



Argyll and Bute Council

COUNCIL POLICY ON THE PROVISION OF SCHOOL TRANSPORT

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Transport covers a return journey each school day, to school in the morning and to home at the end of the school day. Pupils who wish to return home for lunch will be required to make their own arrangements. Arrangements may be made by schools locally to cover pupils taking part in activities outwith the course of the normal school day.

When the criteria for walking distances are not met, there are certain exceptional circumstances in which the authority may provide transport:-

- When a walking route may place the child (when accompanied by an adult) at greater risk than in normal circumstances.
- If spare seats exist on dedicated school transport vehicles, a child who does not meet the walking distance criteria may be granted a privileged seat which will be charged at a cost determined by the Council. (A dedicated vehicle is one exclusively used for pupil transport to school). **It should be noted that** (s)12iSgl)

- (b) On receipt of tenders by the due date, the authority will normally accept the lowest tender. Any exceptions will require to be reported to the Council.
- (c) The successful contractor will be notified and, after the appropriate checks have been made, parents will be notified of the detailed arrangements for the transportation of pupils who qualify for school transport.

The precise mode of transport will be decided by the successful contractor, in discussion with the Integrated Transport Manager, taking all circumstances into

(b) Additional Support Needs Transport

All operators must ensure that drivers and pupil escorts are suitably briefed in normal operation and in emergency/unforeseen circumstances. However, the authority expects that particular care will be exercised by drivers and pupil escorts on contracts for children with additional support needs. Relevant

Integrated Transport Team by the Named Person.

7. **CODE OF CONDUCT FOR PUPILS**

8. COMMUNITY USE OF COUNCIL MINIBUSES

When not required by the council in the evenings and at weekends, it is the practice for vehicles to be made available for use by community organisations. Council owned vehicles can be hired by schools and community organisations.

The Code of Conduct and Conditions of Let for minibuses is available on the council website, together with the online booking form. Alternatively, bookings may be made through the Customer Service Points. Hire payments should be made at the time of booking the vehicle.

01546604639. -line application form. Telephone:

9. CONTRACT MONITORING

The Integrated Transport Team is responsible for school contracts and for their day-to-day operation. The Integrated Transport Team actively monitor the performance of school contracts through the deployment of a team of specialist inspectors. Meetings take place regularly involving the Integrated Transport Team and the Health and Safety Manager to discuss the operation and monitoring of school contracts. To assist monitoring, the Integrated Transport Manager welcomes the

Vehicle Timetable

Contracted transport tender specifications normally allow a 15 minute time band within which pupils must be picked up or set down with the middle of that band being the preferred time. Variations to this are managed by the authority.

Pupils transported by in house minibuses or cars are given a pick-up time, which can vary by up to 5 minutes.

Transport contracted for pupils with additional needs is timetabled to suit individual requirements.

10. COMPLAINTS PROCEDURES

It is important that parents have the opportunity to ask questions about eligibility for transport. They should contact the Integrated Transport Team.

Parents who have concerns or complaints about any aspect of the provision of details. Parents may also complain direct to the Integrated Transport Team in writing to reinforce their concerns. The Integrated Transport Manager will respond direct to parents and advise the school on the outcome of their investigations.

In the case of additional support needs contracts, enquiries and complaints by parents should be directed in the first instance to the Named Person who will liaise with the Integrated Transport Team. Parents may also write direct to the Education Officer for outcome of his or her investigations.

11. SAFETY

A number of features have been put in place to enhance pupil safety. These are:

- The transport road

- All drivers and pupil escorts are PVG assessed.
- its mini-buses and have painted high visibility markings on the education vehicles.
- All drivers of council minibus vehicles are required to complete a driving assessment.
- There will be no standing passengers on Council subsidised local service or school contracts.
- Legislation was introduced in December 2017 that requires that seatbelts are fitted in **all vehicles** used for dedicated school transport. This covers either home to school transport or an organised school trip. The only exception is