

Cracoe & Rylstone VC CE Primary School

POLICY FOR USE OF THE EMMADALE BUS AS HOME-SCHOOL TRANSPORT

School does not have responsibility for home-school transport, this lies with North Yorkshire Local Authority and the Emmadale bus company, who currently hold the franchise as bus provider for our school route. This Policy sets out the procedures to be followed in the use of the Emmadale bus by pupils as home-school transport, in so far as it affects school's care of pupils. The Policy is agreed by the Governing Body of the school.

This policy is written with regard to guidelines published by the LA on the use of home-school transport.

The use of the Emmadale bus is agreed and paid for on an individual private contract basis between parents/carers and the Emmadale bus company/North Yorkshire LA. Mr Dale Mason is currently the bus driver and main contact.

Up-to-date contact numbers and details should be shared between parents/carers and the Emmadale bus company, to enable contact to be made if necessary. The bus route, times and collection points are organised through Emmadale.

Pupils are expected to behave responsibly and safely on the bus, under the supervision of Mr Dale Mason. If this is not the case, parents/carers and school will be informed, and action taken as necessary to ensure the safe transport of all pupils.

Mr Dale Mason carries a mobile phone on the bus and will contact school (and can be contacted by school) if necessary in the event of any problems with/during the journey.

An updated list of pupils travelling on the bus, including parents/carers current contact and emergency contact telephone numbers, is kept centrally in the school office. School keeps a daily register of pupils travelling on the bus (within the class registers). **Parents/carers need to inform both school and Mr Dale Mason if their child will not be using the bus.**

On their arrival at and departure from school, pupils are supervised on to and off the bus each day by the member of school staff on duty in the school playground.

In the event of school closure or the bus needing to leave earlier or later than usual for any reason, contact will be made between school and the Emmadale bus company and the situation discussed. Parents/carers will be contacted and informed by school via telephone as soon as possible. **No pupils will be allowed out of school, either via the school bus or otherwise, unless their parent/carer has been personally spoken to on the telephone: we will not just leave a message.** Pupils whose parents cannot be contacted will remain in the care of staff in school until direct contact is made, and they are collected from school (NOT from the bus or bus stops en route or in Gargrave).

Parents and carers of pupils using the Emmadale bus will be informed of the above policy as required.

This Policy agreed: April 2012

Policy to be reviewed annually, or as required