

TRANSPORT AND TRAVEL

This guidance is designed to support agreements on transport and travel procedures outlined in Section 2 & 3 of this manual, the Partnership and Service Agreements.

Staff should consider the advice of their professional association, when transporting students, via their own car or by driving a minibus.

1. Travel Insurance and Arrangements

A Duty of Care towards their students exists for all institutions **sending or transporting their students to placements for Work Related Curriculum activities**. It is in the interest of students, parents and institutions to obtain the appropriate information on travel arrangements, check the insurance position and obtain the appropriate consent from parents for such travel.

Risk assessments completed by Learning Bases on Transport and Travel are an important part of this process.

Collaborative working arrangements between institutions where students registered at Wolverhampton maintained schools under LMS are taking part are regarded as school visits for the purpose of insurance. They are covered to the same extent as they would be for other visits within the UK and require approval by the Head Teacher.

Staff transporting students in their cars must be sure they carry appropriate car insurance for such journeys.

Travel to and from the school at the start and end of the school day is the responsibility of the parent or guardian, however, and relies upon the public liability of the carrier (taxi, coach or bus company).

2. Minibuses

The driving of minibuses by staff is at present a very difficult area because of the conflicting advice from various agencies.

Teaching staff are **under no obligation to transport students**. Other staff may have such duties included in their contract. Where staff are involved in such activity they should consult the present Wolverhampton guidelines which are outlined in **Appendix 6a**.

References

Wolverhampton City Guidelines for Off-Site Visits

LMS Guide to Insurance Arrangements (copy should be available in your school)

Wolverhampton City Education Services Transport Guidelines

Risk Management and Insurance Services (RMIS) from Finance and Physical Resources. 01902 554565

Central Safety Unit

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TRANSPORT AND TRAVEL CHECKLIST

This checklist should be regarded as guidance only. Referral to the reference documentation or appropriate Wolverhampton City department may be necessary if any doubt exists about regulations and procedures.

Name:..... Role: Date:.....

		Yes	No	Don't know	Action needed
1	If minibuses are used to transport students, does the ratio of adult supervisors to students meet the Guidelines for the age group and needs of the students. (See section 74 Wolverhampton City Guidelines for Off-Site Visits)				
2	If staff deliver students in private cars, has the appropriate insurance been obtained and checked by the person I/C Work Related Learning?				
3	Have risk assessments on travel been carried out?				
4	Have appropriate contact numbers been lodged with: <ul style="list-style-type: none"> a The Learning Base b The Parent c The Learning Provider d The Student 				
5	Have parents given written permission for students to travel to the off-site Learning Provider by the means of transport as designated by the Learning Base?				
6	In the event that students will arrive home later than on a normal school day have parents been informed of the time of return?				
7	Have all parties been informed of what the arrangements are to be, in the case of travel problems to and from a placement, i.e. <ul style="list-style-type: none"> a Who is responsible for contacting parents? b Who is responsible for ensuring that students get home safely? 				

		Yes	No	Don't know	Action needed
8	Have all staff who are likely to be in one to one contact with students during journeys been CRB checked ? N.B. <i>Taxi drivers delivering students should be CRB checked at enhanced level</i>				
9	Have arrangements been made to escort students who are at risk when travelling alone e.g. pupils with learning needs, physical disabilities?				
10	Have arrangements been made for students who receive travel assistance to and from school in normal circumstances to receive such assistance when travelling to an alternative placement?				
11	Have students been informed not to accept lifts home from employees of the Learning Provider (other than by the designated travel arrangements)				
12	Have students been briefed about: a Expected behaviour during travel b Health and safety. i.e. seatbelts, safe methods of alighting, not leaving seat until vehicle has stopped etc. c What to do in the case of an accident				

Minibuses

WCC Guidelines for Off-Site Visits 02/04

These guidelines are designed for extended off site visits but may be of assistance when staff are undertaking risk assessments for transport and travel.

Minibuses should normally have an adult supervisor in addition to the driver. For longer journeys, two drivers are recommended. On coaches, there should be at least two adults in addition to the driver.

Category A: Vocational Visits and Work Experience

Secondary 1 adult : 20 group members

Special Needs: 1 adult : 3 group members

Profound Multiple Learning Difficulties/Epileptic:
1 adult : 1 group member

- There may be occasions, particularly when using Authority approved transport or for journeys between “school” sites, where the above ratio may reasonably be increased as determined and directed by individual Heads.
- Young people with challenging behaviour, or who are particularly disruptive, should be excluded from activity, unless the necessary staff provision is available to deal with any difficulties that may arise.

Category B: Out door Activities e.g. Camping, Canoeing, D of E Award, Sailing

Ratios are specified in detail for particular activities within section 3 and 4 of the Wolverhampton Safety Guidelines for Off-Site Visits

Category C: Visits Abroad

Ratios are specified in detail for particular activities within section 3 and 4 of the Wolverhampton Safety Guidelines for Off-Site Visits

* **PMLD Profound, Multiple Learning Difficulties**