

BUS PROCEDURE AND SCHOOL MINIBUS PROCEDURE

Date Policy Reviewed	November 2025		
Date of Next Review	November 2027		
Person(s) Responsible for Review:	Owner:	Approver:	Board Approval:
	Operations Manager	DFO	n/a

This document describes the procedures relating to the use of school minibuses for transporting children to and from school in the morning and afternoon. It does not describe the procedures around taking school minibuses for fixtures, visits, other out of school activities, or hiring to third parties.

JBS (*Joint Bus Service, Managed by Vectare*)

JBS 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.

The JBS buses drop children off at the layby outside The Manor. A member of The Manor staff will be there to greet them and register their arrival.

The member of staff along with the School Secretary can track the location of the JBS Bus so will be aware if it is running late.

If a bus is going to be delayed for an extensive period of time, the member of staff will return to The Manor, keeping an eye on the tracking to arrange for the bus to be met on late arrival.

JBS BUS PROCEDURE - AFTER SCHOOL

- 1) Staff on duty collects the daily bus list from the School Office.
- 2) For the 4.20pm JBS service, the children and the member of staff escorting the children on the JBS bus meet in the Library at 4:00pm. For the 5.15pm JBS service, the children and the member of staff escorting the children on the JBS bus meet in the Library at 4.55pm.
- 3) The children are checked on the bus register.
 For the 4.20pm JBS service (from SHSK) the children along with the member of staff on duty take the bus from our layby to St Helen and St Katharine (SHSK).
 For the 5.15pm JBS service (from Abingdon School) the children along with the member of staff on duty take the bus from our layby to Abingdon School.

- 4) The children are then supervised and directed to get on to the appropriate buses at either SHSK or Abingdon. Staff should remain at the respective school until all Manor children have got on to the correct bus.
- 5) On the rare occasion that a bus is late the member of staff must wait with the children until it arrives. If a bus is running extremely late (information given by SHSK staff or Abingdon staff) the children will be brought back to The Manor and will attend extended day, the parents will then be called by the School Secretary. A member of SLT must be informed.
- 6) If there is any doubt whether a child should or should not be travelling on the bus the member of staff on duty will bring the child back to The Manor. The School secretary will then contact the parents. SLT will be informed.

THE MANOR - SCHOOL MINIBUS PROCEDURE

The Manor runs three minibus routes; East, South and West - travelling both before and after school. The after school service runs after clubs have finished, leaving The Manor by 5.10pm.

There are two members of Manor staff travelling on each minibus – the driver and a minibus supervisor. The children do not travel in the front seats of the bus next to the driver, capacities are set at 14 children per bus. The minibus supervisor sits in the back of the minibus with the children.

Vectare manage the minibus bookings and general parent communications. A mobile phone is provided for each route and taken on the bus each journey by the minibus supervisor. The vectare app is used to record who is travelling and this is used as the register. Minibus supervisors will run this while the bus is travelling so that parents can track the location of the bus. Should a member of Manor staff need to contact a parent they will phone Vectare and ask them to do this for them.

A minibus box is provided with all children's medical information along with any other 'useful' information needed. For example; Vectare and SLT contacts.

In the morning

A daily register is taken as the children get on the bus by the minibus supervisor - using the Vectare app. Before departure, children's seat belts are checked to ensure they are wearing them.

Once at school, all children are escorted through the school gates. Children from Reception to Year 2 are escorted by the Minibus Supervisor to their classrooms. Children in Year 3 to Year 6 will either go to early birds, or straight to Form time.

At the end of the day

At 4.50pm children from Reception to Year 2 are collected by the Minibus Supervisor from extended day and taken to the library, they will wait with the minibus team for children in Years 3 - 6 to join them and wait until the bus is ready to leave.

Names are checked by the minibus supervisor against the register on the Vectare app and when everyone is present, the children are escorted to the correct minibus. Before departure, children's seatbelts are checked to ensure they are wearing them.

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 via Vectare. 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 or late stay.

BUS CONTACTS

VECTARE

Call Desk 0115 777 3035

THE MANOR PREPARATORY SCHOOL

School Office: 01235 858458

SHSK

Main Office: 01235 520173

ABINGDON SCHOOL

Main Office: 01235 521563