

Landmark Coaches

HOME TO SCHOOL TRANSPORT SAFE OPERATING PROCEDURE COVID-19

Issued – 18.08.2020

This document has been compiled by Landmark Coaches Limited and Landmark Vehicle Hire Limited as a reference point for parents who have children travelling on our Home to School Transport. It is based on guidance from the Department for Education (Dfe) and the Confederation of Passenger Transport.

It discloses and demonstrates our awareness, procedures, principles and actions to be taken in order to minimise the spread of COVID-19.

This document provides guidance to parents and guardians of children travelling on these services while COVID-19 restrictions are in place and should be read in conjunction with our Code of Behaviour, which can be found on our website at <http://www.landmarkhire.com/> and our Risk Assessment for School Transport can be found at <http://www.landmarkhire.com/wp-content/uploads/Risk-Asses-COVID19h.pdf>

Our Key Priority is to safeguard the health and safety of all children, students, drivers and passenger assistants whilst travelling on our school services.

1. SIGNS OF COVID-19

1.1 The signs of COVID-19 may include a high temperature, a new continuous cough or a loss or change to your sense of smell or taste.

2. STUDENTS

2.1 You must not travel if you are showing signs of Coronavirus (COVID-19) and must self-isolate as per Government instructions.

2.2 You must adhere to social distancing rules whilst waiting at the Bus Stop or Pick Up Point.

2.3 You must not board the bus until advised to do so by the driver.

2.4 Once advised to board, you should only sit in your allocated seat.

2.5 Where seats are not allocated, you should board using the seats furthest from the entry door first and you should leave the bus in reverse order.

2.5 You are advised to bring your own personal hand sanitiser with you and to sanitise your hands before boarding the bus.

2.6 As per the Dfe instructions, social distancing guidelines will not apply on school transport, but will be implemented where possible.

2.7 You must wear a face-covering if you are aged 11 or over unless you have a medical exemption. (Parents must advise our office on 01462 733764 if they consider their child to have a medical exemption).

2.8 During the journey, you must remain seated and wear your seat-belt at all times. You must never move around the vehicle until you arrive at your destination.

2.9 Where possible, you must maintain a 2 metre social distance from the driver.

2.10 You must keep your bags and belongings with you and not share items with others.

2.11 Eating and drinking is not permitted on-board the vehicle. (One bottle of water is however allowed).

2.12 You must remove any items of litter (Including used face-coverings) at the end of your journey.

3. DRIVERS & PASSENGER ASSISTANTS

3.1 Drivers and Passenger Assistants will not report for work if they or anyone in their household has symptoms of COVID-19 and will arrange to take a test. If the test is positive, they will be required to self-isolate as per Government guidelines.

3.2 Drivers and Passenger Assistants are subject to random temperature checks using a non-contact thermometer.

3.3 Drivers and Passenger Assistants will practise good hand hygiene, washing their hands regularly and using the hand sanitiser and/or wipes provided.

3.4 Drivers are not required to wear a face-covering whilst driving, although may do so, provided that it does not hinder their driving ability.

3.5 Passenger Assistants are required to wear a face-covering unless they are medically exempt.

3.6 Drivers will disembark where possible at each stop and maintain a 2 metre distance from the passengers.

3.7 Government guidance is clear that drivers should not be expected to Police on-board arrangements including queues, face-coverings, hand sanitiser or pupil behaviour. Drivers will however report any breaches to our Management Team to deal with.

4. PARENTS AND OUR CODE OF BEHAVIOUR

4.1 Parents/Guardians should ensure that their children are aware of what is expected of them when travelling on our Home to School Transport.

4.2 PLEASE DO NOT SEND YOUR CHILDREN OUT TO THE BUS STOP IF THEY OR ANYONE IN YOUR HOUSEHOLD IS SHOWING SIGNS OF COVID-19. OUR DRIVERS WILL NOT ALLOW THEM TO TRAVEL.

4.3 Our Management Team constantly monitor our school services using CCTV technology as well as listening to feedback from our drivers, passenger assistants and other parents.

4.4 Behaviour that does not meet the requirements as at 2 above, or does not meet our published Code of Behaviour may lead to a verbal or written warning and in some cases to a temporary or permanent exclusion from the service.

4.5 Where parents pay for our Home to School Transport -

Refunds or Credits of fees will not be made in the following circumstances -

* Where a student receives a temporary or permanent exclusion due to poor behaviour.

* Where a student is unable to attend school due to sickness or as a result of self-isolation requirements within the school or household.

* Where the school or area is closed or partially open due to National or Local lock-down requirements.

Parents are advised to read our Terms and Conditions on the School Transport page of our website.

5. VEHICLES

5.1 All high contact areas are disinfected before each journey.

5.2 All vehicles are deep cleaned daily using the latest fogging technology.

5.3 Fresh air ventilation will be maximised where possible by opening windows, roof vents and forced air ventilation systems.



