



DINGLE COMMUNITY PRIMARY SCHOOL
HOME TO SCHOOL TRANSPORT POLICY & GUIDELINES

Date adopted:	20 th September 2012
Date reviewed:	5 th September 2014
	10 th October 2017
	8 th March 2022
	18 th March 2025
Next review due:	Spring 2028
Reviewed by:	Governing Board Safeguarding Committee
Signed:	 (Acting Headteacher)
Signed:	 (Chair of resources & safeguarding committee)
Date:	18 th March 2025

1. Introduction

This policy has been written in conjunction with 'Keeping children Safe in Education', 2024, [Travel to school for children of compulsory school age](#) DfE, 2024 and [Education Travel Support | Dudley Council](#), 2024

2. Organisation

The Headteacher is the member of staff designated by the Governing Board to have specific overall responsibility for the monitoring and implementation of school transport arrangements.

The designated person will ensure that the school has a policy on issues relating to Home-School Transport. The policy will be reviewed periodically by the Governing Board.

3. Roles and responsibilities

The designated member of staff will be responsible for:

- ensuring that the school has guidelines to support the delivery of this policy;
- ensuring that all appropriate personnel (teaching staff, support staff, transport, pupils and parents/carers) are aware of the policy and guidelines, in so far as they relate to their roles;
- monitoring the implementation of the policy and guidelines;
- responding to any concerns arising from the Home-School Transport arrangements and arranging for them to be reported to the appropriate agency;
- preparing and monitoring a Risk Assessment for Home-School Transport arrangements, in so far as they relate to issues for which the school has responsibility;
- arranging appropriate levels of staff supervising transfer to and from the transport vehicle at the start and end of the school day;
- identifying a safe area for pupils to board/disembark;
- ensuring school has an identified procedure for the handing over of pupils from the correct taxi driver/escort to the member of staff, or from them, at the start and end of the school day;
- ensuring that all relevant school and transport staff are aware of each pupil's special educational needs;
- being aware of specific pupils' needs, including behaviour management techniques;
- reporting any concerns about taxi inefficiency/punctuality/compliance with regulations, including road worthiness of the vehicle or failure to wear identification badges, to the Directorate of Children's Services transport manager and DMBC enforcement officer;
- ensuring no pupil is left unattended at the school at the end of the school day;
- being aware of Child Protection procedures.

4. Procedural guidelines

- Transfer to and from transport at the start and end of the school day will be overseen by the school administration team, a member of the Leadership Team, the class teacher or designated member of support staff.
- Pupils will board/disembark in the area of the car park adjacent to the front entrance to the school building.
- The designated member of staff will receive/hand over the pupil at the start/end of the school day and will observe whether the transport is compliant with regulations, reporting any concerns immediately to the Directorate transport manager.
- School procedures for the late collection of children will be followed.