

## TRANSPORT PROCEDURE

Approved by the SLT: 9 November 2023

Ref: 02-01k



### DAILY TRANSPORT OPERATION

Windlesham House School runs its own fleet of minibuses offering a comprehensive bus service for pupils five days a week in the local surrounding areas.

Bus route 1 overview – Chichester, Arundel, Angmering, Findon Village

Bus route 2 overview – Petworth, Pulborough, Storrington

Bus route 3 overview – Brighton, Hove, Shoreham-by-Sea, Steyning

Bus route 4 overview – Horsham, Buckbarn, West Chiltington

A bus timetable detailing the bus stops, collection and drop-off times is available from the school office.

Parents should ensure that they are at the designated bus stops **before** the departure time as the buses will not wait for late arrivals.

Parents are reminded that drivers will only collect children at the designated stops.

Children remain the responsibility of the parent until they are placed on the bus. Drivers will not leave the bus to assist or collect children.

With regard to return journeys, parents should ensure they are at the designated bus stops to collect their children **before** the drop off times. Should parents be delayed for any reason they should contact the bus driver or school as soon as possible. Drivers can only wait for a limited time for late parent arrivals due to the knock on effect of any delay to the journey to other children and their parents.

Drivers are not permitted to allow the children to leave the bus until the child's parent is at the designated collection point.

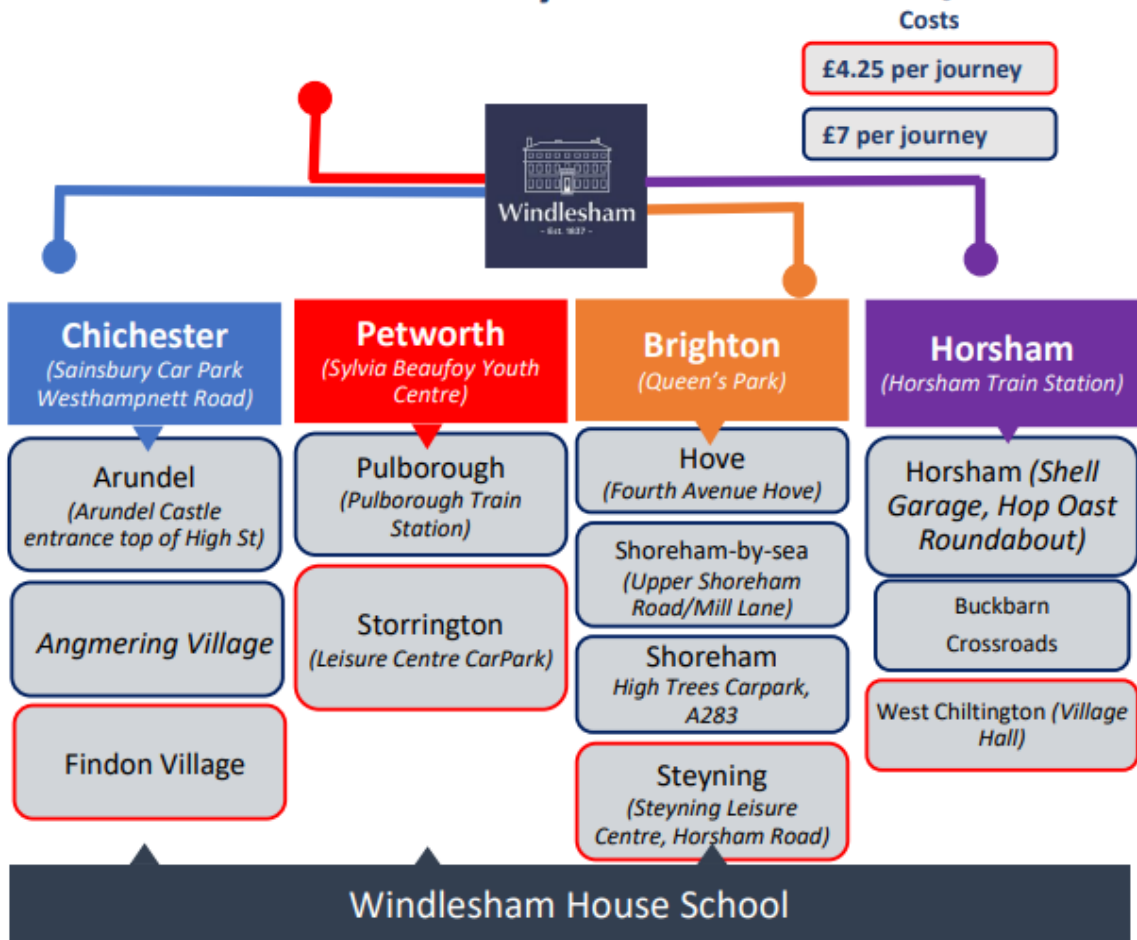
Children must sit in their seats with their seat belts on throughout the journey.

Bags must be placed so that gangways and exits are kept clear at all times.

No food or drink (other than water) is allowed to be consumed during the school bus journey.

On arrival at the School, the driver will drop children next to the main school building from where they will be able to safely access the School buildings. Pre Prep children will be escorted by the driver to the pre prep building where they will be handed over to a member of pre prep staff.

# Windlesham – Daily Bus Routes 2022/23



## **LONDON TRANSPORT OPERATION**

The School runs a weekly bus service to London which departs on Fridays at 4.45pm and arrives in Putney at 6.15pm. Parents will need to ensure they are at the designated collection point **before** the drop off time.

The bus driver will contact the parent/guardian at 6.30pm if the child has not been collected. If a child has not been collected by 6.45pm then the driver will contact the on duty SLT member at school to seek guidance. The driver may be advised to return the child to school and it will then be the responsibility of the parent/guardian to collect the child from school.

On long weekends and holidays the London bus arrival time is 2.30pm. The bus driver will contact the parent/guardian at 2.45pm if the child has not been collected. If a child has not been collected by 3pm then the driver will contact the on duty SLT member at school to seek guidance. The driver may be advised to return the child to school and it will then be the responsibility of the

Drivers are not permitted to allow the children to leave the bus until the child's parent/guardian is at the designated collection point.

There is a London bus collection service departing from Putney on Sundays at 4.30pm. Boarding of the bus is from 4pm and parents should ensure that they are at the designated bus stop by, **at the latest, 4.15pm**. The bus driver will contact the parent/guardian at 4.20pm if a child has not arrived. If a child has not arrived on time then the driver will contact the on duty SLT member at school to seek guidance. This may result in the bus departing without late arrivals and it will be the responsibility of the parent/guardian to transport their child to school.

## **BEHAVIOUR**

Pupils travelling by school transport are considered to be representing the School; they are expected to behave in an exemplary fashion and must adhere to any instruction given by the driver. Noise must be kept to a minimum and nothing done to distract the driver.

Any behaviour which contravenes the School's code of conduct or reflects badly on the School in any way will be dealt with in accordance with the School's Behaviour Policy and could result in the pupils involved being suspended from, or in extreme cases, withdrawn from the bus service. This could include the exclusion from the bus for travelling to away sports fixtures and school trips.

Drivers are entitled to ask pupils to sit in specific seats in order to maintain order on the minibus if appropriate. Children will only be permitted to travel in the front passenger seat of a minibus if the rear seats are full and the driver directs them to. Any behaviour issues will be reported to the Senior Deputy Head.

The safety of the children is a prime concern at all times and therefore once on the bus children are expected to:

- Remain seated with seat belts fastened throughout the journey and until instructed otherwise by the driver
- Obey the instructions of the driver
- Keep noise levels low to avoid distracting the driver
- Take all their belongings with them when leaving the bus

- Leave the minibus clean and tidy

Please make sure that you acquaint your child with this paragraph so that they know what is expected of them.

### **UNUSUAL OCCURRENCES**

Whilst the school will endeavour to ensure the buses run every school day there may, in very exceptional circumstances, be occasions on which the School is unable to provide a bus service. If this is likely to happen the School will inform users of the bus by email, text or telephone giving as much notice as possible.

In the morning, if a bus is more than 10 minutes late arriving at the stop, the parent should please try to leave a message with the driver to find out what has happened or contact the school directly. Please see the section on 'Communication' below with regard to contacting drivers.

If the parent decides to leave the bus stop and drive their child to school, they should leave a message on the driver's mobile phone to notify him/her that they have done so.

### **COMMUNICATION**

The minibus driver will hold a list of contact numbers for parents/guardians of all the pupils on the bus route for use in an emergency.