

TRANSPORT POLICY (Whole School)

The Transport Department

The school owns 3 minibuses and employs 3 full-time drivers. The school drivers are full members of the school and are checked by the relevant bodies and are overseen by the transport management department and the School owner Ben Toettcher. The school has the Section 19 small bus permit. The fleet of minibuses is available for the International Community School, English Study Tours and occasionally other parts of SKOLA. This usage is co-ordinated by the Transport Management Department, run by Smartbus Ltd. All transportation of students on school business is, as far as possible, performed by this department.

Health, Safety and Welfare Issues

- Drivers are fully qualified and the transport management has a Certificate of Professional Competence in Transport Operations (Royal Society of Arts).
- Drivers are initially qualified in First Aid with regular up-dates.
- Seat maximums are strictly adhered to.
- All drivers are equipped with mobile phones. Parents, teachers and management are all provided with these numbers.
- The transport management also carries the emergency numbers, which are given to all staff, parents and students. These numbers are 01959-700476 or 07802-401270.
- All minibuses are fitted with fire extinguishers and First Aid kits.
- On all trips during the school day, the students are to be accompanied by a member of staff in addition to the driver.
- All minibuses are fitted with seat belts. The drivers have been instructed not to drive unless all passengers are wearing belts.
- The fleet is regularly renewed and all vehicles are frequently serviced

The International Community School has an overriding commitment to providing a safe, supportive and friendly environment for our students from the moment they are collected in the morning to the time they are dropped off at home in the evening. The transport department's role in securing this is pivotal.

STUDENTS AND THE ICS BUS SERVICE

Students at ICS may use the school's minibus service to come to and from school each day and/or throughout the academic day to access sports facilities, trips and cultural activities within the London area. Trips to our country campus in Bawdsey, Suffolk, might also be in one of our school buses, but more commonly in a larger coach.

We strive to operate a transport service that has safety and security at the forefront of its operations. We also want our passengers to travel in comfort and to enjoy journeys away from school. This is best achieved when passengers are well behaved and respectful both

to each other and to their driver. To this end, we have developed a set of simple rules and procedures for all students, which are fully explained to first time passengers.

School journeys to sports, trips or other such activities during the school day

At all times for such events, a staff member will be travelling with the students. Students and Staff are to:

- Enter the bus in an orderly manner once the driver has told you to do so
- Find a seat and fasten the seat belt. The bus will not move until all have 'buckled up'.
- Enjoy the trip and remember to keep conversation at an appropriate level.
- Do not unfasten the seat belt until the driver has told you to do so.
- Do not eat or drink on the bus.
- Leave no rubbish behind when you leave the bus.
- Thank the driver and walk away from the bus in an orderly manner when instructed.
- Any misbehaviour on the bus will be managed by the driver and/or teacher using the school's Behaviour and Sanctions Policy.

Travelling to school each day by the ICS Transport Service

If a student would like to use the morning and afternoon door-to-door minibus service to get to and from school, the Admissions Office will facilitate this service.

This service has been designed with safety and security at the forefront of its operations and aims to transport the children to and from school as safely, comfortably and efficiently as possible.

Once a place on the service has been confirmed by the Admissions Office, our Transport Management Department, which is run by Smartbus Ltd, will send a letter to the student's home confirming the daily pick-up and drop off times and a list of telephone numbers pertaining to the driver, transport management and school office. The service is 'door-to-door' and drivers have been told to wait no longer than 2 minutes at each address. Students must be ready and waiting at the main entrance of their property for the bus each morning as even slight delays can impact the run severely. The driver will no longer be able to knock or ring the bell as for safety reasons he cannot leave his vehicle unattended. Pick up and drop off times are determined during normal traffic conditions, but please allow up to 5 minutes either side of these times to allow for any traffic congestion. There should also be a parent/guardian accompanying the student(s) whilst waiting for the bus in the morning and they should also be waiting for them on their return in the afternoon.

If there is a delay of more than 15 minutes in the arrival time of the school bus, the transport office will ring parents/guardians to give advance warning.

Please note that if a student's home address has restrictive traffic regulations outside e.g. a red route, bus lane only, no stopping regulations etc, special arrangements will need to be made with the Transport Management Department, so that a safe pick-up and put-down procedure can be executed.

With new students joining ICS throughout the school year, occasionally bus routes can be subject to change, resulting in a change of driver or pick up time. Students will be informed

of this in advance either by telephone or in writing. If your child is not coming to school on a particular day or week, please inform the driver and the school.

Students travelling on the school bus are expected to demonstrate excellent behaviour at all times and to be respectful of all travelling with them. Our basic School Rules apply as for school journeys to sports, trips or other such activities during the school day and are as follows:

- Enter the bus in an orderly manner once the driver has told you, you may do so
- Find a seat and do up the seat belt. The bus will not move until all have 'buckled up'
- Enjoy the trip and remember to keep conversation at an appropriate level
- Do not take the seat belt off until the driver has told you to do so
- Do not eat or drink on the bus
- Leave no rubbish behind when you leave the bus
- Thank the driver and walk away from the bus in an orderly manner when instructed
- Any misbehaviour on the bus will be managed by the driver and/or teacher using the school's Behaviour and Sanctions Policy.

EMERGENCY SITUATIONS

Parent/Guardian Not at Home

It is the responsibility of parents/guardians to ensure that a responsible person is waiting at the kerb or door to meet the school bus on its arrival. However, it will be deemed adequate if the driver can see this person in the doorway of the house.

If, for whatever reason, there is nobody present to accept the child, s/he will be retained on the bus while the driver calls the Transport Management Department, who in turn, will contact ICS for instructions. The driver may then continue the school run dropping the child off en route to either the home address, or back to the school, whichever is deemed necessary.

Route Cancellation

If in the unlikely situation the Transport Management Department deems conditions too dangerous for the school minibus to operate (e.g. severe weather conditions), the route will be cancelled. Each family on the route will then be contacted, told why the route has been cancelled and any other instructions issued by the school. If the school is able to open for the day, parents have the choice of bringing their children to and from school that day themselves or keeping their children at home. This will be a decision based upon the parents'/guardians' own assessment of the circumstances.

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