



TRANSPORT POLICY

2026-2027

OWNERSHIP:	Everything Education School
AUTHORISED BY:	M Hussain (Headteacher)
EFFECTIVE FROM:	1/9/2026
REVIEW:	1/9/2027

Everything Education School

1234-1238 Coventry Road, Yardley, Birmingham B25 8BZ

CONTENTS

1.0 Purpose and Aims
2.0 Scope
3.0 Legal and Guidance Framework
4.0 Principles
5.0 Roles and Responsibilities
6.0 Home-to-School Transport
7.0 School-Arranged Transport
8.0 Transport Providers and Contractors
9.0 Drivers and Vehicle Requirements
10.0 Seat Belts and Passenger Safety
11.0 SEND, Medical and Accessibility Needs
12.0 Safeguarding During Transport
13.0 Behaviour and Supervision
14.0 Educational Visits and Off-Site Activities
15.0 Staff and Private Vehicles
16.0 Pick-Up, Drop-Off and Site Safety
17.0 Emergencies, Breakdowns and Incidents
18.0 Information Sharing and Data Protection
19.0 Complaints, Monitoring and Review
Related Policies
Appendix 1 - Transport Planning Checklist
Appendix 2 - Transport Incident Checklist
Appendix 3 - Version Control

1.0 PURPOSE AND AIMS

Everything Education School is committed to ensuring that transport connected with school activities is planned and managed safely, proportionately and in a way that safeguards pupils. This policy sets out arrangements for home-to-school transport, school-arranged transport, taxis and private-hire vehicles, minibuses, coaches, staff vehicles where authorised, and transport used for educational visits or other off-site activities.

- protect pupils, staff and others during journeys connected with the school;
- clarify responsibilities where transport is arranged by a local authority, parent/carer, commissioner, school or external provider;
- ensure individual SEND, medical, communication, behavioural and safeguarding needs are considered;
- use suitable vehicles, competent drivers and proportionate supervision;
- respond consistently to delays, breakdowns, accidents, safeguarding concerns and other incidents.

2.0 SCOPE

This policy applies to transport arranged or used in connection with Everything Education School. It includes transport to and from school where the school has a role in arranging or coordinating it, and transport for curriculum activities, PE, leisure-centre use, careers activities, educational visits and other school-organised journeys. It does not transfer statutory home-to-school travel duties from the local authority to the school.

Where a local authority, parent/carer or commissioning body arranges transport independently, that party remains responsible for its own arrangements. The school will nevertheless share relevant information lawfully, report concerns and cooperate where transport affects a pupil's safety, attendance or access to education.

3.0 LEGAL AND GUIDANCE FRAMEWORK

This policy has regard to relevant legislation and guidance, including the Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999; Equality Act 2010; Road Traffic Act 1988 and associated vehicle, licensing and seat-belt requirements; Transport Act 1985 where relevant to minibus operation; Department for Education home-to-school travel guidance; Department for Education and Department for Transport advice on driving school minibuses; Department for Education guidance on health and safety on educational visits; and Keeping Children Safe in Education 2026.

Home-to-school travel statutory guidance is principally directed to local authorities. Everything Education will cooperate with the relevant local authority and commissioners while maintaining its own safeguarding, health and safety and equality responsibilities.

4.0 PRINCIPLES

- transport decisions will place pupil safety and welfare first;
- arrangements will be proportionate to the journey, vehicle, pupil needs and identified risks;
- pupils will not be excluded from appropriate activities solely because of SEND or disability where reasonable adjustments can enable safe participation;
- transport information will be accurate, current and shared only with those who need it;
- concerns about a driver, passenger assistant, vehicle or provider will be acted upon promptly.

5.0 ROLES AND RESPONSIBILITIES

The proprietor/directors retain strategic oversight. The Headteacher is responsible for ensuring appropriate transport arrangements, risk management and contractor assurance where the school arranges transport. Staff organising journeys must follow this policy and the Trips and Visits Policy. Drivers are responsible for driving lawfully and safely and for completing reasonable pre-journey checks. Pupils must follow safety instructions and behave in a way that does not distract the driver or endanger others.

6.0 HOME-TO-SCHOOL TRANSPORT

Eligibility for local-authority-funded home-to-school transport is determined by the relevant local authority under its statutory duties and policies. Parents/carers should normally direct eligibility, route, provider and funding queries to the authority that arranged the transport. The school will support communication where this is necessary for attendance, safeguarding, SEND or welfare.

Where a pupil has an Education, Health and Care plan or additional needs, the school will provide relevant educational or safeguarding information to the responsible transport arranger where there is a lawful basis and the information is necessary to support safe travel.

7.0 SCHOOL-ARRANGED TRANSPORT

Before arranging transport, the school will consider the purpose and duration of the journey, passenger numbers, pupil needs, supervision, pick-up and drop-off arrangements, vehicle suitability, provider competence, emergency arrangements and any significant route-specific risks. Routine journeys may be managed through established procedures; unusual or higher-risk journeys may require a specific risk assessment.

The school will not assume that a particular staffing ratio is required solely because transport is taking place. Supervision will be determined by risk assessment, taking account of age, SEND, behaviour, medical needs, communication, journey length and the type of vehicle.

8.0 TRANSPORT PROVIDERS AND CONTRACTORS

Where the school contracts a taxi, private-hire vehicle, minibus, coach or other transport provider, it will use an appropriately licensed and insured provider and obtain proportionate assurance about vehicle and driver arrangements. Contract terms should make safeguarding, punctuality, communication, passenger safety and incident reporting expectations clear.

- provider and booking details recorded;
- appropriate operator, vehicle and driver licensing/insurance assurances obtained where relevant;
- clear collection, destination and return arrangements;
- a reliable contact route for delays, breakdowns or changes;
- safeguarding concerns escalated immediately through school procedures.

9.0 DRIVERS AND VEHICLE REQUIREMENTS

Any person driving on behalf of the school must hold the correct licence entitlement for the vehicle and circumstances, be fit to drive and comply with road traffic law. Where a school minibus is operated, the school will check the legal basis for operation, including whether a section 19 permit or different licence entitlement is required. Insurance requirements must be confirmed before use.

Vehicles used by or directly arranged by the school must be roadworthy, appropriately maintained, taxed and insured as required by law. The driver should make reasonable pre-journey checks and must not use a vehicle where a safety defect is known or suspected.

10.0 SEAT BELTS AND PASSENGER SAFETY

Where seat belts are fitted, pupils and staff are expected to use them correctly throughout the journey unless a lawful medical exemption applies. The school will take account of the specific legal requirements applying to cars, taxis/private-hire vehicles, minibuses and coaches. Age, height and vehicle-specific child-restraint requirements will be followed where applicable.

Passengers must remain seated where required, avoid distracting the driver, keep aisles and exits clear and follow staff or driver instructions. Luggage and equipment must be stored so that it does not create a foreseeable hazard.

11.0 SEND, MEDICAL AND ACCESSIBILITY NEEDS

Transport planning will consider individual needs including mobility, sensory needs, communication, anxiety, cognition, behaviour, medical conditions and ability to respond to instructions. Reasonable adjustments will be considered under the Equality Act 2010. Where needed, an individual transport risk assessment, healthcare information or emergency plan will be used.

Where specialist equipment, wheelchair restraints, harnesses or moving-and-handling support is required, these must be appropriate for the individual and used by competent persons in accordance with relevant instructions and risk assessments.

12.0 SAFEGUARDING DURING TRANSPORT

Safeguarding expectations apply throughout school-related transport. Staff must report concerns about a pupil, driver, passenger assistant, member of staff, contractor or other person to the Designated Safeguarding Lead in accordance with the Safeguarding and Child Protection Policy. Immediate danger should be reported to the emergency services.

- pupil handover arrangements should be clear;
- unplanned changes to authorised collection arrangements must be checked before a pupil is released;

- one-to-one transport will be considered carefully where safeguarding or vulnerability indicates additional controls are needed;
- photography, inappropriate communication, gifts, unnecessary physical contact and breaches of professional boundaries are not acceptable.

13.0 BEHAVIOUR AND SUPERVISION

Pupils are expected to follow the Behaviour Policy while travelling on school-arranged transport. Staff should use de-escalation and reasonable, proportionate behaviour support. A pupil should not be left in an unsafe location because of behaviour. Serious or repeated concerns will lead to a review of the transport risk assessment and support arrangements with parents/carers and the relevant commissioner or transport provider.

14.0 EDUCATIONAL VISITS AND OFF-SITE ACTIVITIES

Transport forming part of an educational visit will be planned under the Trips and Visits Policy. Everything Education's existing arrangements require risks to be managed sensibly and proportionately, with pupil SEND, medical, behaviour and safeguarding needs considered in advance. Transport arrangements must form part of that planning. The Department for Education guidance on educational visits applies to independent schools and distinguishes routine visits from those requiring additional risk assessment and planning.

15.0 STAFF AND PRIVATE VEHICLES

A staff member must not transport a pupil in a private vehicle on behalf of the school unless the journey has been appropriately authorised and the Headteacher is satisfied that the driver, licence, insurance, vehicle condition, safeguarding arrangements and pupil-specific risks are suitable. Business-use insurance must be in place where required. Private vehicle use should not become an informal substitute for properly planned transport.

Where exceptional circumstances require one member of staff to transport one pupil, the reason and safeguarding controls should be clear and proportionate, with relevant leaders and parents/carers informed where appropriate.

16.0 PICK-UP, DROP-OFF AND SITE SAFETY

Vehicle movements at or immediately around the school will be considered within site risk management. Pick-up and drop-off should minimise conflict between vehicles and pedestrians, avoid blocking emergency access and provide safe handover. Staff should report unsafe driving, parking, congestion or repeated transport difficulties to the Headteacher.

17.0 EMERGENCIES, BREAKDOWNS AND INCIDENTS

In an accident, breakdown, medical emergency, missing-pupil incident or other serious event, staff should protect life, contact emergency services where necessary, keep pupils supervised and move to a safe location where this can be done without creating further risk. The school and parents/carers should be informed as soon as reasonably practicable, and the transport provider/local authority notified where relevant.

- do not continue a journey in a vehicle believed to be unsafe;
- record significant accidents, injuries, near misses and safeguarding concerns;
- preserve relevant information for investigation;
- review the risk assessment and arrangements before the next comparable journey where appropriate.

18.0 INFORMATION SHARING AND DATA PROTECTION

Only information necessary for safe and effective transport will be shared with drivers, passenger assistants, providers, local authorities or other relevant parties. This may include emergency contacts and essential information about SEND, communication, behaviour, mobility or medical needs. Information will be handled in accordance with the school's Data Management/Data Protection arrangements and safeguarding duties.

19.0 COMPLAINTS, MONITORING AND REVIEW

Concerns about school-arranged transport should be raised with Everything Education School. Concerns about transport arranged directly by a local authority or another body may need to be directed to that organisation, although the school will still act on safeguarding or immediate safety concerns. Complaints about the school's actions will be managed under the Complaints Procedure.

The Headteacher will monitor significant transport incidents, recurring delays, safeguarding concerns, provider performance and identified risks. This policy will be reviewed at least annually, with the next scheduled review

on 1 September 2027, and sooner following a serious incident or relevant change in law, guidance or school arrangements.

RELATED POLICIES

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Trips and Visits Policy
- SEND Policy
- Accessibility Plan
- Behaviour Policy
- First Aid / Medical Needs arrangements
- Risk Assessment arrangements
- Data Management / Data Protection Policy
- Staff Code of Conduct
- Complaints Procedure

APPENDIX 1 - TRANSPORT PLANNING CHECKLIST

- Who is arranging and funding the transport?
- Is the provider appropriately licensed and insured?
- Is the driver appropriately licensed for the vehicle and circumstances?
- Is the vehicle suitable, roadworthy and of adequate capacity?
- Are seat belts/restraints available and appropriate?
- Have SEND, medical, mobility, communication, behaviour and safeguarding needs been considered?
- Is additional supervision or an individual transport risk assessment required?
- Are collection, handover, destination and return arrangements clear?
- Are emergency contacts and breakdown arrangements available?
- Have relevant staff, parents/carers and providers received the information they need?

APPENDIX 2 - TRANSPORT INCIDENT CHECKLIST

- Protect pupils and others from immediate danger.
- Call emergency services where required.
- Keep pupils supervised and account for all passengers.
- Inform the school and relevant senior leader promptly.
- Contact parents/carers and the transport provider/local authority as appropriate.
- Record injuries, first aid, damage, delays and safeguarding concerns.
- Preserve relevant details such as vehicle/provider information and witness accounts.
- Review the risk assessment and agree corrective action before further journeys where necessary.

APPENDIX 3 - VERSION CONTROL

Version	Effective date	Review date	Authorisation
2026-2027	1/9/2026	1/9/2027	M Hussain (Headteacher)