

COACH PROCEDURE

Coronavirus (COVID 19)

- It is essential that pupils do not board school transport if they or a member of their household has symptoms of coronavirus (COVID 19).
- Sanitiser will be provided at the entrance to each coach and students must apply this to their hands when boarding.
- During the COVID 19 Pandemic, following Government guidelines and Risk Assessments conducted by our nominated coach provider (Cranberrys), it will be necessary for all students aged 11 and over to wear a face covering on all coach journeys. Students must not remove their face coverings, just as they should not take off their seat belts during the journey. The driver will be wearing a visor. Students under the age of 11 may choose to wear a face mask if they wish but it is not mandatory.
- Following Government guidelines and where reasonably practicable we will endeavour to maximise social distancing on all coach routes in order to minimise the risk of transmission. Students should leave gaps between seats where practical and possible.
- Students should sit in Year groups or with siblings wherever possible. The eldest year groups should sit at the rear of the coach with the youngest year groups at the front. When boarding the coach in the morning or the evening, please get on quickly and head straight for your seat. For the first morning, please take a sensible guess and staff will advise accordingly when in School if necessary.
- Disembarking at school in the morning will begin at the front and work backwards.
- In line with Government guidance, we request that all pupils carry tissues on home to school transport. We will have a covered bin on each vehicle for the disposal of used tissues.
- Students should remove their face covering safely in line with separate guidance upon arrival at School, including sanitising their hands on the coach before removing.
- If a coach is required to do additional work at the end of the morning run, Cranberrys' staff have been instructed in how to clean and disinfect the vehicle thoroughly before it is used for the evening run.
- At the end of each day, each vehicle will be deep cleaned and fogged with disinfectant.
- Shuttles from the Junior School will operate in exactly the same way.

Morning pick up

- Arrive at coach stop 5 minutes before stated departure time. Please do not wait in cars – if the coach driver cannot see you stood at the stop, they will not slow down. Please remember to social distance from others at the coach stop.
- If the coach has not arrived by 10 minutes after the due departure time, the oldest pupil at the coach stop should ring school to find out what the situation is.
- Upon boarding the coach, ensure you have a face covering on, sanitize hands and show coach pass or hand the driver a single journey coach pass (please note it is not possible to pay the driver for single journey coach passes – these need to be purchased in advance of the journey). Coach passes will be handed to all pupils who have booked a seat on a coach soon after the start of term – do not worry if you do not have a pass on the first day or two.

- Once you have boarded the coach, find a seat, put your seatbelt on, sit back and enjoy the ride to school. Please keep all bags with you.
- Upon arrival at school, depart the coach; in line with Cranberrys' Risk Assessment, pupils will leave the coach starting from the front of the vehicle and make your way to registration, following the pupil access route. If for any reason the coach is late to school, please go straight to Reception to sign in.

Evening drop off

- At the end of school day, please collect belongings that are going home with you and make your way to the car park. Members of staff will be around to help you if you are unsure which coach you need to look for.
- Each coach will have a sign in the window indicating the coach route – please find your coach and get your coach pass/single journey pass ready to show the driver upon boarding the coach.
- Please ensure you have a face covering on and once you have boarded the coach, sanitise hands and find a seat, sit down and put your seat belt on.
- Coaches are due to leave the school grounds at 3:55pm (4pm at the latest to allow for safe boarding and all procedures to be followed).

As per the coach code of conduct, any student who does not adhere to the coach rules (including the Covid related ones stated above may have their travel permissions suspended).