

37: Transportation

Kidz Enterprise believes that providing safe and effective transportation for children and families is paramount. Kidz Enterprise carefully plans all transportation requirements and is proactive in ensuring protective measures are in place.

Kidz Enterprise will regularly update staff, drivers, and parents about the Transportation policy. In all circumstances, the appropriate adult: child ratio will be adhered to. The ratio for the youngest child will be maintained.

Types of Transport

1. Walking Bus For Trips

Where children are accompanied for trips to local destinations and Kidz Enterprise, the following procedures will be carried out:

- The manager will ensure that an identical register of children on the trip is available at Kidz Enterprise.
- The walking bus route is carefully planned and takes into account heavy traffic hotspots. Kidz Enterprise always uses the safest route - not the quickest.
- The manager will ensure that a thorough risk assessment is carried out and regularly reviewed, according to the provisions of the Risk Assessment policy.
- Should the route become hazardous, for example, during heavy snow and ice or rain, the manager will advise parents that the trip will be cancelled.
- The walking bus will have a minimum of two adults accompanying children at all times - an adult 'driver' at the front and an adult 'conductor' at the back, other adults will spread themselves within the bus.
- Kidz Enterprise will ensure that the children are kept in a group - the adult to child ratio of 1:4 (4 year olds) 1:5 (5-7 year olds) and 1:7 for 8 years and over will be maintained.
- Every person on the bus will wear a reflective jacket.
- Staff accompanying children will always carry proof of identification with them.
- Staff will ensure that children are given instructions on road safety and use this opportunity to introduce basic road safety skills to the children.

2. Minibus

"A minibus is a motor vehicle which is constructed or adapted to carry more than 8 but not more than 16 seated passengers in addition to the driver," (Construction and Use) regulations 1986.

Legal requirements

Licence

The manager will ensure that the vehicle has the appropriate licence that is legally required. This includes:

- A current MOT (Ministry of Transport Test) certificate

- A valid vehicle licence or tax disc
- Kidz Enterprise will obtain an up to date copy of all drivers' records to ensure there are no traffic violations that may affect the health and safety of the children.
- Kidz Enterprise's system of maintaining roadworthiness is regularly monitored.
- Daily driver checks (walkround) are carried out prior to each journey which will include:
 - Tyre pressure
 - Fuel/leaks/oil level
 - Mirrors
 - Windows/wipers
 - Steering
 - Washers
 - Door locks
 - Number plate
 - Horn
 - Head/side lights
 - Rear/brake light
 - Indicators
 - Handbrake
 - Footbrake
 - First aid kit
 - Fire extinguisher

Insurance

The manager will ensure that vehicles are properly insured for their use in accordance with the Road Traffic Act 1988.

Seat belts

A clearly visible seatbelt sign will be displayed in the vehicle.

In September 2006, the law regarding the use of seatbelts changed. Children under 12 years who are under 1.35m/4'5" must use an appropriate restraint – child seat, booster seat or seat belt clip. Kidz Enterprise will therefore ensure that all seatbelts have working safety clips or appropriate child seat during travel.

All occupants of the vehicle (including staff) will wear a seat belt/child restraint at all times.

Staff and driver will ensure that seatbelts are used correctly, assisting with securing and releasing children when required.

Seat belts will be individually used and will not be shared.

In addition to the driver, at all times there will be one or more staff accompanying the children. These adults will be seated in the back of the vehicle and nearest to the centre door.

Minibus Driver qualification and checks

All drivers must be over 25 and under 70 years of age.

All drivers will have a full UK driver's licence with D1 appropriate to the vehicle.

Drivers will have at least two years driving experience.

To ensure that there is strict compliance with legal, insurance and organisational requirements, drivers' licences are checked every six months.

All adults, who are involved in the transportation of children, will have appropriate and up to date enhanced Disclosure and Barring Service (DBS) checks.

Kidz Enterprise will regularly check and photocopy all drivers' licences to monitor any driving convictions.

3. Private Transport

In the event the use of private transport is required i.e. staff vehicle, Kidz Enterprise will follow all the guidelines which affect minibus drivers such as:

- The driver is over 21 and has a valid driving licence.
- The vehicle will not exceed the legally allowed number of passengers.
- The vehicle is fitted with driver and passenger seatbelts which will be used.
- Kidz Enterprise will check that the vehicle is appropriately insured.
- Kidz Enterprise will ensure Children under 12 years who are under 1.35m/4'5" must use an appropriate restraint - child seat or booster seat. Kidz Enterprise will therefore ensure each child has the appropriate child seat during travel.

4. Coach Travel

As part of trips organised during the holiday club Kidz Enterprise use local coach operators to provide transportation for group trips, on these occasions the Manager will ensure that:

- The coach company is a reputable coach operator.
- The coach is suitable for the purpose.
- Before arranging any booking the Manager will ensure that a view of the vehicles has taken place.
- The vehicle will not exceed the legally allowed number of passengers.
- The vehicle is fitted with appropriate passenger seatbelts which will be used.
- Appropriate contact details of the coach provider are available for all staff.
- A passenger list is completed which includes the names of all children, an emergency contact name and number, and any medical condition.
- Route is discussed with driver before departure including any stops that may be required.
- Staff sit throughout the coach to include 2 staff at the front of the vehicle and 1 by emergency door at the rear of the coach

Kidz Enterprise currently uses Stewarts Coaches. Stewarts operate from Reading covering schools and blue-chip companies including Reading FC & O2 (Slough). Stewarts are the only operator in the Thames Valley area to have attained CoachMarque standard, an independent industry benchmark of superior service and quality. They were winners of the Route One excellence award in 2011, nationwide coach operator of the year 2015 and are listed as an approved provider on "busk" www.busk-uk.com. All drivers are DBS checked, uniformed and trained to NVQ Level 2 standard. Stewarts Coaches are all executive offering extra leg room, DVD, air conditioning, satellite navigation tracking and toilet.

5. General transport guidelines

- Kidz Enterprise will have written parental consent for each child using any mode of transport provided by Kidz Enterprise. These include walking bus and vehicular transport.
- The manager will be responsible for monitoring and reviewing the Transportation policy and procedures on a regular basis.
- Kidz Enterprise determines the route of the vehicle and is always aware of the route the vehicle takes in case the vehicle breaks down.
- For safeguarding purpose the mileage is recorded at the start and end of each journey.
- A risk assessment is carried out on a regular basis and reviewed regularly to ensure the health and safety of children.
- The vehicle will be equipped with a fully stocked first aid kit and fire extinguisher (if the vehicle is accessible it is recommended that two fire extinguishers are carried) that is compliant with The Road Vehicles (Construction & Use) Regulations 1986 as amended. They will be kept secured.
- There is a qualified first aider on all journeys.
- The vehicle will always be clean, tidy, well maintained and serviced in accordance with the relevant regulations.

- Drivers are aware of Kidz Enterprise's policies and are given clear instructions regarding their responsibilities.
- A passenger list is completed daily which includes the names of all children, an emergency contact name and number, and any medical condition.
- The total number of passengers will not exceed the maximum capacity nor the legal weight of the vehicle.
- Under no circumstances will children be left unattended in the vehicle.
- An evacuation drill is conducted quarterly. This is recorded and kept on file.
- The vehicle is locked and parked in a secure location when it is not in use.
- The driver will drive and park with caution and follow all road rules.
- Smoking is strictly prohibited at any-time in vehicles that is used to carry children.
- No smoking sign is displayed in vehicles.
- The driver is prohibited from talking on a mobile phone, including hands free systems.
- To prevent distractions, loud music will not be played in vehicle.
- Eating, drinking, standing and other unsafe or distractive conduct will not be allowed on-board the vehicle.
- The vehicle's doors are kept locked at all times during movement, which includes driving or parking.
- The key is removed when the vehicle is not in motion and unattended.

Updated By: Derek Beesley (Director of Childcare) Date: 6th March 2016

Signature: *D. Beesley*

