



St John's
Educational Trust

Transport Safety Policy

January 2026

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Transport Safety Policy

1. VEHICLE SAFETY PROTOCOLS

- 1.1 **Servicing & Maintenance:** All vehicles undergo scheduled maintenance every six months, including thorough safety checks.
- 1.2 **Safety Features:**
 - 1.2.1 **Tyres:** Inspected regularly and replaced as needed.
 - 1.2.2 **Speed Governors:** Set at 80 km/h and routinely inspected.
 - 1.2.3 **Fire Extinguishers:** Equipped as per vehicle size and serviced biannually.
 - 1.2.4 **Tracking Systems:** All vehicles have real-time trackers for monitoring.
 - 1.2.5 **Emergency Equipment:** Medical trauma bags, emergency fobs, and ACE Emergency contact stickers are installed.
 - 1.2.6 **Seat Belts:** Each seat has operational seat belts checked pre-trip.
 - 1.2.7 **Insurance:** Passenger insurance is displayed in all vehicles.
- 1.3 **Night Travel:** Not permitted unless pre-approved.

2. DRIVER STANDARDS & WELFARE

- 2.1 **Health & Safety:**
 - 2.1.1 Annual medical checks, including vision tests.
 - 2.1.2 Drivers must report medical conditions to the Estates Manager.
- 2.2 **Training & Behaviour:**
 - 2.2.1 Defensive driving courses every three years and driving retests every five years.
 - 2.2.2 No alcohol within 48 hours before trips; random breathalyser tests may be conducted.
 - 2.2.3 No mobile phone use while driving.



2.3 **Pre-Trip Checklist:**

- 2.3.1 Inspect tyres, lights, fluids, safety equipment, seat belts, and emergency supplies.
- 2.3.2 Ensure communication devices are functional.

3. PUPIL SAFETY REGULATIONS

3.1 **Pupil Safety Rules:**

Pupils must always follow the College's Code of Conduct or the Prep's Decorum Expectation and Behaviour Policy:

- 3.1.1 Always follow instructions given by the bus driver and staff members.
- 3.1.2 Safety belts must be worn at all times for the duration of the journey.
- 3.1.3 Pupils will take their seat promptly and sit properly, facing forward.
- 3.1.4 Place bags and parcels under the seat, in the storage compartment, or in the accompanying trailer.
- 3.1.5 Always keep the aisle clear.
- 3.1.6 Always keep head, hands, and arms inside the bus.
- 3.1.7 No throwing objects inside or outside of the bus.
- 3.1.8 Talk quietly.
- 3.1.9 Fighting or shouting is not permitted.
- 3.1.10 Remain in the seat until the bus comes to a complete stop.
- 3.1.11 Participate in bus evacuation procedures in an orderly and calm manner.

- 3.2 **Compliance:** Violations may result in disciplinary action or loss of bus privileges.

4. STAFF RESPONSIBILITIES

- 4.1 **Supervision:** At least one staff member must accompany each trip (two for younger pupils).
- 4.2 **Pre-Trip Briefing:**
 - 4.2.1 Confirm rosters and seatbelt usage.



- 4.3 Ensure pupils remain seated and minimise noise.
- 4.4 Ensure pupil safety rules are adhered to.
- 4.5 **Post-Trip:** Check for belongings, litter, and ensure cleanliness.

5. EMERGENCY RESPONSE

5.1 **Training:**

- 5.1.1 Annual emergency drills and first aid training for staff and drivers.

5.2 **Accident Response:**

- 5.2.1 Secure the area, conduct a headcount, and notify ACE Emergency Services.
- 5.2.2 Use warning signs and document the scene.

5.3 **Breakdowns & Fires:**

- 5.3.1 Move vehicles to safety and use emergency markers.
- 5.3.2 Fire extinguishers are mandatory, and evacuation procedures are explained pre-trip.

