

Transportation Policy



The safety of children, staff and volunteers must be ensured whilst travelling to and from HOPS. Proper restraint systems and the correct use of them are critically important during travel to/from HOPS.

Procedure and Practices, including responsible person(s):

All travel routes will be planned in advance ensuring the number of passengers in the vehicle will not exceed the manufacturer's stated capacity for the vehicle.

Smoking is prohibited in vehicles used to transport children.

There will be Play leaders- who are first aid trained and aware of the medication needs of the children and if not qualified to administer emergency medication staff will ring the emergency services.

A first aid kit, sick bag, gloves and list of emergency contacts for all children and adults will be in the vehicle during transportation.

A mobile phone will be available in case of emergency.

In the case of an emergency staff will follow the Bus Company's transport procedure, i.e. fire, break down, road traffic accident. The driver will instruct HOPS staff members as to the action to be taken.

As a rule the following will apply

For a break down, all staff, volunteers and children must stay on the bus and move to the middle if safe to do so and wait for a replacement bus.

If there is a fire, or a break down that is not safe to stay on the bus all must evacuate and find a safe place away from the road and wait for a replacement bus.

For the children in harnesses in an emergency the harness can be cut with scissors.

Travel delays must be reported to the Team Leader or the Administrator, as soon as it is safe to do so.

HOPS staff reserve the right to use travel harnesses for children who don't sit safely with a normal 3 point seat belt, for the safety of all travellers on HOPS transport.

HOPS reserves the right to withdraw access to HOPS supported transport at any time if the safety of other travellers is compromised.

Transportation of Children

- Children will be transported properly in a seat belt, harnesses, car seat, or booster seat according to current regulations.
- Parents may be required to supply a booster or car seat as needed for their child but is not mandatory.
- All staff, children and volunteers must wear their seat belts.
- Children will be prohibited from standing or from other dangerous or distracting activities during transportation.
- Children will never be left unattended in a vehicle. All children will be accompanied by a play leader to/from the vehicle to ensure safety.

Transportation Policy



Before and after travelling

- All children will be accounted for at all times.
- Play leaders will ensure that car seats, harness, booster seats and seat belts are used correctly and each child is properly secured before setting the vehicle in motion.
- Play leaders will assist with releasing children from their transportation safety restraints, when needed.
- All play leaders will make sure all adults in the vehicle will use proper restraining devices according to the vehicle manufacturer's recommendations.
- There must always be two Play leaders on the bus

- No Play leader is to transport staff or volunteers in their own vehicles unless by mutual agreement.
- No Play leader is to transport children in their own vehicles.

While travelling

Play Leaders must assist the driver by preventing distractions from the behaviour and noise level of HOPS passengers.

HOPS staff must report to the Team Leader or the Administrator any concerns they may have with regard to the driver or any unsafe driving.

Transport Providers

Mid Suffolk HOPS will only use regulated transport providers.

Where possible the transport providers will be regulated providers of education transport, by Suffolk County Council and Norfolk County Council.

HOPS expects all drivers to be fully licensed to carry passengers and hold a current DBS. (this includes passenger escorts)


HOPS transport providers are expected to provide vehicles that are safe and suitable for purpose.

HOPS staff must report to the Team Leader or the Administrator any concerns they may have with regard to vehicles.

As per Appendix 1

When the policy applies:

This policy is in force at any time children, volunteers and staff are transported by HOPS. Staff will adhere to the policy guidelines even if no children are present.

This policy was adopted by: HOPS	Date August 2017
To be reviewed annually	Signed: 

Appendix 1

Children who are transported by Taxi or mini bus and have 3rd party passenger support.

In addition to the HOPS transportation policy the following procedures will apply.

Parents and carers will have been advised of an approximate drop off time for their child. This is an advisory time and we would expect a suitable adult to be available 10 minutes before this allotted time to be looking out for the transport, to assist with the safety of their child.

On arrival at home or HOPS setting the child/children must remain secured in the car seat restraints until a family or HOPS staff member, is in attendance at the vehicle. **Only then should the child seat belts or restraints be released.**

If a family / HOPS staff member is not available on arrival then the following action should be taken.

- The Driver should make their way to the setting/ home and raise an appropriate adult. If they are unsuccessful:-
 - A phone call should be made to the HOPS setting number to inform play leaders that there is a problem with dropping off a child.
- Or
- The Taxi driver should inform their office with regard to contacting parents and /or setting.

The child/children should remain restrained in the safety car seats or restrains at all times, during this process.

After 10 minutes, if an appropriate adult has not taken charge of the child, the transportation should make its way to the next drop off point or return to HOPS setting, staying in contact with the HOPS Staff or the Taxi Office.

Under no circumstances should a child be left unattended at any location or in any vehicle.

In addition children must only be released into the custody of a parent/ carer or known adult. Each child will have an assigned password; if the adult is not known then this password should be asked for.

If the driver or the escort have any doubts regarding leaving a child then HOPS main office number should be called before the child is released from the vehicle. 07857618161.

- If after the above effort we are unable to make contact with the responsible adult then we would have no alternative other than to contact the Social Services.
- We would co-operate fully with the authorities involved.
- Customer First no. 0808 800 4005. (SCC) or 0344 800 8014 (NCC)