



SEDBERGH INTERNATIONAL SUMMER SCHOOL

Transport Policy for Pupils on Day Excursions	
Version	2024.1
Effective from	April 2024
Extent of Policy	Sedbergh International Summer School
Policy Owner	Gemma Newton
Review by	March 2025
Frequency of Audit	Annual
Circulation	All Employees Parents by request
Publication	Website
See also: Pupil Supervision Policy; Educational Visits Policy; Behaviour, Sanctions and Rewards Policy.	

Purpose:

The purpose of this policy is to ensure the safe and efficient transportation of pupils on day excursions from the summer school. This policy outlines guidelines for the use of a mini-bus, safety measures, and expectations for pupil behaviour during transport.

Scope:

This policy applies to all pupils participating in day excursions organised by the summer school program.

Authorised Drivers:

- Only authorised drivers approved by the summer school administration are permitted to operate a minibus for pupil transportation.
- Drivers must possess a valid driver's license and adhere to all relevant traffic laws and regulations.

Bibby's of Ingleton:

The School works closely with Bibby's transport during the school year and all of their drivers are regularly checked for work with children. The Summer School will aim to use Bibby's or their own minibuses for all of their transport needs. Where this is not possible, the Summer School will use an alternative company that is approved by the School's own transport department.

Toilet Use

Where possible, for longer journeys (2 hours +), a coach with a toilet will be requested. Where this is not possible, a toilet stop will be factored into journey planning. Any misuse of a coach toilet will result in disciplinary action.

Vehicle Maintenance:

Minibuses used for pupil transportation must undergo regular maintenance checks to ensure they are in safe and roadworthy condition.

Any issues or concerns regarding the condition of the vehicle must be reported immediately to program staff for prompt resolution.

Seat Belts:

Pupils are required to wear seat belts at all times by all passengers while riding in the minibus, as per legal requirements and best safety practices.

It is the responsibility of the driver and accompanying staff to ensure that seat belts are worn properly by all passengers.

It is not uncommon for drivers to refuse to start the journey before all seatbelts are fastened.

Supervision:

Adequate supervision will be provided during transportation, with at least one responsible adult accompanying pupils on each 16-seater minibus.

During excursions, the following ratios will be adhered to as a minimum, including on transport:

- 1:10 for aged 8-11
- 1:15 for ages 12 and 13
- 1:20 for aged 14+

Where Summer School groups are mixed ages, the Course Directors will strive for a general ratio of 1:10 on all trips and activities.

Supervisors are responsible for maintaining order, ensuring pupil safety, and addressing any behavioural issues that may arise during transit.

A head count/roll call will be carried out by the supervising staff before the minibus departs for and returning from the excursion.

If there is more than one minibus taking part in the excursion, none of the buses should depart until each head count/roll call has been carried out and confirmed that all staff and pupils are present.

See also: Pupil Supervision Policy.

Behaviour Expectations:

Pupils are expected to conduct themselves in a respectful and orderly manner while on board the minibus. Disruptive behaviour, including but not limited to shouting, horseplay, or interfering with the driver's operation of the vehicle, will not be tolerated.

Staff are expected to conduct themselves in a respectful and orderly manner while on board the minibus. Pupils are expected to take any rubbish with them on leaving the vehicle and staff should model and reinforce this.

See also: Behaviour, Sanctions and Rewards Policy.

Emergency Procedures:

In the event of an emergency during transit, such as an accident or medical issue, the driver and accompanying staff will follow established procedures to ensure the safety and well-being of all passengers. See also: Educational Visits Policy

Pupils will be instructed on emergency evacuation procedures prior to departure and must follow instructions from staff in the event of an emergency.

Communication:

Clear communication channels will be maintained between the driver, accompanying staff, and summer school administration throughout the duration of the excursion.

Any concerns or incidents related to transportation should be reported immediately to SLT for appropriate action.

Enforcement:

This policy will be enforced by program staff, who will monitor compliance and address any violations accordingly.

Failure to adhere to this policy may result in consequences, including but not limited to restrictions on future participation in day excursions.

Acknowledgment:

By participating in day excursions organised by the summer school program, pupils agree to abide by this Transport Policy and understand the importance of adhering to safety guidelines during transit.

Review and Revision:

This policy will be reviewed periodically by program administration to ensure its effectiveness and may be revised as necessary to address changing circumstances or feedback from stakeholders.