

Minibus guidance for Parents

Teaching road safety is one of the most important duties of a parent. It must include teaching children to behave properly when they use school transport or public transport. Minibuses are not a place for play. Please read and make sure you understand and agree to these guidelines before allowing your child to use the school minibus.



Be punctual

Make sure that your child is ready at the proper time so the bus can leave on time. Remember, it is your responsibility to get the child to and from school, and to ensure that your child gets on the minibus promptly and safely so the bus is ready to leave. When your child is on the bus, ready to leave, the responsibility for the care of your child can be handed to the chaperone. You should not leave until the chaperone is there.

Seating arrangements

The minibuses have no fixed seating plan. Front seats should only be used by older pupils, but exceptions could be made if a child's mum or dad is the driver. The safety and welfare of the children on the bus is the responsibility of the chaperone. The chaperone may therefore decide to move a child without asking the parents' permission first.

Wait with your child

Wait with your child at the place where the minibus stops. Make sure you wait in the right place to collect your child on the return journey. Always avoid calling your child across the road or car park to you. Children are excited when they have just come back and traffic will be the last thing on their mind!

Safe walking and crossing

Make sure your child knows and understands the Green Cross Code. Young children cannot judge speed or distance of traffic very well and must not be allowed to cross the road unaccompanied.

Meet your child

Make sure that you, or another carer, are at the pre-arranged meeting point when your child returns home, and have the telephone number of other parents, the school or other relevant contact person to pass on messages if required.

On the minibus

Behaviour

Teach your child to act sensibly on or around minibuses. Make sure your child knows that bad behaviour on the minibus is dangerous and to listen to the driver's and chaperone's instructions. Children should understand that unwanted behaviour may result in the minibus returning to its base, the child being taken to a place of safety and/or the minibus remaining stationary until the parents have collected the child. Persistent offenders may not be accepted on future journeys.

Contact details

Make sure that the school holds up to date information about the children, including contact details for emergencies.

Medical details

Make sure that the school has up to date information about any special requirements your child may have and relevant medical information in writing.

Medication

Giving medicine to passengers is not the responsibility for a chaperone, driver or teacher and they should not give any medical treatment, other than immediate first aid. If your child needs to take medication during a journey or trip, discuss this in advance with the school. They will need time, and written consent from the parents to put in place the arrangements needed. If a child is going out on a school trip, provision must be made to ensure the child's health and safety.

Other details

Advise the driver and chaperone if there is a particular difficulty with your child on a particular day. But it is your duty to decide whether your child should go on the journey in such circumstances. It is the parent's responsibility for assessing whether a child is fit to undertake the journey.

Damage

Vandalism caused by your child whilst on a journey, is your responsibility. Persistent offenders may not be accepted on future journeys. Unreasonable behaviour may endanger your own, or someone else's, child. Parents will be expected to reimburse the school for any damage caused by their child.

Concerns

Discuss and resolve any concerns you may have with the headteacher.