

14d SCHOOL JOURNEYS

SAFETY AND SUPERVISION ON SCHOOL JOURNEYS

General Notes

1. This policy applies to all journeys undertaken on school business.
2. Monitoring of on-site vehicle movements and use of the car park are covered in the Car Park Risk Assessment.

Supervision

1. Supervision principles detailed in policies 14a and 14c apply to all school journeys.
2. Children in Nursery and the Preps who wish to use the contract bus will need to have an accompanying adult with them to supervise them on the journey and to ensure their safe handover to teaching staff.
3. On arrival at school girls should enter via the designated gate for juniors or seniors.
4. The contract bus will leave school by 4pm. Girls who finish lessons before this time should wait in the After School Club until collected by the driver (there is no charge for this).
5. Girls in Lower II and below must be dropped off and met by an adult at the beginning and end of the journey. Girls in Lower II and below who are uncollected on homeward journeys will return to school with the driver and will join the After School Club (there is a charge for this). An adult must then pick them up from school before 6.00 pm.

EXTRA MEASURES DURING COVID-19 PANDEMIC

Face coverings are to be worn

Windows or fans are to be used to maintain good ventilation

No more than 10 girls are to be allocated a place on the 19-seater bus so that social distancing may be maintained

ST AUGUSTINE'S PRIORY

Guidelines on driving hired vehicles

1. Drivers should take a rest stop of at least 20 minutes, OUT OF THE VEHICLE, after a maximum 2 hours continuous driving.
2. A driving session, by one individual, should not exceed 4 hours (including the 20 minute rest period) and there should then be at least a 1 hour break before commencing another driving period.
3. Drivers should not drive for more than 8 hours in any 18 hour period without a MINIMUM of 6 hours good sleep and rest.
4. Drivers should limit driving between 2200 hours (10 pm) and 0500 hours (5 am) to a MAXIMUM of 2 hours.
5. It is essential that adequate ventilation is provided.
6. Noise should be kept to a reasonable level and well below that which could distract the driver.