

## Policy on Bus Safety

It is the policy of the Board of Management of Milford National School that all buses/coaches used to transport our pupils meet the highest standards.

### Hire of Buses/Coaches:

It shall be a condition of hire that a company hired by the school shall provide on request the following items;

- A written guarantee that seatbelts are fitted and in working order
- A copy of the licence of any driver intending to transport our pupils
- A copy of the insurance certificate for any bus/coach used for transporting our pupils
- A copy of the Dept. of Public Enterprise Safety Inspection Report for each bus/coach used for transporting our pupils

The Board of Management has also determined that, in the event of a bus/coach arriving without seatbelts as promised, that the trip will be postponed. We understand the upset this may cause our young pupils but feel that parents will respect our common desire to put safety above all considerations.

### Use of buses:

The behaviour of children while on a bus/coach must also meet the highest standard and we commend them and their teachers on the fact that this has not been a problem for us in the past. However we wish to make the following clear;

- That children must remain seated at all times
- That seatbelts must be worn at all times
- That children may not eat or drink on a bus/coach unless given permission to do so by their teacher
- That children must enter and exit a bus/coach quietly and in an orderly manner
- That children must be mindful of other bus users
- That children who consistently disobey the above rules will not be permitted to travel with the school on trips

A general permission form is required to be signed by parents at the beginning of each school year regarding all school trips which may be taken throughout the year. These trips may include school tours, Hunt Museum visits, theatre/Art Gallery visits, etc. In general a bus will be hired to transport the children to these events, although traditionally the parents of Milford School very generously offer lifts to children from individual classes for short trips. On the rare occasions that public transport may be utilised separate permission notes will be issued detailing the nature of the trip on the bus/train.

### Evaluation:

- Ensuring optimum safety standards when bringing children on school trips
- Positive feedback from parents, teachers, bus/train personnel, children
- Yearly reviews

### Implementation:

The policy has been in operation since September 2008

Ratification: This policy was ratified by the Board of Management in November 09 and reviewed and ratified on March 21<sup>st</sup> 2013.

