

Transport Policy

Overview

The purpose of this policy is to ensure the safe transport of pupils to and from the Holton Sleaford Independent School site when using school transport, and to guarantee safe access and egress at Old Mart, Westgate House, and Ensign House during taxi arrival and dispersal times.

School transport and fleet capacity

School transport requirements are determined according to the school's pupil enrolment. Fleet vehicles and capacities are structured as follows:

Vehicle Type	15-Seater Minibuses	9-Seater Minibuses	6-Seater Vehicles	Cars
Fleet Quantity	4	1	2	3

Maintenance and fleet management

All vehicles undergo a structured regular maintenance programme alongside mandatory weekly checks. These are conducted in addition to the pre-drive vehicle inspections completed by drivers prior to operating any vehicle on a given day.

The roadworthiness of the school fleet is managed by the Transport Manager. Any defects or safety concerns must be reported immediately. No member of staff should ever drive a school vehicle if they consider the vehicle to be unroadworthy or the situation unsafe.

Appropriate vehicle insurance, driving licence verifications, and suitability checks for all staff operating school vehicles are maintained by Luke Hollingworth (Proprietor/Director).

Staffing and supervision ratios

Minibus transport strictly enforces our established minimum supervision ratio of 1 staff member to 3.5 pupils. At least two staff members must be present in any vehicle transporting pupils.

Pupil safety and intervention

All pupils participate in our Safe Transport Intervention, which outlines how poor behaviour, non-compliance with legal safety requirements, or distracting the driver can lead to catastrophic consequences. Pupils deemed unsafe to transport will be temporarily removed from off-site activities pending re-education and behavioural support.

Risk assessments for school transport

All school vehicles carry a daily safety checklist and emergency procedures documentation to manage unforeseen incidents. Identified transport hazards and control measures include:

Significant Hazards Identified	Management and Control Measures
Pupil Behaviour	Pre-trip expectations brief; staff monitoring; designated pupil supervision roles; reminders of consequences. Drivers will pull over and stop the vehicle in a safe location if pupil behaviour renders driving unsafe.
Crossing Roads	Pupils are briefed before departing school premises to use designated, safe crossing areas under staff supervision.
Medical Injury	Accompanying staff hold valid First Aid training, and fully stocked first aid kits are maintained in every minibus.
Medication Needs	Pupils must take any required prescribed medication prior to departing the school building.
Absconding	If a pupil absconds from a vehicle, a member of the Senior Leadership Team (SLT) must be notified immediately, following pathways in the Behaviour Policy.
Minibus Travel Supervision	A designated staff member sits in the rear passenger area of the minibus to monitor, support, and regulate pupil behaviour.
Long-Distance Travel	Drivers must take a mandatory rest break within two hours of driving and swap driver responsibilities wherever possible.

Taxis for arrival and dispersal at school sites

All Holton pupils have Special Educational Needs (SEN) and receive Local Authority transport to and from school, presenting specific traffic management requirements at Westgate House, Old Mart, and Ensign House.

Significant Hazards Identified	Management and Control Measures
Moving Traffic in Car Parks <i>Risk of vehicle movement during morning/afternoon taxi arrivals and departures causing injury to pupils or members of the public.</i>	In the morning, pupils remain inside their taxis until 09:30. A designated staff member manages taxi dispersal in the car park while another staff member greets pupils at the front entrance door. This procedure is mirrored in reverse during afternoon dispersal.
Absconding During Arrival/Dispersal <i>Risk of pupils absconding during busy drop-off and pick-up periods.</i>	Pupils remain inside taxis until staff are positioned. Active staff management is maintained across the car park and entrance doorways at all times during morning arrival and afternoon departure.

Policy status and compliance information

Policy Status: Approved

Written By: Will Scott (15/11/2025)

Approved By: Mike Whatton (15/11/2025)

Signed: On behalf of Holton Independent Schools

Date Sent to Governors: *None / Pending*

Date Approved by Governors: *None / Pending*

Due for Review: 14/11/2026