



Safe Transport

School premises

This leaflet is intended to give basic advice on the safe operation of home to school transport operations whilst your vehicle is on school premises.

As the person in charge of the vehicle you must be aware of the risks in carrying out your tasks and you must do so in a safe manner. We must work safely and reduce the risk to ourselves and to others.

What are the risks?

The main risk is of a vehicle/pedestrian accident resulting in injury to the pedestrian.

There is also a risk of vehicle on vehicle collisions which could cause injury to the occupants of those vehicles.

In the morning at most schools the arrival times are unpredictable and different vehicles arrive at different times, including in some locations vehicles belonging to parents. Students will be moving around the site from various drop-off points.

In the afternoon most vehicles arrive for pick-ups before the students are let out of class. Whilst this reduces the risk, drivers should be vigilant if they arrive late and also watch out for others arriving late.

Speed



Children will be less aware of traffic movements than most, they are likely to be concentrating on everything else going on around them or are distracted by being able to go home.

This will vary with the age and ability of the student. Younger students will be at higher risk as will those with disabilities.

This will vary depending on the time of day and the time of term. Early in the morning children will be less alert, in the afternoon at home time they will be excited and probably not concentrating. Behaviour will also change depending on the weather and season.

All of this means that you as a driver **must** be alert to what is going on around you and be able to react very quickly to children running out unexpectedly.

Reversing



Even if you drive a smaller vehicle such as a taxi smaller children may not always be visible. This is particularly true if you need to reverse into a space when there are children around.

- Where possible do not reverse whilst there are pedestrians moving around.
- Reverse at very low speed.
- Carry out regular observations as you reverse checking as far as possible all blind spots around your vehicle.
- If your vehicle has a reversing horn, use it.
- If in doubt **STOP** and check.

Parking



Where they are provided, use any marked bays keeping between the yellow lines.

If you must park somewhere else consider how you will get your passenger to the school door. Is there a safe way to do this? (Using a footpath or marked access route) Will your vehicle cause an obstruction or prevent others from doing their job safely?

Do not park in hatched areas, they are there to allow safe passage between or around parked vehicles and should not be blocked. Blocking these areas will lead to a pedestrian having to take an unsafe route.

See and Be Seen



Accidents can be avoided if you make other drivers aware that you are there.

- If you have to walk a student across an area where vehicles may be moving consider wearing a hi-visibility vest. These are cheaply available in car and bicycle accessory stores. It will protect you and the student.
- Consider the use of dipped headlights when on the school site. Even on a bright day these draw attention to your vehicle and reduce the risk of someone stepping in front of it.
- Driving slowly will give others time to see you.



You must also ensure that your visibility is good so that you can see other vehicles and pedestrians.

- Keep the glass in your vehicle clean to maximise visibility
- Make sure your washer bottle is topped up before the journey and remove any snow before moving off.
- Demist the interior of the windscreen before attempting to move off

Carry out regular observations when driving within school grounds. Young students can appear from anywhere around your vehicle so check all areas regularly.

When moving in reverse, it is also important to rely on things other than the rear-view mirror. Check your side mirrors and turn around and look behind.

Be aware of and abide by school rules whilst on school premises. The Head Teacher is responsible for Health & Safety on the school site and can instruct drivers to wait until a time when it is safe for your vehicle to depart.



Caution
Pedestrian area



Do not exceed
5 mph speed limit

- Treat the school grounds as a pedestrian area
- Limit your speed to 5mph

Reminder – this guidance is provided as part of the terms and conditions of contract under which the vehicle operates.

It is the responsibility of the employer to ensure that all staff are informed of this guidance and where necessary trained to ensure complete compliance.

Failure to follow this guidance will lead to appropriate action being taken to ensure the safety of the passengers involved. This may include termination of the contract.