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Responsibility: General Manager, Operations/ HR

COLLEGE TRANSPORTATION POLICY - SHUTTLE BUS SERVICE

During the ongoing Covid-19 pandemic, the College has put in place extensive measures to prevent the spread of infection to pupils, staff and visitors on the College site. This includes preventative safety measures for all pupils travelling on school transportation. Such procedures include temperature checking (of both driver and pupils) upon boarding and arrival at College site, social distancing seating arrangements and procedures for re-testing, isolation and medical care if required. Further details can be found in the College's SOP on the College website.

Purpose
Epsom College in Malaysia ("the College") recognises that the externally operated school shuttle bus is a necessary part of College life which must deliver the same level of care and commitment to safety as provided by the College. This policy is intended for use by parents of pupils at the College, the bus provider/s and College staff involved in both the organisation and monitoring of the system.

Minimum Age & Safety Requirements
- Pupils must be at least 4 years old to use the College bus service.
- However, children must use a booster seat until adult seat belts fit correctly, typically when they reach approx. 4 feet 9 inches in height and are 10 -12 years old.
- It is the responsibility of parents to provide a booster seat for children of this age/height if they sign up for this service.
- **At a minimum, all students must wear a mask inside the bus during the journey.**

Discipline
The school buses are an extension of the College and the same high expectations are still in place for all the pupils using them.

- There may be a wide range of ages present on a bus and Senior School pupils especially, need to be mindful of their behaviour and what they choose to talk about.

- There must be no inappropriate language, conversations, behaviour or music. Well-mannered pupils who consistently follow the rules are always welcome on school buses. Pupils must agree to:

  - follow the driver's instructions at all times;
  - sit in their seat and stay in the same seat for the duration of the journey;
  - use the bus seatbelt correctly;
  - talk quietly and politely to others;
  - only consume mineral water on the bus (no food); and
  - look after the bus and belongings ensuring any rubbish is taken with them.

The Head of Prep School and/or Deputy Head (Pastoral) will be informed of any behavioural issues on the bus, as informed by the driver to the College Bus Coordinator. The bus company will not contact parents or children regarding behaviour directly. This is to be handled by the College. The bus driver may, however, ask a pupil to sit down/re-fasten seat-belt/refrain from eating etc. where necessary during a journey.

On each bus, the driver supervises the children, to ensure that behaviour/safety is acceptable. If there are problems with a pupil on the bus then the following procedures will be applied:

- First time – a verbal warning from the bus staff if the matter is minor. However, if a first time offence is serious then the College will consider going straight to a suspension from using the service;
- Second time – the Bus Coordinator will be notified who will liaise with the Head of Prep School and/or Deputy Head (Pastoral) and the pupil will be spoken to;
- Third time – a phone call home;
- Fourth time – a letter to parents and a day off the bus;
- Fifth time – a two-week ban from using the bus.

In the interests of safety for all on the bus, if the problem persists and a pupil cannot be well behaved whilst travelling on the school bus, the College may withdraw the right to use the bus by the pupil.

- The buses are fitted with a CCTV camera in case of disputes or incidents. Recordings may be viewed upon request by contacting the Bus Coordinator at the College.

Procedure for using the School Bus

Passenger List

- Each afternoon the bus driver(s) will be provided with a clipboard with a passenger list of pupils from the College Bus Coordinator of pupils who have left College earlier that day (or are not travelling on the bus) and/or are not to be picked-up the following morning, so that buses do not wait for them.
- For Prep School pupils the driver's list will include a print out of pupil's photos from iSAMS, in lieu of an Epsom Student Identity tag as worn by Senior School pupils.
- The driver will keep the list, using it to check off collected pupils.
- The driver must not permit any pupil to travel on the bus if permission has not been given from the Bus Coordinator. This is to ensure both that parents have given permission for their child travelling on the bus.

Morning Pick-Up

- All pupils should be at the designated pick up point at least 5 minutes before the scheduled time of pick up.
- No pupils should be left at the pick up point by parents to wait for the bus unaccompanied.
- If a child is off sick or if parents are to be few minutes late dropping off their child for the bus, they should call the driver or the bus company to let them know as soon as possible.
- If the bus is early reaching its pick up point, it will wait until the appointed time to depart. The driver may wait for up to 5 minutes for late children if he knows they are coming.
- Pupils will be allocated a seat on the bus and are expected to follow the bus rules at all times.
- Parents must be mindful that the College does not expect drivers to answer their mobile telephone whilst driving the bus, therefore parents may need to wait until the driver is able to pull over safely to take the call or to return a call. Parents will also be provided with the number of the Bus Company and may call a representative on that number who will liaise with the bus driver.
- On arrival at College, Prep School children will be met from the bus by Prep School staff. They will be supervised in a Prep School classroom until 8.00am when they are taken out into the Prep Playground with the staff member on duty.
- Senior School pupils go directly to their Boarding Houses on arrival at the College and do not need to be escorted.
- For pupils travelling in a 14 seater mini-van, the drop off point will be at the Prep School entrance on the middle road opposite Granville. For pupils travelling in a 44 seater coach, the drop off point will be Main Reception.

Daily departures from Epsom College

- Buses will wait for pupils at the pick-up point.
- Senior School pupils (and any Prep School pupils staying at school later) will be picked-up from Main Reception at 5.45pm.
- Drivers will wait in the buses for pupils.
- Prep school children will be checked onto the buses by a member of Prep School staff, ensuring they fasten their seatbelt, use booster seats where necessary. They will notify the driver of any absences.
- Any Prep School children using the later bus service will be supervised in 'After School Care' with by a Prep School member of staff until the bus departs at 5.45pm.
- Senior School pupils walk independently to the bus departure point at the end of their day after checking out in person with their HMM.
- 'Permission to Leave Campus Slips' will **NOT** be required for pupils on the school bus as it is expected the Bus Coordinator will have accurately checked that pupils travelling on the bus all have the required parental and HMM/Head of Prep consent.
- Senior School pupils will be checked on to the bus by the Bus Coordinator.
- All pupils enter/depart buses from the pavement side of the vehicle only.
- Pupils enter the bus and clip on their seatbelt, if the driver is present. Otherwise pupils must wait outside with staff.
- Getting on and off the parked bus without the driver present is not permitted. Once all pupils are seated and clipped in, the bus will depart.
- Buses must try to ensure that they reach collection and drop-offs points on time without compromising safety. If the bus is notably delayed, it may be possible for the driver/pupils to contact parents, but the driver must not do so whilst driving the bus and only when safe to do so.

- On arrival at the designated point, pupils should be met by a parent or authorised guardian. If somebody other than the named person collecting them is not present the driver must contact the parent by telephone to confirm he/she has authorisation to collect their child(ren). The Parent should then confirm such authorization in writing by way of a text.
- **Prep School pupils will not be allowed to walk home unaccompanied from the drop-off point. If a pupil is not met at the bus, the bus will wait 5 minutes and then proceed on its designated route and parents will be contacted by telephone to arrange collection of the child from the next stop. The driver will wait with the child at the final designated stop on the journey until they are collected by the parent.** If the adult collecting the child from the bus is going to be late, they must call the bus driver or bus company immediately,
- With prior permission agreed in writing from parents, Senior School pupils may make their own way to and from the pick-up point and can escort younger siblings home, as required and agreed by parents.

Bus Drivers' Responsibilities

The College will ensure bus drivers/conductors have had Child Protection training from Epsom College. First Aid training is provided by the bus company. The bus company will provide the College with copies of all the Police Background checks on drivers and conductors (including replacement drivers/conductors).

The driver must:

- Drive safely and ensure en-route are arrived at;
- Only use their mobile phone while parked and stationary;
- Ensure vehicle is fueled and oil/water/brake fluid levels are checked;
- Ensure tyres are at the correct pressure and are safe;
- Check vehicles are clean;
- Check seats and seatbelts are working and safe;
- Ensure fire extinguishers and other safety equipment is present and working;
- Ensure all pupils are correctly seated – each pupil must have their own allocated seat;
- Check seatbelts are fastened on all students;
- Check no pupil is seated in the front seat;
- Check noise is kept to a minimum;
- Ensure pupils remain seated at all times;
- Have all required pupils before departure;
- Ensure a First Aid Kit is present and fully stocked;
- Ensure pupils do not tamper with/break bus equipment, including seat belt buckles;
- Administer First Aid to any injured pupil (apply dressings only);
- Ensure that the pupils do not eat and have drinks other than water while on the bus; and
- Do not accept personal requests from parents regarding routes, pick up points, timings, etc. but refer all parents to the Bus Coordinator who will organise and record such requests.

Accidents & Breakdowns

Should a school bus breakdown or be involved in accident, the following procedures should be followed:

- The bus driver should immediately inform the bus company and College Bus Coordinator by mobile phone. The Bus Coordinator should immediately inform the Head of Prep School and/or Deputy Head (Pastoral);
- All parents should be contacted immediately (in the case of the serious accident) or emailed within 6 hours (in the case of minor bumps/scrape) and informed of the situation and the steps being taken by the bus company and College;
- The bus driver must remain with the pupils at all times;
- Under no circumstances, should pupils be allowed to leave the bus, unless to remain would endanger their safety. Pupils must be taken to a safe place and sit down if possible;
- The bus company, on receipt of the information will dispatch the first available bus to the location and transport pupils to the College or drop-off point;
- Care must be taken to ensure safe transfer of pupils from one bus to another; and
- No pupils are permitted to take taxis home unaccompanied without the prior authorisation from parent/guardian.

Illness, Travel Sickness and Toilet Use during a journey

In the event of a pupil becoming ill/injured whilst travelling by bus, the driver should proceed to the normal drop off point after making the child comfortable and calling the child's parent. If it is serious the driver should proceed to the nearest hospital after calling the bus company/bus Coordinator, who will contact the parents immediately.

In the event of sickness, the pupil should be given a travel sickness bag and some drinking water. The driver should proceed to the normal route.

The driver should stop at the nearest welcome centre, petrol station or suitable shop, to allow a young child to go to toilet. A sibling or older child of the same gender should escort the child while the driver stays with the bus. Parents are to be informed this has happened by the Bus Coordinator.

Planned changes to routes and timings

Parents will be informed by email with 7 days' notice of any changes to route and timings. This will happen from time to time as the number of pupils travelling on the buses increases and in order to reduce journey times for pupils. We offer an apology in advance for any inconvenience caused.

Parental concerns and complaints

In the first instance, all parental concerns and complaints should be directed to the Bus Coordinator at the College. They will then handle the question or concern within 24 hours (where possible), informing the bus company and Head of Prep School and/or Deputy Head (Pastoral).

Waiver of Liability

Parents hereby agree and acknowledge that by using this bus service, the College shall not be liable for any death, personal injury or any loss or damage of any kind whatsoever in which the pupil may sustain during the bus journey, which is not attributable to the gross negligence of the College, its officers, agents or employees.