TO ALL PARENTS/CARERS

HOME TO SCHOOL TRANSPORT

Introduction

Overall responsibility for the allocation and management of Taxi Transport rests with the Local Education Authority. The Head of Centres manage the day to day issues however, like all other schools; we have to comply with the Regulations laid down by Education Transport.

Code of Good Practice for Parents

- It is your responsibility to watch for the arrival of the vehicle. Only if the vehicle is exceptionally late is the driver or escort (where provided) advised to call at your home.

- It is also your responsibility to ensure that you or another responsible adult is at home when your child is returned home from the Centre.

- It is not possible to guarantee the pick-up/drop off time of the taxi. Once established, these should be consistent (to within 30 minutes either way) except for unforeseen delays, caused by traffic or weather etc.

- An escort is provided to travel in the taxi whenever possible. However, when this is not possible, due to lack of an available guide or illness etc., your child will need to travel unguided. Parents can transport their children themselves if they prefer.

- Children are expected to behave well in the taxi. Seatbelts must be worn at all times and they should sit where the guide or driver instructs. **Poor behaviour, unsafe actions or lack of co-operation and lack of respect to the guide can result in withdrawal of the taxi transport.**

- You are fully responsible for the safety and care of your children until they get on the vehicle and from the moment they get off the vehicle.

- **When the vehicle arrives at your home it is your responsibility to bring the child out to the vehicle. Please ensure that you are on time.** Any delay may lead to concern by other parents and pupils on the route and may disrupt Centre start time. If there is a problem causing a delay on a particular morning, then you need to inform the escort/driver.
If you do not let the escort/driver know there is a problem then the vehicle is instructed to proceed to the Centre after 2 minutes.

- Your child can only be provided with home to Centre transport assistance, if you require your child to be collected from an alternative address (e.g. child-minders”, relatives etc.) and additional costs are incurred, then you will have to pay for this.

- If on occasions your child needs to be taken to an alternative address, then this information must be given to the school at least 48 hours beforehand. If transport is not required on a particular day, e.g. because of a hospital appointment or illness, please let the Centre know in advance by calling 0121 464 7907

- The Centre has to obtain permission for changes in taxi transport from the Education Transport department of the Local Education Authority. The Centre cannot make decisions about taxi transport.

- It is helpful for the Centre, escort and driver to know the name, address and telephone number of another responsible adult who may be available for your child to be collected from/dropped off at in the event of an emergency.

- If the vehicle has an escort provided, messages etc. can be sent to the Centre via the escort.

I would like to draw your attention to the fifth bullet point which states that children are expected to behave well in the taxi. Seatbelts must be worn at all times and they should sit where the guide or driver instructs. Poor behaviour, unsafe actions or lack of co-operation and lack of respect to the guide can result in withdrawal of the taxi transport. I would also like to remind you that a pupil MUST NOT verbally or physically abuse ANY passenger; this includes the driver and escort.

Would you please discuss these points with your child and explain that swearing and abusive behaviour towards the guide / driver will NOT be tolerated.

Yours faithfully,

Head of Centre
Joshua Beckreck