Transport Procedure V1.3

(Covid regulations)

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, Craig Ferrier or Stef Lord each morning when the taxi lists are returned to reception.

Every morning the Taxi Team (or the member of staff allocated with the responsibility from class) will use the check list they used the afternoon before.

Every morning each class should send two members of staff to either the main entrance at the front of school or to the main entrance of the Primary Department to collect pupils as they arrive. Staff should wait inside the door and step forward as soon as they see a pupil from their class. If no staff are available the taxi team staff will telephone Resources who will contact the class.

During the morning drop off one allocated member of staff must check the vehicle registration against the checklist and the other to contact class staff by telephone to collect the pupil.

When all the pupils have arrived, all changes to the check sheet must be given to reception. If any new taxis/cars have arrived in the morning these should be checked with the relevant transport department/parent, by Reception, in preparation for after school collection.

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.

After School Collection

All check lists should be collected from Reception or a copy emailed to the Teacher/STA of pupils been collected from the back of school. Hub 2, Green and Red class must also ensure they have a mobile phone to contact the relevant Assistant Head or Reception, should they need any details checking. Class Teachers should ensure a competent member of staff is allocated to the task both morning and afternoon.

For the front of school and Primary/P16, one allocated person should direct traffic and another to check their check list for registration and adults, and contact Resources as taxis arrive and Resources will inform the class.

Class staff should bring the pupil to their transport, and ensure they escort the pupil all the way to the door, using the allocated crossings to cross the car park. For the rear of school, staff must look at the check sheet for each pupil that they are supporting so that they know what vehicles/adults to expect.

If a taxi/minibus/vehicle is not identified on the list but you are **absolutely certain** that you know the staff/family member inside the car and have verified this with the Assistant Head, it is safe for them to go. Hub 2 and any other classes with pupils being picked up at the back of school should verify with the Assistant Head in the Primary Department.

Please write down the vehicle registration 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 came, 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. Reception will also contact the Parent/Carer of the pupil for consent for them to travel in a different vehicle, possibly with different drivers and escorts. Once confirmation has taken place reception will let 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.

Staff are reminded that they must accompany pupils to the vehicle to ensure that the above safety checks are carried out.

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 Verify with Assistant Head If verified, 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/carer 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/carer 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 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/carer **Pupils who transition into school independently must be escorted to transport at the end of day so vehicle/family member/carer verification can be carried out**	