

Home to School Transport and Covid-19

Protocol for Transport Arrangements wef June 2020

This Protocol assumes that:

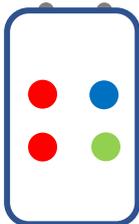
- General direction has been given to parents that a child must not travel if they or a member of their household are showing any symptoms and they are following the NHS guidance.
- All arrangements will be reviewed with effect from September 2020 or earlier if called for.

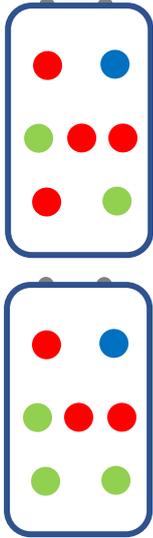
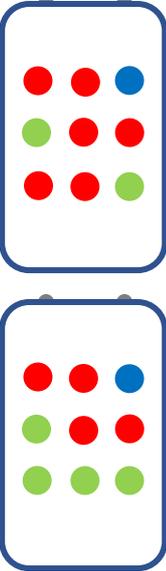
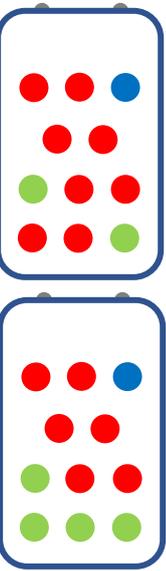
1. Social distancing

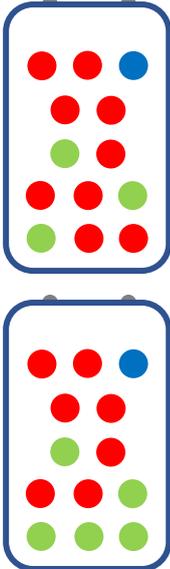
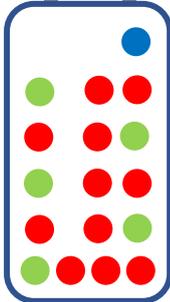
- 1.1. Social distancing rules must be followed as far as it is practicable to do so. This may result in operator's vehicles carrying fewer service users on each journey to ensure that the 2 metre rule is being adhered to.
- 1.2. Seats immediately alongside the driver should not be used.
- 1.3. In saloon cars, the solo passenger should be seated immediately behind the driver.
- 1.4. Occupation of available seats should be constrained, with one passenger in each row of seats, staggered nearside/offside, except passengers from the same household who are allowed to sit together. Consequential capacity will depend on the exact layout of the seats on the vehicle, but typical examples are below:

Key

- Driver
- Available seat
- Unavailable seat

Seating patterns before Social Distancing Typical equivalent seating if all seats used - ^ alongside driver * behind driver	With Social distancing Theoretical seating capacity of vehicle net of seats out of use	With Social distancing Allowable seat occupancy wef June 2020
4 seat saloon (1^+3*)	1 (0+1) 	1 passenger, seated immediately behind driver in the back seat

<p>6 seat people carrier (1[^]+3[*]+2)</p>	<p>3 (0+1+2)</p> 	<p>2 passengers from separate households, 1 seated in middle row nearside by window and 1 in rear offside by window</p> <p>3 passengers from same household, 1 seated in middle row nearside by window and 2 in rear.</p>
<p>8 seat minibus (2[^]+3[*]+3)</p>	<p>2 or 4 (0+1+1or3)</p> 	<p>2 passengers from separate households, 1 seated in middle row nearside and 1 in rear offside</p> <p>4 passengers from same household, 1 seated in middle row nearside and 3 in rear.</p>
<p>10 seat minibus (2[^]+2[*]+3+3)</p>	<p>2 or 4 (0+0+1+1 or 3)</p> 	<p>2 passengers from separate households, 1 seated in penultimate row nearside and 1 in rear offside</p> <p>4 passengers from same household, 1 seated in middle row nearside and 3 in rear.</p>

<p>14 seat minibus (2⁺2*+2+3+3)</p>	<p>3 or 5 (0+0+1+1+1or3)</p> 	<p>3 passengers from separate households, 1 seated in first usable nearside, then others 1 per row staggered offside / nearside</p> <p>5 passengers if 4 from same household, seat in rear row and penultimate row, 3 in rear + 1 in staggered seat in penultimate row.</p>
<p>16 seat minibus (0⁺3*+3+3+3+4)</p>	<p>5 (0+1+1+1+1+1) or more if multiple children in family groups; depends on number in groups etc)</p> 	<p>5 passengers from separate households, 1 seated in first usable nearside, then others 1 per row staggered offside/nearside</p> <p>Increased with various household group seating permutations.</p>
<p>Coaches and buses</p>	<p>Varies</p>	<p>Typically 25% seats usable, 1 per row, with front row of coaches seated only on nearside to preserve separation from driver.</p>

NOTE – achieving distancing in line with these standards will mean increasing the size of the vehicle, or where that is not possible, splitting the children across separate runs – either by additional runs with the same vehicle (i.e. staggered times of arrival at and departure from schools), OR additional vehicles operating. TSS will work closely with operators to agree appropriate solutions in these circumstances.

2. Loading

- 2.1 **Boarding when travelling to school: Each passenger to sit at rearmost available seat unless specifically agreed otherwise due to reasons of child welfare.**
- 2.2 **Boarding at school:** every effort should be made to load passengers in reverse of drop off order (i.e last drop off on first, etc); otherwise alighting at home drop off order will briefly contravene distancing as alighting passenger passes seated passengers.
- 2.3 If appropriate and deemed necessary. Where passengers pass the driver's seat to board the vehicle, drivers must turn off the engine and alight from the vehicle (using the driver's door if available) before the passengers board.

3. Seatbelts and car seats

- 3.1 To avoid close proximity between driver and children, parents will be asked to encourage their children to put on themselves, so far as possible. Where assistance is required (likely to be youngest children and SEND students), the parent/responsible adult should be encouraged to assist when boarding at home. When boarding at the school, the school staff may be able to assist as required. However, where applicable the legal responsibility of drivers to ensure worn properly is unchanged; but normally a visual check should be sufficient.

4. Unloading

- 4.1 Alight in reverse order of boarding, preserving distance.
- 4.2 If appropriate and deemed necessary, where passengers pass the driver's seat to alight from the vehicle, drivers must turn off the engine and alight from the vehicle (using the driver's door if available) before the passengers alight.

5. Ventilation

- 5.1. Ventilate vehicle with opened windows wherever possible (but be aware of need to avoid risk of children leaning out of windows, etc). Operate extractor systems where available, **but do not set to recirculate air.**

6. Cleaning

- 6.1. All vehicles cleaning must take place after each journey, this must include cleaning all hard surfaces regularly touched by service users – hand rails, seat tops, seat belts (including webbing), door handles, and any Wheelchair, Tie down & Occupant Restraint System (WTORS) used if transporting a wheelchair user.

7. PPE

- 7.1. **Gloves** - Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these should be provided. Staff should be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. Staff to be reminded that wearing of gloves is not a substitute for good hand hygiene, wash with soap and water for at least 20 seconds, dry thoroughly after removing gloves, or in the absence of soap and water, the use of Hand Gel is recommended.

- 7.2. **Face coverings** - Face masks, face shields and protective gloves should be used when coming into close contact with individuals who may not be in control of their own actions such as sneezing and coughing. Please refer to individual risk assessments in these cases. This is to ensure, as far as possibly practicable, the safety of Drivers and Passenger Assistants.

8. Good practice personal care

- 8.1. Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. They will also be reminded to catch coughs and sneezes in tissues – **Follow Catch it, Bin it, and Kill it** – and to avoid touching face, eyes, nose or mouth with unclean hands.
- 8.2. Children should be reminded to wash hands with soap and water immediately before and after each journey. (Alcohol sanitiser NOT to be used nor available to children on vehicle).
- 8.3. Coughs/sneezes – children and parents to be given guidance on good management of coughs and sneezes.

9. Personal belongings

- 9.1 Children will have been asked to minimise the transport of bags, etc.

10. Carriage of passengers with symptoms

- 10.1 Any child, young person or other learner who starts displaying coronavirus symptoms while at their setting should be collected by a member of their family or household.
- 10.2 If advised that a member of staff or public has developed Covid-19 and were recently on your vehicle, the management team at TSS should be informed immediately in order to track and trace other service users who may have come into contact with a potentially infectious person.

11. Use of consistent driver

- 11.1 The same Driver and where appropriate Passenger Assistant should be used for the operation of the contract unless exceptional operational circumstances make that impossible on a given occasion.