

Primary School Bus Pupil Roadside Safeguarding Policy

A parent should always be at their designated bus stop 10 minutes before school transport is scheduled to arrive to collect or return their child/ren. However, it is recognised that in extraordinary circumstances, it may be that a parent is unable to arrive at the bus stop on time as expected. This is of particular importance in the case of primary school children.

To minimise any risk from such occurrence, all Contracted School Bus Operators are asked to ensure that they seek the assistance from their drivers on all routes to Primary Schools to ensure that all regular primary school passengers are met by a responsible adult before driving away. If a child is not met and appears to be unaccompanied by a responsible adult, the driver must not leave the child, waiting a reasonable length of time and/or then continue with the child on board and make contact with their depot.

The Operator should then in turn contact Council's School Transport Unit and we will make contact with the parent and/or school as soon as possible and give ongoing advice. In the unlikely event of being unable to resolve the matter in a timely manner, we will further advise on what emergency option is to be followed. We will then follow up on any advice necessary for parent and school.

Operators are instructed that extra care needs to be taken if a regular driver is not available for any reason. In the case of a planned change of driver, the replacement driver should shadow the usual driver in advance of the change-over to ensure familiarity of students and adults as well as the route. They are also advised to call our office in the event of any doubts or confusion over any pupil, regardless of age.