



## **Coach Usage Policy**

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## **COACH USAGE POLICY**

Bolton School offers a coach service which consists of 23 routes covering a large area of the Northwest. For more details visit our website where you will find route maps, timetables, online allocation forms and all details about how our Coach Service is operated. Otherwise please call 01204 434711. We guarantee all new year 7 pupils a place if required.

<https://www.boltonschool.org/our-community/parent-hub-key-information/transport>

## **GUIDANCE FOR PARENTS**

Each year We ask that all parents ensure their child is familiar with the content of the two safety videos which can be found on our website using the link below:

1. Tyrer's Vehicle Fire procedure (passengers)

<https://youtu.be/Vwhy4-x2Ep4>

2. Tyrer's coach information video (passengers)

<https://youtu.be/demCISKVU-4>

These videos provide pupils and parents with the protocols in place in order to maintain the health and safety of all coach users. Parents are asked to confirm in Parent Portal each September that they have watched the most recent version of the safety videos with their child and that they understand its contents.

### **Procedures for morning arrivals**

Pupils should be at their coach stop at least 5 minutes before the scheduled time of departure to ensure they don't miss the service.

- Park Road and Beech House pupils arriving by coach will be dropped off at the bus lay-by on Chorley New Rd adjacent to Beech House. The lay by will be supervised by a staff member from 8.10am – 8.50am.
- Beech House and Park Road pupils enter Beech House via the pedestrian gate that leads directly into the school grounds. Beech House children can then join their friends on the playground and Park Road pupils will be directed via the Zebra crossing onto Park Road where a member staff will meet them.
- If a coach arrives at school later than 8.50am and the lay by is no longer supervised, Park Rd and Beech House pupils will be dropped off outside the main school and escorted into Reception. They will be supervised at all times until they can be taken over to their school by a Sergeant.

### **Procedures for after school departure**

Please see the Coach Layout document this shows which coaches are on the first and second batch. [https://www.boltonschool.org/userfiles/boltonsmvc/documents/Coach\\_Parking\\_Plan\\_2023-24.pdf](https://www.boltonschool.org/userfiles/boltonsmvc/documents/Coach_Parking_Plan_2023-24.pdf)  
The school runs 22 routes. As a maximum number of 18 coaches can be accommodated at the front of school at any one time so we run two batches. The remaining 4 vehicles will arrive when the first

18 are released. The first batch of 18 coaches will start boarding at 4pm and aim to leave school at 4.10pm.

The second batch of 4 coaches will start boarding at 4.15pm and aim to leave school at 4.20pm.

- We endeavour to keep each batch of coaches in the same order daily. However, Pupils must always check they are on the correct coach. The destination will be clearly visible on both the front and side of each coach.
- At the end of the school day, pupils who are on one of the first 18 coaches to be released will be supervised to make their way out to board their coach. Boys Division pupils to exit via The Boys Quad. Girls Division and Hesketh House pupils to exit via the Riley Quad.

Park Road and Beech House pupils will be escorted by a member of their school staff to the Boys' Quad ramp. They will cross Park Road and Dobson Road with the assistance of a Sergeant and make their way along the footpath to the front of the Boys' Division senior school. All Park Road and Beech House pupils will be supervised by a member of staff at all times until they board their coach.

- Pupils who are on one the second batch of coaches which start boarding at 4.15pm will assemble either in the Riley Quad for Senior Girls and Hesketh House girls and in the Boys' Quad for Senior Boys, Park Road boys and Beech House pupils. Here they will await boarding instructions from a school Sergeant. In bad/cold weather, pupils will be led into the corridors within the respective Division to wait.

### **Delays/Breakdowns**

The Logistics Coordinator and Tyrers work very closely together monitoring the school coach services. If there is to be any significant delays due to traffic or vehicle issues parents will be informed by either text or email.

### **Younger pupils**

Primary age pupils should be met by a parent or other designated adult when disembarking the coach, for some with much older siblings this is agreed at the parents' discretion. If there is not a parent at the stop to meet the child, they should remain on the coach and the driver will contact the school's logistics coordinator. If the driver is unable to wait until the parent is able to arrive at the stop, they should complete their route with the child still on board, awaiting further instruction from the School. In most instances this will mean returning to the child's usual stop at the end of the route, however if this is not possible the child will be returned to school where they will be supervised until alternative arrangements can be made by the parents.

Sometimes, in the interest of neighbourliness, parents offer to take another family's child home with them at this point. Whilst this is entirely at their discretion, parents should seek the child's family's permission this should be agreed in advance and the driver made aware that this arrangement is in place. Where such an arrangement is made, either on a permanent or emergency basis, parents are requested to communicate this with the relevant Primary School setting by emailing or telephoning the school office.

Please note that whilst every effort is made to ensure children disembark at the correct stop, the coach driver cannot know at which stop each child alights and parents must be confident that their child understands where to get off the coach at the appropriate point in the journey.

### **Bad Weather Procedure**

In the event of bad weather i.e. snow Tyres will decide whether it's safe to run the school services. If the decision is made not to run the services you will be informed by The Head of Foundation via email. This information will also be available via the Bolton School X (formerly Twitter) feed and also on the school website.

### **Emergency Procedures**

In the event of an emergency please call 07824 645830, this number is manned until the last coach has completed its route. Please note this must only be used in a emergency situation such as a last minute inability to meet your child from the coach or that your child has not disembarked as expected.

### **Terms and conditions**

1. This agreement is made between all school coach passengers, their parents and Bolton School in order to provide safe, comfortable and civilised journeys for all passengers. The coach service is for pupils of Bolton School only.
2. No pupil is permitted to travel on the School Coach Service if not booked for that coach, under any circumstance.
3. All passengers must get on and/or off the School coach at the stop that has been booked and paid for.
4. Bookings on the School Coach Service are non-refundable in the event of a pupil failing to travel.
5. Except when embarking or disembarking, all passengers must remain seated with their seatbelts fastened correctly.
6. If a pupil requires adjustments to coach access and/or seating arrangements as a result of a disability (either permanent or temporary) this should be requested through contact with the Logistics Coordinator who will liaise with relevant colleagues in school.
7. Good conduct is required at all times. All pupils are expected to abide by the Coach Code of Conduct. Failure to comply with these conditions may result in disciplinary action, including temporary or permanent withdrawal of permission to use the School Coach Service.
8. CCTV for monitoring purposes is in operation on the coaches for the safety of passengers and staff. Further details regarding the monitoring and storage of footage can be found on the Foundation CCTV Policy which is available upon request.
9. The cost of any vandalism of the coaches proven to be carried out by pupils will be recharged by invoice to the parents or guardians of that pupil.

10. Bolton School and Tyrers Coaches aim for all school coach journeys to operate on time, but cannot be held responsible if owing to circumstances beyond the control of both or either aforementioned parties the coaches are late.

11. Drivers will not wait past the scheduled departure time.

12. To cancel a coach please use the relevant coach travel form which is available on the school website. Please note that one full term's notice of cancellation is required.

13. Parents are encouraged to contact the relevant pastoral lead in their child's Division/School in order to provide feedback regarding the coach service.

14. If your child leaves an item of their belongings on the coach, please email the transport department: [bdmgould@boltonschool.org.uk](mailto:bdmgould@boltonschool.org.uk) , this will be responded to within normal working hours.

### **GUIDANCE FOR PUPILS**

Good conduct is required at all times. All pupils are expected to abide by the Coach Code of Conduct. Failure to comply with these conditions may result in disciplinary action, including temporary or permanent withdrawal of permission to use the School Coach Service.

Beech House, Hesketh House and Park Road pupils should be seated towards the front of the coach and downstairs where the coach is a double decker.

#### **Coach Code of Conduct**

- You must abide by your school's Behaviour Policy and school rules at all times.
- You must make yourself familiar with the content of the two coach travel safety videos.
- When waiting for your coach in School, you must queue in an orderly fashion and follow the instructions of those members of staff supervising the procedure.
- You should walk, not run, to board your coach and you should help younger pupils who may be struggling to find their coach or seat.
- You must never attempt to board a moving coach.
- **You must stay seated and wear your seat belt throughout the journey.**
- You must behave sensibly whilst on the coach. Do not distract the driver. Do not shout. Do not throw objects
- You must not swear; you should be mindful about the content of your conversations as younger students are present
- You must not consume food and drink on coaches.
- You must take your litter off the coach.
- You must not vape or possess vaping equipment.

- You must not take any photographs, images or videos on a school coach
- You must not engage in nuisance behaviour such as playing music on speakers or airdropping files.
- You must alert a member of staff as quickly as possible if you notice that any pupil is in trouble or distress.
- Be aware that CCTV will be in operation on your coach.
- You must only travel on the coach you have been allocated and you must only use your requested stop.
- You must not ask the driver to stop in an unofficial place.
- You must not invite friends or extra passengers on to the coach, for example, if they are visiting your house.
- Each Division's anti-bullying, behaviour and acceptable use of ICT policies will be enacted in response to unacceptable behaviour on school coaches.
- Pupils experiencing or witnessing unacceptable behaviour while travelling on school coaches are encouraged to report this to the relevant pastoral staff within their setting. Alternatively, they may wish to report anonymously via Whisper, the school's anonymous reporting system.