



Lurgan Junior High School

School Transport Policy

Personnel Responsible: SLT
Approved by Board of Governors: 2020
Period & Date for Review:

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Rationale:

Pupils are to be provided with a safe means of transport to and from school as well as on school trips / visits.

Aims:

The school transport policy will ensure

- 1 Pupils brought to and returned from school safely, comfortably and at reasonable times.
- 2 Pupils on school visits travel by appropriate means involving hiring coaches from reputable operators recommended by the board transport section i.e. Agnew's or EA-Southern Region etc.
- 3 Staff fully informed of the booking procedures for both minibuses, medium sized buses and larger coaches.

Objectives:

- 1 To provide a safe and manageable procedure whereby pupils will board buses in the school car park at 3:25pm. Bus duty teachers will be present at the front of school from 3:20pm.
- 2 To provide arrangements whereby pupils will receive their bus passes during school day one each September.
- 3 To provide a means so that disputed distances can be verified and also lost bus passes replaced.
- 4 Ensure transferring Year 10 pupils have their bus pass applications forwarded to the appropriate school for the end of May each year.
- 5 To organise booking arrangements utilizing both school ICT system.

Procedures:

SCHOOL BUSES

- 1 All buses leave pupils within the school grounds close to the front of the main building in the morning. Most pupils who travel by bus are collected within the school grounds between 3.20 and 3.40 pm. Some pupils who live in the Lisburn, Hillsborough, Maze area get their bus on the Avenue Road. These pupils are allowed to leave school at 3.15 pm so they can walk down to the bus stop.
- 2 The tarmac area in front of school has been squared off into zones A, B, C and D. This provides an area for groups of pupils to stand while waiting for their bus to arrive. Bus

route labels are displayed in the front windows of school to assist pupils, staff and bus drivers. Three teachers are on duty each day from 3.20 - 3.45 pm to ensure that pupils behave and board buses in an orderly manner.

- 3 Behaviour on the buses is constantly monitored (video recording on board buses). Appropriate action is taken when and if required. Every effort is made to co-operate with Ulsterbus (translink) to ensure the well-being and safety of pupils travelling by this method. Any difficult pupils are interviewed by the Principal or Vice Principal and parents or the ER-SR consulted, if necessary.
- 4 Constant contact is maintained with Ulsterbus, EA-SR and others to ensure that buses are not overcrowded and that pupils travel to and from school safely.
- 5 Bus passes are issued early in September with pupils being encouraged to keep them safe. Any pupils who lose their bus pass can obtain a replacement from Translink. A fee is charged for a duplicate pass. Any unclaimed passes are returned to the EA transport section in early October.
- 6 Pupils who live less than 3 miles from school are NOT entitled to a bus pass and therefore must pay for transport on Ulsterbus. These pupils have the option to purchase a Translink SmartLink Child season ticket for convenience (A type of credit card for transport). Many parents take up this option.
- 7 Once Year 10 school transfer selection has been finalized, all pupils who are or become entitled to a bus pass (over 3 miles) are issued with the relevant on-line application details.

MINI-BUSES

- 8 Both school minibuses unfortunately had to be sold – New driving licence regulations introduced in January 2018 means that no member of staff can drive a school minibus.

HIRED BUSES

- 9 For trips involving larger numbers of pupils the school will continue to use buses/coaches hired from EA-SR or Agnew Coaches (a local recommended private firm).

- 10 Occasionally the school requires extra minibuses. These are hired from a local company who offer the most competitive price plus good service.

TAXIES

- 11 A taxi service is provided for certain special needs pupils by the EA. The school requires that these pupils arrive at school for 9.00 am and collected at 3.20 pm sharp.

Evaluation:

This policy will be under continual review. Changes and alterations will be made as and when required.