

Home to School Transport Code of Conduct Additional information for Parents - In relation to 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 School 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 additional guidance to parents and guardians of children travelling on our home to school transport whilst 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 www.landmarkhire.com and our COVID-19 Risk Assessment for School Transport - <https://www.landmarkhire.com/wp-content/uploads/Risk-Asses-COVID19h.pdf>

Our key priority throughout is to safeguard the health and safety of all children, drivers and passenger assistants whilst travelling on our school services.

1. As parents/ carers you are the people who will best understand your child's ability to comprehend the need for following our safety rules.

2. **SOCIAL DISTANCING**

On the 7th August 2020, The Government set out a framework for supporting transport to and from schools from the Autumn Term.

Pupils on dedicated school services do not mix with the general public and tend to be consistent. For this reason, general social distancing rules will not apply on-board school transport.

3 **SEATING**

Where possible, we will only use vehicles with forward facing seats. Where this is not practical , some seats may be closed off.

Students will have to sit in the same seat every day. Where this happens, seats will be allocated by the driver on the first day of term.

4. **FACE COVERINGS**

Whilst there is no requirement for the driver to wear a face covering whilst driving, all children aged 11 years and over must wear a face covering. Passenger Assistants where provided will also wear a face covering.

5. **WAITING AT THE BUS STOP OR PICK UP POINT**

Children should be reminded to maintain their social distance from others whilst waiting at the bus stop or pick up point. They should allow sufficient time for boarding procedures.

6. **BOARDING THE VEHICLE**

Children should sanitise their hands upon boarding the vehicle with the hand sanitiser provided by us. Please ensure that your child uses the sanitiser sensibly.

Children must not board the vehicle until advised to do so by the driver.

Once advised to board, children must only sit in their allocated seat.

7. **DURING THE JOURNEY**

Children must wear their seatbelts at all times during the journey and must not get out of their seat for any reason unless advised to do so by the driver.

Moving around the vehicle is strictly prohibited.

Parents are recommended to provide the children with a small bottle of hand sanitiser for use during the journey.

8. **DISSEMBARKATION**

On arrival at the destination, children must remain seated and only disembark once instructed to do so by the driver.

Seats will be vacated from the one nearest to the exit, working backwards.

9. **GENERAL INFORMATION**

The sharing of personal possessions such as water bottles, mobile phones etc should be avoided.

Eating is strictly prohibited on the vehicle.

Children should remove any of their rubbish from the vehicle.

10. **Please impress upon your child the need to follow all instructions issued by our staff whilst they are on the transport. This may include but not be limited to –**

- a. How they will board and disembark the vehicle.
- b. Wearing of a face-covering if they are aged 11 years or over.
- c. Where they will be seated.

- d. Remaining in their allocated seat (seat-belted) until instructed otherwise whilst travelling to and from school.
- e. Listening to and acting on instructions from our staff (Drivers; Passenger Assistants) at all times.
- f. How they behave on the bus and how they interact with other passengers.

11. During the current COVID 19 situation for the safety of all those travelling on school transport we need you and your child's co-operation and compliance with these requirements.

Government guidance is clear that drivers should not be expected to police on-board arrangements including queues, face coverings, hand sanitiser or pupil behaviour.

Behaviour that does not meet the requirements above or does not meet the standard stated in our Code of Behaviour or our Risk Assessment presents a higher level of risk to service users and transport staff.

In cases where we have evidence of deliberate acts of misbehaviour, either reported by our driver or from CCTV, this could lead to the withdrawal of school transport for your child.

Please ensure your child understands what is required of them and supervise/instruct them accordingly.

12. If your child coughs or sneezes please ask them to cover their mouth and nose with a tissue or their sleeve (not their hands)

Ask your child to put used tissues in a bin immediately on arrival at school/home and wash their hands for at least 20 seconds afterwards.

Remind your child not to share other children's property, and in particular water bottles and mobile phones must not be shared.

Remind your child to wear their seatbelt and remain seated at all times.

Eating is not permitted on the vehicle and any rubbish must be removed.

Remind your child to maintain social distancing at the bus stop or pick up point and to board the vehicle one person at a time.

13. Where possible, we would ask parents to provide their children with hand sanitiser and remind them to use it regularly. We will be providing hand sanitiser at the entrance to the bus and would ask parents to remind their children to use it sensibly upon boarding.

14. All children aged 11 years or over are required to wear a face covering at all times whilst they are on-board the vehicle.

15. **PLEASE DO NOT SEND YOUR CHILD OUT TO THE BUS STOP IF THEY ARE SHOWING SIGNS OF COVID-19. OUR DRIVERS WILL NOT ALLOW THEM TO TRAVEL.**

**WHEN YOUR CHILD
MUST NOT
USE SCHOOL TRANSPORT**

IF YOUR CHILD OR SOMEONE IN THE HOUSE HAS SYMPTOMS OF CORONAVIRUS – DO NOT LEAVE YOUR HOME AND DO NOT ALLOW YOUR CHILD ON SCHOOL TRANSPORT.

IF YOUR CHILD HAS SYMPTOMS OF CORONAVIRUS – THEY NEED TO SELF-ISOLATE FOR 10 DAYS.

AFTER 10 DAYS

YOUR CHILD CAN STOP SELF ISOLATING IF THEIR SYMPTOMS HAVE GONE, OR IF THEY JUST HAVE A COUGH OR CHANGES TO THEIR SENSE OF SMELL OR TASTE (These symptoms can last for weeks after the infection has gone)

YOU MUST KEEP SELF ISOLATING YOUR CHILD IF THEY HAVE ANY OTHER SYMPTOMS SUCH AS A HIGH TEMPERATURE, RUNNY NOSE, FEELING SICK OR DIARRHOEA – THEY CAN STOP SELF ISOLATING ONCE THEIR SYMPTOMS HAVE GONE

IF YOUR CHILD LIVES WITH SOMEONE WHO HAS SYMPTOMS, THEY MUST SELF ISOLATE FOR 14 DAYS FROM THE DAY THEIR SYMPTOMS STARTED AND YOU MUST NOT ALLOW YOUR CHILD ON THE SCHOOL TRANSPORT.

IF MORE THAN ONE PERSON AT HOME HAS SYMPTOMS, FROM THE DAY THE FIRST PERSON STARTED HAVING SYMPTOMS. YOUR CHILD MUST SELF ISOLATE FOR 14 DAYS AND THEY MUST NOT USE SCHOOL TRANSPORT

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