

## **BUS PROCEDURE AND SCHOOL MINIBUS PROCEDURE**

---

<b>Date Policy Reviewed:</b>	9 October 2020
<b>Date of Next Review:</b>	9 October 2022
<b>Person(s) Responsible for Review:</b>	SLT - Bursary

### **BUS PROCEDURE - BEFORE SCHOOL**

**Parents must inform the School Secretary before 8:15am if their child/ren is/are not travelling by bus on that day to School.**

- 1) All buses arrive at St Helen's School and two members of Manor staff will be there to greet them and register their arrival.
- 2) The children and Manor staff walk from St Helen's School to The Manor.

**Manor staff will have a mobile phone with them to communicate with the Transport Coordinator at St Helen's School.**

### **STAFF BUS PROCEDURE - BEFORE SCHOOL**

#### **Bus Supervisors**

**8.00am** Pick-up the Bus Register from the School Office.

**8.05am** Walk to St Helen's School.

**8.15–8.50am** Register The Manor pupils and record the bus arrivals.

If a bus has not arrived by 8.50am, contact the Bus Coordinator for the Joint Bus Service to establish if the bus in question is delayed.

If a Bus is going to be delayed for an extensive period of time, the Bus Supervisor and any pupils must return to The Manor. Pupils arriving late should report to the School Office at St Helen's. A separate plan will then be put in place to ensure that the late arrivals arrive at school as safely and promptly as possible.

### **BUS PROCEDURE - AFTER SCHOOL**

- 1) Two members of staff on duty collect the daily bus list and the school mobile phone (in case of last minute changes of plan for individual pupils) from the School Office.



- 2) The children gather by the gate at the entrance to the Year 1 and Year 2 playground at 4:00pm. Children in Years 1 and 2 will be brought there by a member of staff.
- 3) The children are checked on the bus register, escorted on foot to St Helen's by the two members of staff.
- 4) The children are directed to the appropriate buses at St. Helen's. Staff should remain at St Helen's until all Manor children have got on to the appropriate bus (which will usually be by 4:15pm).
- 5) On the rare occasion when a bus is late and the members of staff cannot stay beyond 4:15pm due to other commitments they should ring the school office and a member of staff will come to relieve them. If a bus is running extremely late the children should be brought back to The Manor and put into Extended Day (Years 1 and 2) or the relevant Homework Club (Years 3 to 6) and the parents called. This would only happen after a discussion with the member of staff from St. Helen's who is on bus duty.

If there is any doubt about whether a child should travel on or off the bus the school will always retain the child at the school in Extended Day (Years 1 and 2) or the relevant Homework Club (Years 3 to 6) in the interests of the child's safety and the office will inform the parents.

## **SCHOOL MINIBUS PROCEDURE**

There are two members of Manor staff on each minibus – the driver and an accompanying adult to supervise the children. The children do not travel in the front seats of the bus, unless the bus is full, in which case, a Year 6 or Year 5 child may use the front seats. Parents are informed this may happen. The supervising adult sits in the back of the minibus with the children, unless the bus is full, in which case the adult sits in the front next to the driver.

A mobile phone is taken on each journey with the telephone contacts of all of the parents of minibus users on it. A file with contact details of all of the children in the school is also taken on each journey in case any other children use the service on an ad hoc basis.

### **In the morning**

A daily register is kept. The member of staff responsible for supervising the children marks each child as present when they get on the bus and, at the same time, confirms the going home arrangements and makes a note on the list. Before departure, the seat belts are checked.

Once at school, children from Reception to Year 2 are escorted to their classrooms by a Minibus Supervisor. When the children arrive in their classrooms they are asked again by their form teachers to confirm if they are on or off the minibus at the end of the day. If there are any anomalies a member of

the office staff telephones one of the parents to double check and the correct arrangement is confirmed.

### **At the end of the day**

At 3.45pm children from Reception to Year 2 are taken to the Food Technology Room by a member of staff, where they wait with the minibus team until the bus is ready to leave. Children in Years 3-6 join the minibus team in the Food Technology Room.

Names are checked by the minibus supervisor and once everyone is present, the children are escorted to the correct minibus.

Children are only allowed to get off the minibus at their stop when their parent or designated responsible adult is there to meet them.

### **If there is no parent/adult to meet a child at their bus stop**

In the event that a parent is late arriving at the stop the minibus will wait 5 minutes to give them time to arrive. The minibus team will attempt to make telephone contact with the parent/s. If possible an arrangement will be made to meet the bus at the next stop or a later stop along the route. If this is not possible, the child will stay on the minibus and return to The Manor and the parents will be contacted to make arrangements to collect their child from Extended Day.

## **BUS CONTACTS**

**Please contact The Manor in the first instance**

### **THE MANOR PREPARATORY SCHOOL**

School Office: 01235 858458  
David Ramm: 01235 858470  
School mobile (SHSK): 07983 885651  
Taxi Service: 07525 755090

### **TAPPINS**

Traffic Department: 01235 819393 (extension 418/9)

### **SHSK**

Main Office: 01235 520173  
Joint Bus Admin: 01235 546514