

BOLTON SCHOOL TRANSPORT DEPARTMENT POLICY

TRANSPORTATION OF SCHOOL PUPILS – ANNEX 1 BOARDING AND ALIGHTING VEHICLES

It is the primary objective of Bolton School when managing the safe transportation of passengers to segregate where possible pedestrians and vehicles. Where pedestrians and vehicles can not be physically separated, for example when pupils are boarding or alighting coaches then these procedures will be controlled in such a way as to minimise the potential for harm.

ARRIVAL OF COACHES IN THE MORNING

All unauthorised pedestrians must be excluded from using the Boys' Division quadrangle before 9 am. All pedestrians must observe the prohibition and mandatory signage at the individual entry points to the quadrangle. Only passengers alighting from coaches are permitted to use the quadrangle.

Only staff who are wearing the appropriate high visibility clothing and whom have been trained in the safe systems of working for vehicular management may enter the quadrangle.

Upon the coaches arrival in the quadrangle all passengers must remain seated until the coach driver has switched off the vehicle engine and opened the vehicle door. Having alighted from a coach all passengers must leave the quadrangle from the nearest exit point, using the indicated pedestrian walkways. In the instance of high traffic volume within the quadrangle the driver will not open the coach door until all vehicles have come to a complete stop.

Where height restraints do not permit coach access to the Boys' Division quadrangle the vehicles will stop on Chorley New Road adjacent to the School campus. All passengers must remain seated until the coach driver has switched off the vehicle engine and opened the vehicle door. Having alighted from a coach all passengers must use the designated pedestrian pathways and proceed with their journey directly into School.

ARRIVAL OF COACHES IN THE EVENING

Upon arrival at the end of the School day all coaches must park in their allocated collection bay. They must not park their vehicle across any of the dedicated pedestrian walkways. All engines must then be switched off.

At the end of the School day all pupils utilising the transport service must make their way to their allocated collection point by walking around the cloisters and not by walking across the quadrangle. All pupils must make their way to their respective collection points in an orderly fashion with due regard to other passengers.

Pupils boarding coaches in the quadrangle must access their vehicle by utilising the indicated pedestrian routes around the perimeter of the quadrangle. Pupils must not attempt to board a coach until it has been parked in its allocated bay and the engine turned off. Once pupils have boarded a coach they must take their seat and remain on the vehicle.

A member of staff from the Boys' and Girls' Division and from Beech House will be present to act in a supervisory capacity to the pupils until all coaches are ready for departure.

DEPARTURE OF COACHES IN THE EVENING

Upon completion of all passengers boarding the vehicles that are within the quadrangle the Transport Manager will begin to direct the coaches out of the area. All coach drivers will be given a clear directive when it is their appropriate time to leave. There will be a minimum of 4 staff to control the movement of pupils and coaches. These staff will be wearing the appropriate high visibility clothing and will have been trained in the safe systems of working for vehicular management.

Where height restraints do not permit coach access to the Boys' Division quadrangle the vehicles will stop on Chorley New Road adjacent to the School campus. The doors on these vehicles will remain closed and any pupil attempting to board will be refused entry, and asked to return to the cloisters to await instruction to board with the rest of their party. Once the coaches parked within the Boys' Division quadrangle have been loaded then any remaining pupils will be escorted to their awaiting vehicles. This will be done by moving one coach party at a time. All pupils must stay behind the cloister doors while waiting to be lead to coaches at the front of school. Pupils called to coaches at the front of the school must use the walkway in an orderly fashion and not attempt to board a coach until directed to do so by a staff member. Upon completion of all passengers boarding the vehicles that are located on Chorley New Road, the Transport Manager will than instruct the coach drivers to leave.

Coaches arriving late (after 16:15) will be loaded only when all pedestrian and vehicle movement has ceased. The parking location for these late arrival coaches will be determined by the Transport Manager and will be dependant upon vehicle size and parking availability.

Two members of staff will be placed at the Boys' Division quadrangle entrance to oversee the pupils' safe boarding onto the coaches at the front of the school.

When the last party have safely left the quadrangle and boarded their vehicle the members of staff acting in a supervisory role within the cloister areas will leave their respective posts. For teaching staff this will be limited until 4.20pm thereafter the staff within the Transport Department will act in a supervisory role until all the coaches have left the School.