



HOLTON SLEAFORD

— INDEPENDENT SCHOOL —

Transport Policy

The purpose of this policy is to ensure the safe transport of pupils to and from the Holton site when using school transport and safe access and egress from the Old Mart, Westgate House and Ensign House during taxi times.

School Transport

School transport requirements are based on the school's enrolment.

Vehicles	15-seater	9-seater	6-seater	Cars
Frequency	4	1	2	3

Maintenance

All vehicles are subject to a regular maintenance programme and weekly checks on top of those conducted by drivers prior to using the vehicle on any given day.

The roadworthiness of the school fleet is managed by the Transport Manager, defects and concerns should be reported immediately. No member of staff should ever drive a school vehicle if they consider a situation to be unsafe or the vehicle to be unroadworthy.

Appropriate insurances, evidence of driving licenses and suitability to be in charge of school vehicles are obtained and maintained by Luke Hollingworth (Proprietor/Director).

Staffing

Minibus transport will follow our established minimum ratios of 1:3.5 staff to pupils - at least 2 staff will be involved in transporting pupils in any given vehicle.

Pupil Awareness

All pupils have access to our Safe Transport Intervention which illustrates the reasons why poor behaviour, not complying with legal requirements and generally putting off the

driver can lead to catastrophic consequences. Pupils that are deemed unsafe to transport will be temporarily removed from off-site lessons pending re-education.

Risk Assessments for School Transport

All school vehicles have a checklist for safety and carry an emergency procedures document in the event of a problem arising.

Significant Hazards Identified	How to manage them (Include responsibilities)
Behaviour	Expectations brief, staff monitoring, delegated staff pupil responsibility. Reminders of consequences. Driver to stop the bus when safe to do so if behaviour in the bus is making it unsafe to drive.
Crossing roads	Pupils briefed before leaving schools to use safe crossing areas.
Injury	Staff to have first aid training and first aid kits to be stored in the minibus.
Medication	Pupils to have taken any medication needed before leaving the school building.
Absconding	If pupils abscond from minibus a member of SLT should be informed and follow the behaviour policy.
Traveling on Minibus	A staff member to sit in the back of the minibus with pupils to monitor and support behaviours.
Long distance travel	Driver to stop within 2 hours and change drivers if and when possible

Taxis for arrival and dispersal at Westgate House

All Holton pupils are SEN and benefit from LA transport to and from the school, this presents its own difficulties in terms of traffic management.

Significant Hazards Identified	How to manage them including responsibilities
Moving traffic through car park during taxi arrivals and departures morning and afternoon. Potential for injury to pupils and public.	Pupils to remain in taxis during morning until 930, member of staff managing taxi dispersal in car park, member of staff greeting pupils into school at front door. The reverse is applicable for the afternoon.
Absconding during a busy period	Pupils to remain in taxis during morning until 930, member of staff managing taxi dispersal in car park, member of staff greeting pupils into school at front door. The reverse is applicable for the afternoon.

<u>Written by...</u>	<u>Will Scott</u>	<u>15/11/25</u>
<u>Approved by...</u>	<u>Mike Whatton</u>	<u>15/11/25</u>

<u>Signed...</u>		
<u>Date sent to Governors</u>		<u>Due for Review</u>
<u>Date approved by Governors</u>		<u>14/11/26</u>