews/revisions

Review date	Changes made	By whom
September 2023	Policy created.	LMC

Equality and GDPR

All Penk Valley Academy Trust policies should be read in conjunction with our Equal Opportunities and GDPR policies.

Statement of principle – Equality

We will take all possible steps to ensure that this policy does not discriminate, either directly or indirectly against any individual or group of individuals. When compiling, monitoring and reviewing the policy we will consider the likely impact on the promotion of all aspects of equality as described in the Equality Act 2010.

Statement of principle – GDPR

Penk Valley Academy Trust recognises the serious issues that can occur as a consequence in failing to protect an individual adult's or child's personal and sensitive data. These include emotional distress, physical safety, child protection, loss of assets, fraud and other criminal acts.

Penk Valley Academy Trust is therefore committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in line with the data protection principles and the Data Protection Act (DPA)/GDPR.

Penk Valley Academy Trust will be referred to as **PVAT** for the remainder of the document which includes all schools who are members of PVAT, business operations and centralised services.

TRANSPORT POLICY

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1. Aim

This policy has been created to support and promote the safe and sustainable travel of pupils, as well as school-organised travel, and to highlight good practice. This policy should be adhered to by all staff members, pupils, parents and volunteers. The Transport Policy should be read in conjunction with other PVAT policies and DFE guidance. Policies include:

- Behaviour Policy
- Safeguarding Policy
- Charges and Remission Policy
- Complaints Policy

Section A: General procedures

2. PVAT transport to school

Walking and cycling

This is the preferred method of transport. Walking and cycling have benefits to health and wellbeing as well reducing our impact on the environment and on traffic congestion.

All schools have cycle bays. Bikes and scooters are left at the risk of the owner and we recommend using a good lock to secure them.

a) By car

If pupils are travelling into school by car, please note:

- Carparks are not available at all schools
- Please carshare where possible
- Do not sit in the car with the engine running as children and others are breathing in the fumes
- Park considerately. Do not block access and remember emergency vehicles may need access to a school at all times of the day
- Do not park in areas designated for staff only

b) Buses, coaches and minibuses

i) Catchment area children

Staffordshire County Council provide free transport for all children within our schools' catchment areas. This is wholly owned and managed by Staffordshire County Council and details can be found at the following location or through Staffordshire County Council:

<https://www.staffordshire.gov.uk/Education/Schooltransport/homepage.aspx>

ii) Non catchment area transport

We offer coach and minibus transfer for those children not within a catchment area. We charge the face value cost for running the service without which the service would not be able to run. If students live out of catchment, it is the parents' responsibility to arrange their children's transport to and from school. If PVAT transport is the preferred option, this policy must be abided by.

- Coaches - provided by a contracted-out tender
- Minibus - provided by the school and may be a mix of pupils from across PVAT
- Public transport - Parents may choose to use public transport

3. School trips (including those related to The Duke of Edinburgh Award)

Pre-booked trips follow the same guidance as coaches or school minibuses and may incur a cost to cover the service.

All school trips are planned and risk assessed using the Staffordshire County Council's Evolve system.

4. Other transport

- a) Taxis can be used where deemed necessary either by the school, PVAT or Staffordshire County Council. The precise situation for the use of a taxi may vary according to various criteria including staffing, finance and logistics.
- b) Travel with teaching staff. Where there is a need during an emergency situation the following ratios will apply:
 - Where one child is being transported two members of staff will always be in the vehicle.
 - Where only one staff member is available a minimum of two pupils will be transported.
- c) Private vehicles will have business insurance.

5. Payment schedule

Payment for transport is via Parent Pay. The non-refundable deposit to secure your place on the bus service must be received by 1st September.

The balance payment of the full cost for transport must be received by 31st December in the same year.

To see our current charges please see the charges and remissions policy below.

<https://www.penkvalley.co.uk/wp-content/uploads/FRPVAT010-PVAT-Charges-Remissions-Debt-policy-June-2022.pdf>

For new pupil starters, the Parent Pay account is setup in the summer term ready for the September intake and is linked with the school the child will be attending.

In year transfers please contact your school office.

Free School Meal eligibility invites a discount.

6. Lost travel passes

There will be a charge for replacement travel passes.

- a) **Catchment transport** - In catchment replacement passes will be payable via Staffordshire County Council:

<https://www.staffordshire.gov.uk/Education/Schooltransport/Replacement-school-bus-passes/Replacement-school-bus-passes.aspx>

b) Out of catchment

Out of catchment replacement passes will cost £10.00 payable on Parent Pay.

Section B: Safeguarding

7. Safeguarding

a) Third party coaches are subject to a procurement process which defines the safeguarding arrangements for the company to be in place. This includes, but is not limited to, Enhanced DBS checks and suitable safeguarding training.

b) The PVAT minibus service

All staff undergo Level 1 Safeguarding training and all staff have an Enhanced DBS check. All minibus drivers undergo the appropriate Staffordshire County Council Minibus training.

c) Staffordshire County Council Taxis

Companies are instructed and checked for suitability by the Council.

d) School taxi firms

We use the same companies as Staffordshire County Council to ensure continuity.

e) Travel in staff / teachers' own vehicles

Staff and governors should never give lifts to pupils without clearing it with a senior member of staff. On the rare occasion this may be necessary, there will always be two members of staff for a single pupil or two pupils for a single member of staff.

8. Pupils' behaviour

Behaviour on any of the school or school related transport is vital and only exemplary behaviour will be tolerated. Pupils are reminded that, at all times, they are representing their school, their family, their local community as well as Penk Valley Academy Trust.

Pupils' behaviour on any form of transport should be of the highest standards upholding both the school values and the 3 rules of:

- *Be Ready*
- *Be Respectful*
- *Be Safe/Responsible*

Each school has its own behaviour policy, but this policy applies to behaviour on any PVAT transport to and from school.

- [Penkridge Middle school](#)
- [The Rural Enterprise academy](#)
- [Wolgarston High school](#)

These standards of behaviour and politeness also apply outside the school and with any other person that children encounter either on the transport or while waiting or disembarking. Other people include transport personnel, pupils or staff from other schools, fellow passengers and members of the public.

All pupils, on any form of transport, need to follow the instructions of the driver, school staff or any other designated adults without exception.

Pupils' behaviour is the parents'/carers' responsibility. Any pupil found to have caused damage, brought the school into disrepute, engage in antisocial behaviour or abusive behaviour, may have their travel pass revoked without refund. If a pass is withdrawn it will be the responsibility of the parent/carer to organise and pay for alternative travel to school.

Where damage occurs the school and PVAT reserve the right to recharge the repair costs to the pupil and parents/carers as well as withdrawing passes.

Should a student's travel pass be revoked, the parent/carer will be informed in writing. Should the parent wish to appeal the decision, the Complaints Policy should be followed, in conjunction with any other appropriate policies.

Poor behaviour on transport could also lead to other school sanctions such as being given detentions, prevented from attending school trips or any other school activities.

Serious cases of abusive behaviour, damage or dangerous behaviour could also result in suspension or exclusion from school.

Whilst using any transport pupils **must**:

- Follow instructions of the driver or any other designated adult
- Remain seated throughout the journey with seatbelts fastened
- Engage in calm and quiet activity
- Put bags away so they do not block seats or aisle

Pupils must **not**

- Change seats during the journey
- Place their feet on seats
- Speak or distract the driver during the journey unless there is an emergency
- Use emergency exits or doors unless instructed to do so or there is genuine emergency
- Leave any litter behind
- Deliberately cause any damage
- Interfere with the driver's or any passenger's personal property
- Intimidate or bully other pupils or passengers
- Use a phone or recording device to obtain images, audio or video of the driver or other passengers
- Possess any object that could reasonably be considered dangerous
- Behave in any way which may cause any danger or distress to the driver or any other passenger

9. Bus passes

All pupils must carry their issued bus pass and show this to the driver or other members of staff supervising entry on to the bus.

Failure to present the pass when requested will result in the pupil not being able to board the bus / coach.

10. Late collection and non-collection of children

a) Late collection

Staff and parents/carers must work together to ensure pupils are safe. The school should be notified immediately should it become apparent the person collecting their child/children will be late or not present at the transport destination address.

In the event of late collection or a responsible person not available, the student/taxi driver will make the situation known to a member of staff and be supervised. We will allow a 15-minute window for late arrival. Following this, we will attempt to contact the parents on the phone numbers provided to the school. If this is unsuccessful, we will attempt to contact the emergency contacts provided.

The school will keep a record of incidents where parents/carers are late or unavailable for no explained or valid reason, or where there are repeated incidents in line with our Safeguarding policy.

If a parent/carer wishes their child to be collected by another party who does not have parental/care responsibility, whether this is a regular or single occurrence, this must be put in writing either by letter or e-mail to the School office to ensure the safety of the child.

In an emergency, verbal consent may be given for an agreed person to take their child home/or taken to an alternative known address. A password will be requested to be used by both parties to ensure the identity of the person with separate verification from the parent/carer.

b) Non-collection

In the event a student is not collected by an authorised adult or available for hand-over from transportation and no contact has been established within forty-five minutes to one hour of the usual collection time, the school will follow child protection procedures and the Police will be informed and a safeguarding referral to Children's Services will be made.

Under no circumstances will staff go to look for the parent/carer or take the child home with them.

A letter will be sent to the parents notifying them of the existing arrangements in place and inviting them to discuss any changes that need to be made. It is important that the school and parents/carers do everything possible to avoid a recurrence of the situation.

11. Pupils with medical needs

When a school makes transport arrangements for a child with medical needs, they should conduct a risk assessment to consider how those needs might affect their child during a school trip or their home to school journey and put in place proportionate arrangements to manage those needs. This is likely to involve a consultation with the parent/carer, child, school and consideration of any information in an EHC plan. It should ensure the driver of a vehicle providing transport needs (trips or home to school dedicated transport) and any designated passenger assistant involved in providing the pupil's transport, are aware of the pupil's needs, how to respond to them and have received any training necessary to enable them to do so.

12. Vehicle safety

School minibuses and coaches used to transport children (trips and to and from school) are subject to legislation on safety standards. PVAT will ensure that they are satisfied that the vehicles used are appropriate for the types of journeys planned.

All transportation provided have fitted seat belts for the use of all children. It is the responsibility of the child to ensure that their seat belt is worn appropriately whilst travelling on all provided transportation.

13. Dash Cam/Bus CCTV

Dash Cams within PVAT vehicles are to assist in the protection and safety of persons and property, the prevention or detection of criminal offences, behaviour management and the defence of legal claims. Please refer to the Dash Cam/CCTV policy for more information.

Principles

The following principles apply:

- i. Dash Cams will be installed when appropriate in company vehicles.
- ii. Dash Cams are set up to record external situations, forward facing of the vehicle. In addition and, where justified, rear facing cameras and internal passenger area cameras may be used
- iii. If there is a Dash Cam in their vehicle all drivees will be made aware and will have been provided with the manufacturer's overview sheet, which they are requested to sign. For new employees joining the driving team this is carried out as part of their induction.
- iv. No images and information will be stored except where a relevant incident has occurred.
- v. Access to retained images and information will be restricted, with clearly defined rules to Designated Responsible Persons (DRPs) who can gain access.
- vi. The Dash Cam is not normally active and cannot be remotely viewed in real time. The Dash Cam cannot be accessed covertly to monitor the quality and amount of work completed by employees, nor can it be used in real time to track the employees' movements. However, where an incident is captured that reveals inappropriate conduct that cannot in good conscience be ignored, PVAT, reserve the right to process in their business interests. This may include grievance or disciplinary proceedings, defence or litigation of a legal claim and for driver training.
- vii. When relevant to do so, Dash Cam footage may be retained and used for future Health & Safety training, including the improvement in Safety Quality and Training of drivers. We shall seek the employee's consent, if we wish to use footage for this purpose.
- viii. Recorded images and information will be subject to appropriate security measures to safeguard against unauthorised access and use.

a) Dash Cam recordings

Access is approved on an incident-by-incident basis. Once access is approved by the Designated Responsible Person, recorded footage can be reviewed (not deleted or amended) by:

- Chief Executive Officer, Chief Finance Officer and Chief Operating Officer
- Data Protection Officer
- School Office Manager
- Driver Trainers
- Statutory bodies such as Police, HSE, etc.
- Any other person with interest must obtain authority from the Data Protection Officer to view recorded footage, providing reasons and justification.

Any persons whose images are recorded have a right to view those images, and to be provided with a copy of those images, within one month of making a written Subject Access Request. Availability of images will be subject to the retention period. Employees making such a request should do so in writing, providing the relevant time and date of the image, so that they may be easily identifiable. The request should be made to enquiries@penkvalley.co.uk or by writing to Data Protection Officer, Penk Valley Academy Trust, Cannock Road, Penkridge, ST19 5RX.

Employees

As stated, the primary uses of Dash Cams are to assist in the Protection and Safety of Persons and Property, Prevention or Detection of Criminal Offences, Defence of Legal Claims and Driver Training. However, when Dash Cams are deployed, they are likely to capture pictures of employees and workers.

In accordance with the principle at a) vii) above, Dash Cam evidence may be used as part of an employee investigation where, in the reasonable belief of management, there may have been misconduct, or a breach of Health and Safety. In such cases the footage must be requested by the Human Resources Manager.

Where footage is used in disciplinary proceedings, it will be retained for the required duration as determined in the data retention policy. The employee will be permitted to see and respond to the images, in addition to their right to request a copy, which will be provided within one month.

Under appropriate circumstances the footage may be provided to Police (or other Competent Authority) with the intention to prosecute for criminal offences. In defence of legal claims, or in pursuance of civil recovery, footage may also be provided to our legal representatives with the intention of providing evidence before the courts.

Non-employees

Where an incident involves a third party, the relevant insurers will be informed of the details. While a third party may be made aware that there is recorded evidence in the form of Dash Cam footage, a copy of the recorded material can only be obtained if requested by the subject themselves. Where the footage infringes on the personal data of another and it is unreasonable to amend, then a request may be refused.

Third Parties should also be aware that under appropriate circumstances the footage may be provided to Police (or other Competent Authority) with the intention to prosecute for criminal offences. In defence of legal claims, or in pursuance of civil recovery, footage may also be provided to our legal representatives with the intention of providing evidence before the courts.

Section C: Communication, complaints and reporting

14. Process for reporting issues or complaints

a) Issues

Anyone wishing to raise an issue related to transport, please contact the relevant school office:

Penkridge Middle School - office@penkridge.staffs.sch.uk

The Rural Enterprise Academy - enquiries@ruralenterpriseacademy.com

Wolgarston High School - office@wolgarston.staffs.sch.uk

Alternatively, it can be reported centrally to Penk Valley Academy Trust enquiries@penkvalley.co.uk

b) Complaints

Any complaints about transport, including the operation of a Dash Cam system must go via PVAT Complaints Procedure. The Complaints Policy can be obtained on the PVAT or school website.