



Transport Policy 2026

1. Introduction

- The school is committed to providing **safe, efficient, and reliable** transport services for students.
- This policy ensures that all transport arrangements comply with **local regulations and safety standards**.
- The transport system is designed to support **punctuality, accessibility, and student well-being**.

2. Objectives

- Ensure **student safety** by implementing strict transport guidelines and monitoring procedures.
- Provide **clear guidelines** for transport operations, including bus routes, supervision, and emergency protocols.
- Maintain **compliance with local transport regulations**, ensuring all vehicles meet safety standards.
- Promote **responsible behaviour** among students while using school transport, fostering respect and discipline.
- Establish **communication channels** between parents, transport providers, and the school to address concerns and improve services.

3. Transport Services

- The school provides **bus services** for students living within designated areas, ensuring accessibility for all.
- Routes and schedules are determined based on **student needs, safety considerations, and traffic conditions**.
- All buses are equipped with **GPS tracking, emergency contact systems**.
- Transport services may include **special arrangements for students with disabilities**, ensuring inclusivity.

4. Eligibility & Registration

- Students must **register** for school transport at the beginning of the academic year to secure a seat.
- Priority is given to students based on **distance from school, availability of seats, and special needs requirements**.
- Parents must complete a **transport agreement form**, outlining responsibilities and expectations.
- Changes to transport arrangements must be communicated to the school in advance to ensure smooth operations.



5. Safety & Supervision

- All buses are operated by **licensed drivers** with experience in school transport and child safety.
- Each bus has a **designated supervisor** to ensure student safety and maintain discipline during transit.
- Students must follow **seatbelt regulations** and remain seated throughout the journey to prevent accidents.
- Emergency procedures, including **evacuation drills**, are conducted regularly to prepare students for unexpected situations.
- Regular **vehicle inspections** are carried out to ensure buses meet safety standards and are well-maintained.

6. Code of Conduct for Students

- Students must **board and exit buses in an orderly manner**, following instructions from supervisors.
- No **eating, drinking, or disruptive behaviour** is allowed on the bus to maintain cleanliness and order.
- Bullying, vandalism, or misconduct will result in **disciplinary action**, including suspension from transport services.
- Students must respect **bus staff, fellow passengers, and transport rules** to ensure a positive travel experience.
- Any damage to school transport property must be reported immediately, and responsible students may be required to compensate for repairs.

7. School Trips & Off-Site Transport

- Transport for **school trips, educational visits, and extracurricular activities** will be arranged by the school to ensure safe travel.
- All vehicles used for trips must meet **safety and insurance requirements**, ensuring student protection.
- Students must adhere to **behaviour expectations** while traveling for school trips, maintaining discipline and respect.
- Parents will be informed of **trip details, transport arrangements, and consent requirements** in advance to ensure transparency.
- Supervisors (teachers/ assistants) will accompany students on trips to provide guidance and ensure adherence to safety protocols.
- A first aid responder will be accompanying the students on the trip.



In case of an emergency during transport:

a. Introduction

- The school prioritises **student and staff safety** during transport, ensuring all vehicles and procedures meet strict safety standards.
- This policy provides **clear guidelines** for responding to transport-related accidents, ensuring a swift and organized approach.
- The school works closely with **transport providers, emergency services, and parents** to ensure effective accident management.

b. Objectives

- Ensure an **immediate response** to transport accidents, minimising risks and injuries.
- Provide **clear guidelines (see addendum 1)** for staff, students (addendum 2), and parents on accident procedures.
- Maintain **compliance with legal and safety regulations**, ensuring all actions align with local laws.
- Establish **communication protocols** for emergencies, ensuring timely updates to all stakeholders.
- Support affected individuals with **medical care, emotional assistance, and follow-up support**.

c. Emergency Response Procedures

- **Immediate Action:** The driver or supervisor must assess the situation, ensuring the safety of all passengers and securing the accident site.
- **Emergency Services:** If necessary, emergency services (ambulance, police) must be contacted immediately to provide medical assistance and investigate the accident.
- **First Aid:** Trained staff must administer first aid to injured individuals while awaiting medical assistance, ensuring proper care is given.
- **Evacuation:** If the vehicle is unsafe, students must be evacuated to a secure location, following established safety protocols.
- **Incident Reporting:** The accident must be reported to the **school administration**, transport provider, and relevant authorities for documentation and investigation.

d. Communication & Parental Notification

- Parents/guardians will be informed **as soon as possible** about the incident, ensuring transparency and reassurance.
- A designated **school representative** will provide updates and support to affected families.



- Official statements will be issued to avoid misinformation and ensure accurate reporting of the incident.
- Parents will be given **guidance on next steps**, including medical care, counseling, and transport arrangements.

e. Investigation & Documentation

- A formal **investigation** will be conducted to determine the cause of the accident, ensuring accountability and identifying areas for improvement.
- All details, including **witness statements, medical reports, and vehicle assessments**, will be documented for review.
- Findings will be analysed to improve **transport safety measures**, ensuring similar incidents are prevented in the future.
- The school will collaborate with **transport providers and local authorities** to implement necessary changes.

f. Support for Affected Individuals

- Students and staff involved in the accident will receive **medical care and counseling**, ensuring their physical and emotional well-being.
- The school will provide **guidance and emotional support** to affected families, helping them navigate post-accident concerns.
- Follow-up assessments will ensure **long-term well-being**, including monitoring recovery progress and offering additional support if needed.
- Special accommodations may be made for students requiring **temporary transport adjustments** due to injuries or trauma.

g. Preventative Measures & Policy Review

- Regular **vehicle inspections** and driver training will be conducted to ensure transport safety.
- Safety drills will be held to prepare students for emergency situations, ensuring they know how to respond effectively.
- The policy will be reviewed **annually** to ensure effectiveness and compliance with updated safety regulations.
- The school will collaborate with **transport providers, local authorities, and parents** to ensure continuous improvement in transport safety.



8. Communication & Complaints

- Parents can contact the **transport coordinator** for concerns, route inquiries, or service feedback.
- Any incidents, complaints, or safety concerns must be reported to the **school administration** for prompt resolution.
- Regular feedback is collected from students, parents, and staff to improve transport services and address issues.
- The school will provide **updates on transport schedules, delays, and changes** through official communication channels.

9. Review & Amendments

- This policy is reviewed **annually** to ensure effectiveness and alignment with safety regulations.
- Adjustments may be made based on **feedback, safety regulations, and operational needs** to enhance transport services.
- The school will collaborate with **transport providers, local authorities, and parents** to ensure continuous improvement.



Addendum 1: Guidelines in an event of a transport related accident

1. Immediate Response

- **Assess the situation:** Ensure the safety of all passengers and determine the severity of the accident.
- **Call emergency services:** Contact **ambulance, police, and fire services** if necessary.
- **Administer first aid:** If trained, provide immediate medical assistance to injured individuals.
- **Evacuate if necessary:** Move students to a **safe location** away from traffic or hazards.

2. Securing the Accident Scene

- **Prevent further risks:** Ensure the vehicle is stationary and hazard lights are on.
- **Keep students calm:** Reassure them and prevent panic.
- **Restrict unauthorized access:** Ensure only **authorized personnel** handle the situation.

3. Reporting the Incident

- **Notify school administration:** Provide details of the accident, including location and injuries.
- **Document the event:** Record **time, location, vehicle details, and witness statements.**
- **Complete an accident report:** Submit a formal report for school records and insurance purposes.

4. Communication with Parents

- **Inform parents promptly:** Ensure they receive accurate information about their child's condition.
- **Provide updates:** Keep parents informed about medical care and next steps.
- **Offer emotional support:** Address concerns and provide reassurance.

5. Investigation & Follow-Up

- **Conduct an internal review:** Identify causes and areas for improvement.
- **Implement corrective measures:** Adjust transport policies if needed.
- **Support affected individuals:** Provide counseling and medical follow-ups.



6. Preventative Measures

- **Regular safety drills:** Train staff and students on emergency procedures.
- **Vehicle inspections:** Ensure buses meet safety standards.
- **Driver training:** Conduct refresher courses on accident prevention.

Addendum 2: Guidelines for students in case of a transport related accident:

1. Immediate Actions

- **Stay calm** and follow instructions from the driver or supervisor.
- **Remain seated** unless instructed to evacuate.
- **Check for injuries** and alert an adult if you or someone else is hurt.

2. Evacuation Procedures

- **Exit the vehicle safely** if required, using designated exits.
- **Move to a safe location** away from traffic or hazards and where instructed by your supervisor.
- **Avoid running or panicking**, as this can cause further risks.

3. Seeking Help

- **Call emergency services** if no adult is present to do so.
- **Follow staff instructions** and cooperate with emergency responders.
- **Provide accurate information** about the accident if asked.

4. Communication & Support

- **Inform parents or guardians** as soon as possible.
- **Stay with the group** and do not wander away from the accident site.
- **Accept medical attention** if needed, even for minor injuries.

5. Preventative Measures

- **Always wear seatbelts** if available.



- **Follow transport rules** to minimize risks.
- **Report unsafe behaviour** or concerns to school staff.

First aid Kit

Core Items:

- **Plasters (various sizes):** For covering small cuts, grazes, and blisters.
- **Dressings (small, medium, large):** To apply pressure to wounds and help stop bleeding.
- **Bandages:** To secure dressings, support joints, and help control swelling.
- **Scissors:** For cutting bandages or clothing if needed.
- **Disposable Gloves:** To protect yourself from infection when giving first aid.
- **Disposable masks:** to protect first aid responders while assisting individuals.
- **Cleansing Wipes & Eyewash:** For cleaning wounds and eyes.
- **Adhesive Tape:** For securing dressings or bandages.