



MOORLAND JUNIOR SCHOOL

TRANSPORT POLICY

Moorland Junior School operates a school minibus service every morning and evening, Monday to Friday.

Parents of pupils who wish their children to travel to school by minibus should, in the first instance, speak to the Headteacher who will assess if the existing routes are suitable.

The School will contact parents to discuss and agree arrangements and the child will be added to the list of passengers for that route. A list of minibus routes, drivers, and passengers can be found in the School Office. Parents will be given the contact details for their child's driver, and minibus drivers will have the list of routes, passengers and contact details for parents.

All minibus drivers will be subject to Enhanced DBS Checks.

In case of serious delay, adverse weather or breakdown, drivers will immediately alert parents to any changes to collection or drop off arrangements.

Charges for minibus journeys will be added to pupils' school fee accounts.

In extreme circumstances where either:

- The Moorland designated route driver is unavailable, therefore requiring an unfamiliar Moorland Junior School employee to cover, or
- An approved external third-party transport company is required to either collect or drop off students

The following policy will be strictly enforced:

1. Parents will be made aware of the situation, by telephone and with as much notice as possible so that they have the opportunity to make alternative arrangements should they wish.
2. Parental permission will be sought if children are to be transported by an unfamiliar driver or third-party company, and must be given in writing via email.
3. Parents will be provided with the driver's name and contact number.
4. The Driver will be provided with the name and contact number of the nominated parent or guardian who is expected to greet the child.
5. The School Office will ensure that children have a charged and switched on mobile phone, and that their phone numbers have been recorded in the office.
6. Prior to children leaving the minibus/car, the driver should contact the school to make them aware that they have arrived at their destination.
7. The driver must either accompany the child to the house, or await the presence of the parent or guardian meeting at the agreed pickup point.
8. The driver should request sight of parent/guardian ID, whilst confirming with the child that they know the person and the adult is who they say they are.

9. Parents/guardians are then required to contact the School Office on 01282 423833, to confirm that the child has safely arrived or been collected.

Pupils who do not use the School minibus service are, in most cases, delivered to and collected from school by parents and carers. If any member of staff has concerns about any child, in relation to their transport arrangements, then they must raise this with the Senior Leadership Team immediately.

Should a parent or carer request, in writing, that their child be allowed to travel long distances on public transport then the child's age, time of day and duration and type of travel must be taken into account before permission is given. Moorland Junior School reserves the right to refuse any request that we deem could place a child at risk.

Policy Reviewed and update: August 2026