



Our Walking Bus Guidelines



Please read through this information carefully and discuss with your child/children who will be using the Walking Bus

THE WALKING BUS – CONTRACT OF EXPECTATIONS

We are pleased to be able to offer a Walking Bus.

In agreeing for your child to be part of the Walking Bus please note the following expectations...

- Children must follow all instructions from the adult in charge (Driver / Conductor).
- Children must wear the high visibility jacket provided.
- Children must walk sensibly and not cause danger to themselves or others – parents/carers and adults involved will help children with this.
- Any dangerous or inconsiderate behaviour will mean that permission to take part on the Walking Bus can be withdrawn.
- Children must take part in the Walking Bus regularly, or the place may be given to another child who wishes to take part.
- Children must wear clothes and shoes suitable for walking to school in.

It is important that both adults and children understand the rules outlined above and follow them. Not sticking to expectations poses risk and with risk could be further problems.

In the event of an accident, school holds no liability for damage to personal belongings or self. It is agreed that this service is of a voluntary nature and no payments to school are required.

If you have any concern about any of the expectations above please contact the school as soon as possible / prior to the use of the Walking Bus.

We hope the bus provides you with a service useful to you.

Safety information

Tabards

All adults and children taking part in the walking bus will be issued with a reflective jacket which must be always worn when using the bus.

Ratios

The Walking Bus will operate on a ratio of one adult to every 8 children.

There must always be at least 2 adults present on each route, one acting as the driver and the other as the conductor. This means that if a 17th child joined the walking bus, then another adult must be present, and this would continue for every 8th child. However, if more adults wish to help on the bus, they are allowed.

Emergency procedures

The walking bus routes pass through residential areas wherever possible, so, in the event of a major incident adults would be needed to seek help from the emergency services by either mobile phone if one is available, or by seeking help from neighbouring properties along the route.

The walking bus register for the route contains details of the emergency contact numbers and information regarding any medical conditions that effect the children or details of any medication they may be taking. It is thought that most adults will be parents or carers, and that they will be capable of dealing with any minor incidents, such as a grazed knee which can be attended to on arrival at the school.

Insurance cover

Adults responsible for the Walking Bus will benefit from Over Hall's employers' liability and public liability insurance cover in the same way as employees if they operate under the auspices of Over Hall Community School and:

- have adequate road safety awareness
- have provided personal details and have been vetted by the police are monitored by the school annually
- a ratio of at least one adult to 8 children is maintained.

Provided that the above are adhered to, cover will apply as follows.

Subject to the terms and conditions of the policy, all sums which the adult is liable at law to pay happening in connection with the exercise of the responsibilities of the adult agreed by Over Hall Community School as damages in respect of:

- accidental injury (fatal or otherwise) of or to any person
- accidental loss of or damage to property.

Routes

All routes to be used by the Walking Bus have had a risk assessment carried out by the team and have been approved by the Headteacher. These recommended routes must be always followed.

Should any section of an authorised route become impassable the adults must take an alternative route, which minimises the risk to the children.

The children must walk in pairs and will be expected to carry their own bags on the journey. If a route uses a narrow footpath, children should walk in single file. The children must walk in an orderly manner on the pavement away from the kerb. The members of the walking bus should have consideration for other pedestrians and should leave sufficient room for them to pass freely.

The walking bus and the bus operators do not have the authority to stop traffic in order to cross roads. Should any road user stop to allow the bus to cross the road, the adults must ensure that other traffic is aware of the walking bus and that they have stopped before the children attempt to cross the road.

Every walking bus will have a driver and a conductor. The driver will lead the crocodile of children from the front. The conductor will walk at the rear of the bus, so that all the children can be seen and are kept under close supervision. Any additional adults will be positioned throughout the bus to help supervise the children. The driver and the conductor must always remain with the bus while on the agreed route.

Timetable

The walking bus will operate on every day that the bus has been timetabled to walk to school, regardless of weather conditions. In extreme weathers there may disruption to the service and this will be communicated via Class Dojo.

The bus will operate a strict timetable and will not wait for latecomers in the morning, even if children are expected to travel. All children must be at the designated bus stops at the appointed time to be collected by the Walking Bus.

It is important that parents and carers remember that they are responsible for their child's safety on the way to and from the designated bus stop, and on the journey to and from school.

Records and register

The driver should carry a register, as they need to know who will be using the bus and when. The register should contain details of attendance, emergency contact telephone numbers, adults' telephone numbers, their availability, and a copy of the rota.

It is essential that parents notify the school if their child is unable to go to school through, for example illness, or because of some other commitment like a visit to the dentist's or going to a friend's house after school.

Similarly, if a Walking Bus adult is unable to make it, a relief should be contacted, otherwise the bus service for that day would have to be cancelled.

Walking bus adults

The success of a walking bus is dependent upon the adults who act as drivers and conductors. Without enthusiastic and committed individuals, the wheels of the bus will not turn. It is therefore essential that the scheme has as many adults as possible, so that the routes are always covered.

All adults who wish to take part in the scheme must have adequate road safety awareness and must have a DBS check before they are allowed to supervise the walking bus.

While acting as drivers and conductors, all adults must wear the fluorescent tabard provided.

The children – passengers

It is expected that all children on the routes will agree to the Walking Bus expectations behaving sensibly and courteously always on the walking bus, and that parents stress the importance of good behaviour on the journey to and from school. Any child who is seen to endanger themselves or others, or who behaves in an inappropriate manner will be withdrawn from the walking bus. The headteacher will be notified and appropriate action will be taken.

If for any reason, a child misses the walking bus, they should remain with their responsible parent/carer. They should not attempt to walk to school unaccompanied without the consent of the parent/carer.

Parental or carer agreement

Before a child is allowed to travel on the walking bus, parents must agree to the Walking Bus expectations – set out above.

They should provide (if different to those held by school) emergency contact details, a list of any medical conditions that the bus operators should be aware of, and days when the child will be using the bus. For example, every day, or once a week.

Parents and carers are responsible for informing the driver of any changes to their child's attendance on the bus.