



**MALTMAN'S GREEN**  
SCHOOL

# School Bus Policy

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**This policy also applies to the EYFS**

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**Headmistress. Mrs Joanna Pardon MA, BSc, PGCE**

Maltman's Green School, Maltmans Lane, Gerrards Cross, Buckinghamshire SL9 8RR (Registered Office)  
Tel. 01753 883022 Fax. 01753 891237 Email. [office@maltmansgreen.com](mailto:office@maltmansgreen.com) [www.maltmansgreen.com](http://www.maltmansgreen.com)

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# School Bus Policy

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## Introduction

The safety of pupils travelling on buses is of paramount importance, whether it is the School minibus or an externally hired vehicle. It is the right of all bus travellers to have the safest possible service provided. The driver will treat all Pupils respectfully and in turn will be treated respectfully by all Pupils. It is the responsibility of all users to ensure that the driver is able to perform his/her duties free from distraction and worry about the conduct of passengers. Pupils are responsible for their own behaviour and should adhere to the code of conduct in place. Children must understand themselves, that poor behaviour, especially that which puts at risk the safety of any other child, driver or road user will inevitably have consequences.

## Pupil Responsibilities

All pupils must abide by the Code of Conduct for School Bus Travel as follows:

1. I will get on and off the bus in an orderly way so I do not hurt myself or other passengers.
2. On boarding the bus, I will put on my seat belt and keep it on for the entire duration of the journey. I understand that the new national seat belt regulations mean that I could be liable to be fined up to £500 if I am not wearing a seat belt.
3. I will make sure my bags are stored under the seat and do not block aisles or exits.
4. I will not leave my seat at any point during the journey unless given permission to do so by the driver.
5. I will obey the driver at all times.
6. I will not attempt to distract the driver during the journey.
7. I will talk quietly and avoid noise which may distract the driver.
8. I will respect other people's property on the bus.
9. I will not leave rubbish on the bus.
10. I will behave in a courteous manner to others on the bus.
11. I will not throw anything around the bus during the journey.
12. I will not eat on the bus (including chewing gum).
13. I will comply with the School's Anti-Bullying Policy at all times (this may be found on the School's website).
14. Pupils causing wilful damage to the bus will be held fully accountable.

All children will be required to wear a high visibility vest, provided, should they need to exit the bus for any reason prior to arriving at the School.

Should the bus break down or is an accident, Pupils must follow the driver's instructions and not leave the area unless given specific approval by the driver.

## Bus Breakdown/Accident

- Should the bus break down the driver should call one of the School emergency contacts using the phone numbers provided to them. The emergency contact will then travel to the location of the breakdown in the reserve mini-bus to collect the Pupils and transport them safely to School, should this be necessary.
- Should the bus be involved in a traffic accident the driver should find a safe place to pull over and exchange details with the other party.

- If the damage to the bus is minor, the driver is advised to continue their journey to school as soon as possible.
- If the damage to the bus is severe and/or the accident involves casualties, the driver should contact the emergency services before calling one of the School emergency contacts using the phone numbers provided to them. The emergency contact will then travel to the location of the accident in the reserve mini-bus to collect the Pupils and transport them safely to School.
  - Parents of any Pupils injured in an accident will be contacted as soon as possible.

## External Hire Buses

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### Maltman's Green School Responsibilities

- We reserve the right to cancel or amend the route and/or the charges.
- We will ensure that all drivers are DBS checked.
- We will ensure that the driver holds the necessary licences and has received the appropriate training.

### Service Provider Responsibilities

- To maintain the bus in a clean and safe manner.
- To ensure the bus is appropriately insured, has a valid MOT and is serviced regularly. <sup>1</sup>
- To take the responsibility for your child's protection and safety very seriously. Drivers should be fully aware of the School's policy on reporting child protection concerns.
- To ensure that the driver will be familiar with and adhere to the Highway Code.
- To ensure that the driver will check the bus daily and weekly with appropriate checks.
- To ensure that the driver will adhere to the scheduled pick up times.
- To ensure that the driver will pull over into the designated stopping point, ensuring they are not parked illegally or in a way that obstructs traffic or pedestrians.
- To ensure that the driver will, when possible, turn off the bus engine.
- To ensure that the driver will tick each child off the manifest as they get onto the bus, ensuring that they are properly strapped in.
- If a child is not at the bus stop by the designated departure time, to ensure that the driver should not wait and should continue to the next stop.
- If the bus gets stuck in traffic and will be late for the designated collection time:
  - Late by a few minutes: to ensure that the driver will continue on the route as planned.
  - Late by more than 5 minutes: to ensure that the driver should pull over the bus and text all parents listed as the emergency contact for the pupils still to collect to inform them of the delay. They should then continue on the route as planned.
- To ensure that the driver is aware of the need to adhere to the speed limit and according to road conditions.
- To ensure that the driver is aware that they represent Maltman's Green and ensure that their road conduct does not negatively represent the School.
- To ensure that the driver will take note of any pupil's concerns and inform the School.
- Children must not distract the driver. Should any of the pupils' behaviour become too raucous, the driver should request them to quieten down.
- To ensure that the driver will promptly inform the School of any negative behaviour or incidences that occur on the bus.
- If a child will not stay seated or is unwell on the bus, to ensure that the driver is advised to find a safe place to pull over and assist with the situation.
- To ensure that the driver is advised to continue with the journey, even if the pupils are misbehaving, as long as (s)he is not being distracted by the passengers.

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<sup>1</sup> The School reserves the right to request evidence of any or all of these at any time.

## Parent Responsibilities

- Parents/carers must accompany their daughter(s) to the bus stop and see them safely on the bus.
- Parents/carers should queue sensibly with their daughter(s), well away from the edge of the road.
- Parents/carers are responsible for their daughter(s) until they board the School bus.
- It will be the parents' responsibility to ensure their daughter(s) are at their bus pick-up point at least three minutes before the departure time. In the interests of the other passengers, the bus will leave each stop promptly at the advised time and only earlier if all girls on the manifest are checked on to the bus.
- Parents/carers must inform the School or driver as soon as possible if they know their daughter will not be taking the bus on any given day.
- Parents/carers must understand that the bus will not wait for late arrivals but will depart the bus stop on time according to the schedule.
- Parents will be responsible for wilful damage to the school bus caused by their daughter(s).
- Your commitment will be for the term and if you no longer require the service we will look to find a replacement, if a replacement cannot be found, then half a term will be charged. Whilst we will not charge for any mornings on which the bus is unable to run for any reason (e.g. snow), no reduction will be made if your daughter does not use the bus on any mornings for which a seat has been booked for her.
- Half a term's notice is required. Should we be able to find a replacement, we will look to waive the notice period.

## Additional Pupil Responsibilities

In addition to the Code of Conduct of School Bus Travel, as stated in the 'Pupil Responsibilities' section at the start of this policy, pupils must also abide by the following rule:

15. I will aim to be at the bus stop no less than three minutes prior to the departure time each morning.

## Sanctions for Bad Behaviour

- The bus driver will report bad behaviour to the School. Any child with three reported incidents will be liable to a one month suspension.
- Parents of pupils suspended from the bus will still be charged as per their original booking.
- Parents of pupils suspended from the bus will be given 24 hours' notice to find alternative travel.

## Bus Cancellation due to Inclement Weather

- Should the School anticipate inclement weather, the School will notify all parents via SchoolPost if the School is to close. Parents who receive this in advance of the School's morning bus run should assume that the bus is cancelled.
- Where a SchoolPost notification about the School closure has not been issued, the bus driver, after making a reasonable attempt that morning, is granted discretionary

- power to cancel or alter his/her route to ensure the safety of pupils being transported.
- Where routes are cancelled or altered at the discretion of the bus driver, it is the responsibility of that bus driver to advise the parents of the pupils.
  - Under extreme emergency conditions where pupils cannot be delivered safely to School, the pupils will remain on the bus until released to responsible adult care.

# School Minibuses

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## School Responsibilities

- To maintain the bus in a clean and safe manner.
- To ensure the bus is appropriately insured, has a valid MOT and is serviced regularly.
- We take our responsibility for all pupil's protection and safety very seriously. All staff are fully trained in safeguarding and are aware of the School's policy on reporting child protection concerns.
- The Facilities Team will conduct a weekly bus check<sup>2</sup> and pre-journey checklist<sup>3</sup> as required.

## Driver Responsibilities

- The driver will complete the driver's pre-journey checklist<sup>4</sup>.
- The driver will hold the necessary licences and have the appropriate training.
- The driver will be familiar with and adhere to the Highway Code.
- The driver will adhere to the scheduled pick up times.
- The driver will pull over into the arranged stopping point, ensuring they are not parked illegally or in a way that obstructs traffic or pedestrians.
- The driver will, when possible, turn off the bus engine.
- The driver will ensure that each pupil is properly strapped in.
- The driver will ensure the bus travels to the speed limit and according to road conditions.
- The driver will be aware that they represent Maltman's Green and ensure that their road conduct does not negatively represent the School.
- The driver will take note of any pupil's concerns and inform the School.
- Children must not distract the driver. Should any of the pupils' behaviour become too raucous, the driver should request them to quieten down.
- The driver will promptly inform the School of any negative behaviour or incidences that occur on the bus.
- If a child will not stay seated or is unwell on the bus, the driver is advised to find a safe place to pull over and assist with the situation.
- The driver is advised to continue with the journey, even if the pupils are misbehaving, as long as (s)he is not being distracted by the passengers.

## Trip Lead Responsibilities

- The Trip Lead must count pupils onto the bus and see them safely on the bus.
- The Trip Lead should ensure pupils queue safely and sensibly in the arranged collection area.

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<sup>2</sup> Please see document in Appendix 3

<sup>3</sup> Please see document in Appendix 2

<sup>4</sup> Please see document in Appendix 1

# Appendix 1: School Minibus Pre-Journey Checks – Driver

Can be found on the School network in the following location: <T:\Staff Resources\School Bus\Driver Pack>



**MALTMAN'S GREEN**  
SCHOOL

### School Bus Pre-Journey Checks – DRIVER

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**Bus Registration Number:**..... **To be carried out on a daily basis.**

**Exterior checks**

	OK	NOT OK	ACTION
Windscreen & windows clean and undamaged			
Tyres – <u>visual</u> inspection to check for correct inflation, any cuts or damage and sufficient tread depth (including spare wheel)			
Doors open and close properly			

**Interior checks**

	OK	NOT OK	ACTION
Seat belts are undamaged and working properly			
Location and contents of first aid kit, fire extinguisher(s) and hi-vis vests			
Aisles & exits clear			
Location of bus driver pack (insurance, MOT)			
Mirrors correctly adjusted, clean and unobstructed			
Position of driving seat so all pedals can be operated comfortably			
Lights & indicators are working			
Wipers & washers working properly			
Fuel level acceptable for journey/ Fuel card held			
Mobile telephone & hands free working			
Dash-cam working			
Check brakes With engine running, check handbrake is working properly & brake pedal is firm when pushed			
Conduct a moving brake test, if possible reach a speed of not more than 15 mph check mirrors and, if safe, apply brakes fairly firmly. Brakes should work efficiently; vehicle should not pull to one side.			

Should any item checked found to be 'NOT OK' appropriate action should be taken to remedy this i.e. top up oil or fuel, put air in tyres. If the item cannot be remedied in a timely manner or requires further investigation alternative arrangements should be made. The issue must be reported to the Facilities Manager promptly.

Drivers of the school bus should note that they are representing the school and conduct themselves as thus. Speed limits must be obeyed at all times. It is important too that the bus is kept in a clean and presentable manner.

By signing this form, I agree that the above checks have been undertaken, and any checks found 'NOT OK' have been remedied before commencing the journey.

Name: ..... Date:.....

Signature:.....|.....



**Headmistress: Mrs Joanna Pardon MA, BSc, PGCE**

Maltman's Green School, Maltmans Lane, Gerrards Cross, Buckinghamshire SL9 8RR (Registered Office)  
Tel. 01753 883022, Fax: 01753 881117, Email: office@maltmansgreen.com www.maltmansgreen.com

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# Appendix 2: School Minibus Pre-Journey Checks – Maintenance

Can be found on the School network in the following location: <T:\Staff Resources\School Bus\Driver Pack>



**MALTMAN'S GREEN**  
SCHOOL

## School Bus Pre-Journey Checks - Maintenance

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**Bus Registration Number:**.....

**To be carried out before trips**

**Checks**

	OK	NOT OK	ACTION
Top up windscreen washer fluid level			
Lights and indicators are clean and working including hazard warning lights			
Location of wheel brace and jack			
Position and function of all dashboard controls			
Oil level			
Coolant level			
Brake fluid level			
Lights and indicators are clean and working including hazard warning lights			
Ensure brake lights are functioning correctly (use an assistant if necessary)			
Tyres checked including pressures and tread (including spare wheel). Note: at least 3 mm across centre ¾ tread depth is recommended. Also check for any cuts, damage or bulges			
Location of wheel brace and jack			

Should any item checked found to be 'NOT OK' appropriate action should be taken to remedy this i.e. top up oil or fuel, put air in tyres. If the item cannot be remedied in a timely manner or requires further investigation the back-up bus should be used and a new checklist completed. The issue must be reported to the Facilities Manager promptly on return from the journey.

Drivers of the school bus should note that they are representing the school and conduct themselves as thus. Speed limits must be obeyed at all times. It is important too that the bus is kept in a clean and presentable manner.

By signing this form, I agree that the above checks have been undertaken, and any checks found 'NOT OK' have been remedied before commencing the journey.

Name: ..... Date:.....

Signature:.....



**Headmistress: Mrs Joanna Pardon MA, BSc, PGCE**

Maltman's Green School, Maltmans Lane, Gerrards Cross, Buckinghamshire SL9 8RR (Registered Office)  
Tel: 01753 893673 Fax: 01753 891737 Email: [office@maltmansgreen.com](mailto:office@maltmansgreen.com) [www.maltmansgreen.com](http://www.maltmansgreen.com)

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**Eco-Schools**

# Appendix 3: School Minibus Pre-Journey Checklist – Weekly

Can be found on the School network in the following location: <T:\Staff Resources\School Bus\Driver Pack>



**MALTMAN'S GREEN**  
SCHOOL

## School Bus Pre-Journey Checks - WEEKLY

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**Bus Registration Number:**.....

**To be carried out on a weekly basis:**

**Checks**

	OK	NOT OK	ACTION
Oil level			
Coolant level			
Brake fluid level			
Lights and indicators are clean and working including hazard warning lights			
Ensure brake lights are functioning correctly (use an assistant if necessary)			
Tyres checked including pressures and tread (including spare wheel). Note: at least 3 mm across centre ¾ tread depth is recommended. Also check for any cuts, damage or bulges			
Location of wheel brace and jack			

Should any item checked found to be 'NOT OK' appropriate action should be taken to remedy this i.e. top up oil or fuel, put air in tyres. If the item cannot be remedied in a timely manner or requires further investigation the back-up bus should be used and a new checklist completed. The issue must be reported to the Facilities Manager promptly on return from the journey.

Drivers of the school bus should note that they are representing the school and conduct themselves as thus. Speed limits must be obeyed at all times. It is important too that the bus is kept in a clean and presentable manner.

By signing this form, I agree that the above checks have been undertaken, and any checks found 'NOT OK' have been remedied before commencing the journey.

Name: ..... Date:.....|.....

Signature:.....



**Headmistress: Mrs Joanna Pardon MA, BSc, PGCE**

Maltman's Green School, Malborough Lane, Gerrards Cross, Buckinghamshire SL9 8RR (Registered Office)  
Tel. 01753 803003 Fax: 01753 801733 Email: [office@maltmansgreen.com](mailto:office@maltmansgreen.com) www.maltmansgreen.com

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# Appendix 4: External Hire Daily Vehicle Defect Form – Sample

<b>Vehicle Defect Report</b>		576909
Drivers Name: <u>M. B. GOGON</u>	Vehicle / Fleet Number: <u>VM15 UH1</u>	
Date / Time: <u>16.1.20</u>	Speedo / Odometer Reading: <u>50621</u>	
<b>Daily Check</b>		
1. Tyres, Wheels and Wheel Nuts	<input checked="" type="checkbox"/>	15. Brakes / Steering
2. Bodywork Damage	<input checked="" type="checkbox"/>	16. Registration Plate
3. Door Security	<input checked="" type="checkbox"/>	17. Windscreen / Glass
4. Oil / Fluid / Coolant / Leaks	<input checked="" type="checkbox"/>	18. Spare Wheel
5. Tow Bar Security / Connections	<input checked="" type="checkbox"/>	19. Tachograph (if applicable)
6. Tail Lift / Ramps	<input checked="" type="checkbox"/>	20. Saloon Lighting*
7. Lights / Reflectors	<input checked="" type="checkbox"/>	21. Saloon Floor Covering*
8. Exhaust Security and Emissions	<input checked="" type="checkbox"/>	22. Heating & Ventilation*
9. Battery Security	<input checked="" type="checkbox"/>	23. Exits, Locks and Handles, Markings*
10. Load Security	<input checked="" type="checkbox"/>	24. First Aid Kit*
11. Horn / Dashboard Lights	<input checked="" type="checkbox"/>	25. Disabled Passenger Restraints*
12. Mirrors / Indicators	<input checked="" type="checkbox"/>	26. Fire Extinguisher*
13. Washers / Wipers	<input checked="" type="checkbox"/>	27. Emergency Hammer*
14. Seats / Seatbelts	<input checked="" type="checkbox"/>	28. Other.....
		29. <b>NIL DEFECT</b>
* Minibus Check List Extras		
<p>RECORD BELOW ANY ACCIDENT HOWEVER SMALL. VEHICLE DEFECTS OR IRREGULARITIES. HAND PINK DUPLICATE COPY INTO OFFICE / TRAFFIC OFFICER. VEHICLE DEFECTS MUST ALSO BE REPORTED TO THE SENIOR MAINTENANCE &amp; REPAIR ENGINEER WHO WILL INITIAL THE ORIGINAL COPY.</p>		
Notes:		
Drivers Signature: <u>M.A. Bugh</u>	Reported to	
Defect Rectified by	Signature	Date

# Appendix 5: External Hire Maintenance Inspection Sheet – Sample



**TACHOPISC**

**Public Service Vehicle Inspection and Rectification Report**



**Chartwell**

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Operator MARKCARS LTD Depot \_\_\_\_\_ Date 19/12/19  
 Make & Type FORD TRANSIT Reg. No. YM15 UMT Fleet No. \_\_\_\_\_  
 Odometer reading 49891 miles

**NOTES FOR INSPECTORS.** The appropriate mark should be made in the code column, then transferred to the reverse of this form in the correct section, together with a brief description of the fault.

CODE  No attention required       Do not use until rectified  
 Repair as soon as possible       Does not apply to this vehicle

**MAKE AN ENTRY IN EVERY CODE BOX**

I.M. No.	ITEM	CODE	I.M. No.	ITEM	CODE
1			*	Drivers blind	✓
2			*	Bell	✓
4			*	Saloon lighting	✓
X	Number plate	✓	*	Condition of floor and floor covering	✓
63	Lamps	✓	*	Floor traps	N/A
66	Direction indicators and hazard warning lamps	✓	*	Stairs and hand rails	✓
68			3	Seat belts	✓
67	Aim of headlamps	✓	19	Security of body	✓
G	Ancillary lamps	✓	41	Condition of chassis	✓
22	Mirrors	✓	42	Electrical wiring and equipment	✓
V	Licences	✓	43	Engine and transmission mountings	✓
W	Legal writing	✓	5	Gearbox and bell housing	✓
5	Exhaust emissions	✓	57	Transmission	✓
9	Bumper bars	N/A	T	Final drive	✓
10	Spare wheel and carrier	✓	44	Oil and waste leaks	✓
11	Vehicle/Training Coupling	✓	45	Fuel tanks and systems (including ancillaries)	✓
12			46	Exhaust and waste systems (including ancillaries)	✓
13			47		
14	Condition of wings and wheel arches	✓	48	Suspension	✓
15			49		
20	Exterior of body incl. access doors, flaps and luggage compartments	✓	50		
*			51		
16	Passenger and drivers doors and emergency exits	✓	52		
17	Drivers accommodation and steps	✓	53	Axles, stub axles and wheel bearings	✓
18	Driving seat	✓	54	Steering mechanism	✓
23	View to front	✓	55		
24			56		
25	Windscreen wipers and washers	✓	58	Additional braking devices (incl. retarders)	N/A
26	Speedometer/tachograph	✓	59	Brake systems and components	✓
27	Audible warning (horn)	✓	60		
U	Other audible warnings	✓	61		
B	Anti-theft alarms, etc.	✓	K	Axle alignment	✓
C	Other instruments	✓	O	Steering alignment	✓
D	Interior and panel lights	✓	62	Reflectors and rear markings	✓
E	Heating/demisting system	✓			
28	Driving controls	✓	64		
30	Steering control	✓	65		
31			69		
32					
33	Speed limiter	✓	70		
34	Pressure/vacuum warning and build-up	N/A	74	Other dangerous defects	✓
35			75		
36	Hand brake lever (mechanical)	✓	Z	Rear wheel bearings and seals	✓
37	Service brake pedal	✓	6	Road wheels and hubs	✓
38	Service brake operation	✓	H	Cooling system	✓
39	Hand operated brake control valves	N/A	I	Generator and starter	✓
40			J	Auxiliary drive belts	✓
21	Interior of body and passenger steps and platforms	✓	Y	Hydraulic equipment	✓
*	Seats (security and cleanliness)	✓			
*	Fire extinguisher	✓			
*	First aid kit	✓			

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