



RIKKYO SCHOOL IN ENGLAND

Transport

Date	Review Date	Coordinator	Headmaster
03/02/2020	03/02/2021	Mr.T.Okuno	Dr.T.Okano

This policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school.

Transport includes all vehicles owned or hired by the school to take children on educational visits and sporting activities and all transport by third parties.

It is our duty to ensure that all transport is fully licensed, insured, maintained and driven by suitably qualified, well trained and vetted drivers.

Aims

- To ensure that the provision of transport for example in order to transport pupils to educational and sporting activities is of a very high standard and that all safety procedures are in place.
- To ensure compliance with all relevant legislation connected to this policy.
- To identify and outline the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Protocol for Use of School Minibuses and Cars for School Visits

Staff who drive the minibus/car will need to satisfy the following conditions before driving pupils in the School minibus/car:

- they must be in possession of a clean full Driving Licence covering Sections A and B, or D1. Any driver who qualified after 1997 will also have to have passed a DVLA minibus test (if driving a minibus) as well as possessing a D1 category Licence. The Driving Licences of authorised drivers are checked by the Deputy Bursar. A list of authorized drivers is held in the Office.
- Drivers must report any changes with regard to their driving licence immediately to the Headmaster, for example any penalty points imposed, or any disqualification from driving. If penalty points have been imposed but no driving disqualification, then the Headmaster will decide if the driver remains authorized to drive school vehicles.
- they will need to have undergone a driving assessment.
- they will have read guidance on what to do in the event of an accident (copies kept in vehicles).
- they must not have taken alcohol in the ten hours preceding the planned trip.

All drivers of the minibus/car must note that the responsibility for the vehicle while it is out on the road is theirs, from the time they start driving until the vehicle is emptied back at the school. Although the bus/car is checked by the maintenance staff weekly, all drivers remain ultimately



RIKKYO SCHOOL IN ENGLAND

responsible for the safe condition of the vehicle, for safe driving and their physical and mental fitness to drive the vehicle safely.

Drivers should allow sufficient time before the journey to carry out the following preparation and checks:

- Route planning if necessary
- Decide if weather conditions are safe for the planned journey for example by checking met office weather alerts; or if the journey needs to be cancelled;
- Check the vehicle before driving it and ensure that it has following safety equipment: fire extinguisher, warning triangle, first aid kit and reflective jackets;
- Ensure that the vehicle is not overloaded and that the total weight does not exceed the vehicles maximum authorized mass;
- There is enough fuel for the journey and that lights, horn, indicators, brakes and windscreen wipers work correctly
- All passengers are wearing seatbelts correctly. This must be checked visually, either by the driver, or if there are two adults present the person in charge
- The doors are firmly closed but left unlocked in case an emergency exit from the vehicle is required
- All baggage and equipment is safely stowed and not blocking the exits. This particularly applies to the rear exit, where bags stowed behind the rear seats may impede egress through the rear doors
- Their mobile phone is off. Any calls that need to be made or received must be from a minibus/car that is at a safe standstill
- They have the school mobile that has the unlisted number
- All the children are fit to travel
- They themselves are fit to drive
- Someone at the School, during the working day, knows exactly who is on the bus/car
- They have sighted the emergency procedures information in the minibus and the emergency equipment in the bus before departure

Fuel

Drivers are responsible for fuelling as necessary using the Esso fuel card at Esso stations (PIN number available from Mr Kaneko) or, if unavoidable, using a credit card or money and claiming it back from the School later. All receipts should be passed to the Business Manager. As a rule, the bus/car should be refuelled when the gauge shows less than half full.

Defects

Any defects that become apparent during the journey must be recorded on the book provided in the minibus/car which must then be passed to the Headmaster as soon as possible. Leaving notification until the following day may jeopardize the safety of the next booked trip.

Records

A record of the driver, nature of journey and mileage must be entered for all journeys into the driving log. This must be entered by the driver on taking over the vehicle (signing for the vehicle) and when the journey is completed and the vehicle emptied.

Safety



RIKKYO SCHOOL IN ENGLAND

When driving the minibus/car with children on board, drivers should take particular care when exiting the School and turning right on the A281, Guildford-Horsham Road, as this is a fast route with hidden dips.

Ensure that passengers enter the minibus from the pavement, not the road.

All passengers and children must wear seat or lap belts and use a booster seat if they are under 135cm tall.

Do not allow noisy or boisterous behavior – stop at a safe place if children do not obey to the rules.

Children must not be left unaccompanied in the minibus / car.

Cars and minibuses must be locked at all times when not in use and when unattended.

Speed Limits

The minibus/car speed limit is 60mph on de-restricted dual carriageways and 70mph on motorways. The two newer minibuses are fitted with speed limiters set to a maximum of 62mph. Drivers should be aware of this when overtaking on motorways.

Small Bus Permit

All drivers should be aware that, for legal reasons, all minibuses display a Small Bus Permit. It is possible that a random police check might require this information.

Passenger Assistant

Non-teaching driving staff (except surgery staff) **must** have a teacher present on the bus at all times.

It is recommended that a second driver accompanies a teacher driver other than on very short journeys.

Any teacher who accompanies the pupils in the minibus/car will help the driver to ensure that safety rules are obeyed to.

Driving in adverse weather conditions

As a general rule, driving speed must be reduced and the gap to the vehicle in front needs to be increased. Following is some guidance what to do in specific situations. Please note that this is not an exhaustive guidance and be very careful when driving in adverse weather conditions.

Strong winds: Keep both hands on steering wheel at all times. Expect sudden gusts, especially when passing high-sided vehicles. Bridges are also especially wind exposed.

Rain and wet conditions: The safe distance to stop is at least twice the distance that is needed in dry conditions. Aquaplaning can occur if driving too fast into surface water. If this happens, ease off the accelerator and brakes until the speed drops and the tyres make contact with the



RIKKYO SCHOOL IN ENGLAND

road again. If the roads are flooded avoid the deepest water. Do not attempt to cross if the water seems too deep.

Driving in fog: Avoid driving in fog unless the journey is absolutely necessary. Fog is one of the most dangerous weather conditions. If the vehicle must be driven in fog, then drive at low speed with the headlights and fog lamps switched on.

Driving on ice or snow: Speed must be reduced. Get into lower gear earlier than normal, allow the speed to fall and use breaks gently. Do not break on icy or snow covered bends as this could cause the vehicle to spin. Ensure visibility through windows is good or stop if windows need to be cleared.

Driving in bright sunshine: Low and/or bright sunshine can be a driving hazard. If the sun causes a glare, reduce the vehicle speed. Keep inside and outside of the windscreen clean and grease free to reduce glare.

Additional Rules for Use of School Minibuses and Cars for Journeys of more than one Hour in total

- All these journeys will require two adults in the bus/car.
- The driver should ensure before departure that the bus/car has adequate supplies of windscreen cleaning fluid and also a windscreen scraper
- Drivers will need to take a substantial break after a maximum of 2 hours journey time. The length of this break will depend upon variables such as the size of the group, the total length of the journey and the stage of the break within the journey but it must be long enough for everyone to feel suitably refreshed.
- No one driver may drive for more than a total of four hours, excluding breaks, in any one journey. This should be reduced, depending on the stage of the working day or other conditions which may affect the overall ability of the member of staff to drive safely eg. lack of sleep after a weekend out of school, or physical activity.
- The driver will need to ensure that an itinerary has been left with an appropriate person at the School, normally the Receptionist.
- The driver will be responsible for the security of the minibus overnight

What to do in the event of breakdown or an accident

- All drivers must be aware of how to use the vehicle Fire Extinguisher.
- All drivers must be aware of what to do in the event of breakdown and accident. Copies of the guidance are in each vehicle.
- Under no circumstances should students be left unsupervised. If the driver is injured and if he/she is able to do so he/she should endeavour to contact the School to arrange for a member of staff to go to the scene of the accident as soon as possible
- All contact with the media should be avoided, instead referring all queries to the School.



RIKKYO SCHOOL IN ENGLAND

Maintenance

The Maintenance Manager will arrange for scheduled and essential maintenance and repairs. All faults or concerns must be reported immediately to the Deputy Bursar. If the fault means that the vehicle is not safe to drive, then the keys must be handed to the Deputy Bursar.

Protocol for the Use of Coaches

When choosing a coach hire provider the school will ensure that the provider meets the following criteria:

- The provider has a valid Public Service Vehicle licence.
- The provider has valid insurance for vehicles, public liability and employer's liability.
- Drivers are correctly licensed and carry a valid Driver Certificate of Professional Competence (CPC).
- Drivers conform fully to driving hour's regulation.
- Health and safety risk assessments are in place.
- When required, drivers are experienced in international travel and expected travel conditions.
- Emergency procedures in place.
- In the event of a breakdown etc replacement coach or driver available.
- Coaches comply with UN ECE regulation 66 regarding the coach roof.
- Coach safety equipment in place for all coaches:
 - First aid
 - Fire extinguishers
 - Functioning torches
- Coaches undergo regular safety checks in line government guidance.
- Daily walk around safety checks undertaken.
- Current Operator Compliance Risk Score (OCRS) is coded green.

Responsibility for the Policy and Procedure

Role of the Headmaster

The Headmaster will:

- ensure all school personnel are aware of and comply with this policy;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- ensure the appropriate insurance cover is in place;
- the vehicle must have current road tax and current MOT
- ensures that the Office keeps a list of those drivers who are eligible to drive the minibus;
- ensures that all drivers have appropriate and valid driving licences;
- ensures that the vehicle is in a satisfactory condition for use;
- ensures supervision on journeys is appropriate;



RIKKYO SCHOOL IN ENGLAND

- ensures passengers are aware of the rules whilst in the vehicle, ie wearing of seatbelts, driver not to be distracted etc.;
- ensures that transport provided by a third party is by a reputable firm

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- be made aware of all procedures dealing with educational visits;
- undertake appropriate training;
- undertake risk assessments if necessary;
- all coaches hired from a reputable firm and comply with all safety regulations;
- the teacher in charge must take the school mobile on all trips;
- all passengers must wear seat or lap belts; children under 135cm tall must sit on a booster seat;
- consider route, length of journey, driver rest breaks, weather conditions and number of drivers when they plan the journey

Raising Awareness of this Policy

We will raise awareness of this policy via the school website, on induction to the school and at meetings with school personnel.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Headmaster.

Previous dated 17/11/2015, Amended 14/12/2016, 14/12/2017, 17/01/2019