



# **REGENT PRIMARY SCHOOL**

## **Use of School Bus Policy**

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Reviewed by Joe Dyer: August 2022  
Previous Review: August 2020

Approved by the Board:

The school buses should be used for all trips where 30-person capacity is required. No other transport should be used unless specifically discussed with the Headmaster well in advance.

The following people are authorised to drive the school bus and should be approached to do so in this order:

- The School Driver
- The Secondary School Driver

Nobody else may drive the school bus except with the Headmaster's express permission on each occasion.

Although the bus is technically designated a 30-seater, some seats are foldaway ones without seatbelts.

Carrying capacity for school trips is:

- 21 passenger seats, other than the front passenger seat, equipped with a seat belt. These seats are the only ones which children may occupy.
- 1 front passenger seat. This may be occupied by an adult but not by a child.
- 7 foldaway seats without belts. These seats may not be used by children.
- 1 driver's seat.

The bus should be booked, as far in advance as possible, by completing the list on the noticeboard in the reception/driver's book. The Admin Assistant will inform the driver of the booking.

The Driver has the following responsibilities:

Before the Trip:

- Ascertain the distance to be travelled and ensure the bus has sufficient fuel to undertake both the outward and return journeys without the need to refuel.
- Conduct a thorough check to ensure that all the following are in working order:
  - All seatbelts**
  - Passenger door-fastening mechanism**
  - All lights**
  - Horn**
  - Audible reversing warning**
  - Air conditioning**
- Ensure warning triangle and all vehicle documentation is on board.
- Thoroughly clean the vehicle, inside and outside.

### During the Trip

- To drive safely at all times.
- To remain with the vehicle throughout the trip, to ensure that no one can tamper with it
- To park it as safely and securely as venue access and regulations will allow.

### After the trip

- To refuel the bus in readiness for the next trip (unless the trip is the last one of term, in which case the tank will be left less than full).
- To recheck the operation of all lights, horn etc and to make good any deficiencies.

The Teacher in charge of the trip has the following responsibilities:

- Ensure that children sit only in those seats designated for their use, as described above.
- Ensure that all children wear the seatbelt provided, and that it is tightened or loosened to fit the seat occupant.
- To ensure that the behaviour of the children and other vehicle occupants does not cause distraction to the Driver, nor offence to other road-users.

At all times, all passengers in the bus must behave in a calm and orderly way so as to allow the driver to concentrate on his work and to minimise the scope for distraction.

### **Conclusion**

This Policy Document both guides and reflects current practice in Admissions at The Regent School. It is up to date and current at the time of writing (Sept. 2021) and will be due for review in Sept. 2022.