



Transport Procedure 2024 - 25

Maintaining the safety of everyone at taxi/minibus time is our top priority. Everyone has a part to play in ensuring the safety of all involved at this time.

Some of our pupils are transported by their parents/carers/other relatives. Parents must inform us in the morning if someone different is collecting their child at the end of the day.

Morning Drop Off

Whether a pupil travels in Local Authority transport or in their family/carers car, school now has a database which staff can check against. The database is managed and updated by reception staff. Taxi staff hand over any new registrations to reception.

Every morning the Taxi Team will use an updated check list to check vehicle registrations.

If there are any changes, they should be noted down for the PM staff.

Staff should be waiting outside ready to collect pupils from their class from 9:25 and should be familiar with the pupil's vehicle. **Please note: the taxi team must remain outside to ensure the safety of the pupils arriving; the class team is responsible for being outside on time and taking the pupils into school.**

For pupils who transition into school independently, or are dropped off at the back of school, it is the responsibility of the class teacher to allocate a member of staff to monitor arrival and notify Reception if they do not arrive in their usual taxi.

A list of pupils who transition independently into school on a morning will be added to the database and a copy of this given to the taxi team.

After School Collection

All check lists should be up to date.

For the front of school and Primary/P16 entrances, one allocated person should direct traffic and another check their list for the correct vehicle registration details and expected adults and contact classes as taxis arrive. Other pupils (identified on the taxi rota) will be organised and supervised by class staff.

Class staff should bring the pupil to their transport, and ensure they escort the pupil all the way to the vehicle door, using the allocated crossings to cross the car park, unless they are independent travellers, in which case staff can watch remotely.

If a vehicle is not identified on the list but you are **absolutely certain** that you know the staff/family member inside the car it is safe for them to go.

Please write down the vehicle registration, make and model, and the relationship of the adults to the pupil being collected, and hand this to reception telling them which pupil(s) it involves so the database can be updated.

If an unidentified car with unidentified staff/family come, or the same car with unidentified staff/family, and we have not received information about any changes, staff must: **Inform**

Reception immediately, providing details regarding the registration, name of family member/carer or escort/driver, telephone numbers and the transport company.

Reception will then contact the relevant authorities/family members to confirm any changes. Once confirmation has taken place reception will let relevant staff know and the pupil can go to their taxi. The pupil **must not leave** prior to confirmation.

If a pupil's transport changes due to them going to respite or any other out of school services the same procedure must be followed.

If you have a change to report, please write this down and hand over to whoever is staffing reception. The database will then be updated, prior to the next day's pick-ups.

Summarised actions

Person and Vehicle recorded on the taxi database Staff takes pupil to the vehicle	Unidentified vehicle, but absolutely certain you know the adult/s Take pupil to the vehicle Take vehicle details to reception
Unidentified vehicle and unidentified staff/family Inform Reception immediately providing details regarding the registration, name and telephone number of family member/carers or escort/driver, and the transport company Await confirmation before taking pupil to vehicle	Same vehicle, unidentified staff/family Inform Reception immediately providing details regarding the registration, name and telephone number of family member/carers or escort/driver, and the transport company Await confirmation before taking pupil to vehicle
Pupils Who Transition Independently and/or Arrive Later than Normal Time The class teacher must allocate a member of staff to monitor the arrival of all students arriving independently. If an expected pupil does not arrive at school, usual absence procedures must be followed to make contact with parent/carers	