



SHERFIELD SCHOOL

Vehicle Movement on Site Policy

Created:	July 2017
Annual Review:	July 2021
Date of next review:	July 2022
Responsibility for review:	Education Board

This policy will also be reviewed following an incident or near miss involving onsite vehicle movement.

Sherfield School

Vehicle Movement on Site Policy

SECTION 1: Procedures

1. Scope

This guidance applies to all vehicle movements undertaken on school premises.

2. Objectives

The school seeks to ensure that the site is organised so that pedestrians and vehicles can circulate in a safe manner, that vehicles and traffic routes are separated wherever possible and that traffic routes are suitably signed and controlled.

3. Responsibility

The SLT has responsibility for the implementation of this policy with support from the Estate and Facilities Manager as appropriate. The following areas will be addressed:

- School Minibuses
- Vehicles on site
- Parking and deliveries
- Grounds and Facilities Vehicles
- Access control and security
- School buses
- School travel plan

Checklists in Section 2 cover design and layout, reversing, risk control and specific issues, and are used to develop and review procedures and undertake risk assessments. The school ensures that signage is in place to designate speed limits, access areas, prohibited areas, one-way systems and parking facilities. The Head will be responsible for liaison with the police, highway authority, insurer/security advisers etc with regard to the School Travel Plan.

Parking arrangements are specified for staff, visitors, parents, those who are disabled and contractors. Additional information will be provided as appropriate in relation to special events.

Deliveries:

Wherever possible, deliveries are organised to take place at times when pupils are not on site, such as before the start of the school day. Deliveries should be arranged in advance wherever possible. Where it is essential that a delivery takes place during the normal working day, drivers will be required to seek permission to drive onto the school premises. Their arrival and departure will be supervised by the site manager or a member of administration or catering staff, as appropriate, and parking will be permitted only in designated areas. See also notes below about reversing.

School buses for transportation to and from home:

School buses arrive and leave the premises at agreed times. When moving on site at times when pupils are in school, school vehicles will progress with hazard lights switched on. The Duty Person supervises the arrival and departure of the buses and ensures the safety of pupils and their separation

from vehicles. Pupils will wait in designated areas away from transport movement prior to boarding and will be guided to move away safely from transport after disembarking.

All use of the school minibus must be arranged via the School Business Manager or Bellevue Transport Manager. This will include the departure and return times of the vehicle so that suitable arrangements can be made with regard to the overlapping with any other vehicle movements. Correct

School vehicles and hired vehicles for trips, fixtures and other school events:

School buses and hired vehicles arrive and leave the premises at agreed times. When moving on site at times when pupils are in school, school vehicles will progress with hazard lights switched on. The trip leader/ teacher in charge will designate a member(s) of staff to supervise pupils prior to boarding and after disembarking, ensuring that they assemble and wait in a safe location prior to boarding and move away safely from vehicles after disembarking.

Staff are not permitted to drive the 17 seat mini-buses unless they have a CPC qualification and commercial D1 licence.

Staff are able to drive the 9 seat vehicle under the following conditions:

- The driver has a full, clean UK Drivers Licence
- The driver is aged between 21 and 70
- The trip is not for hire or reward (the students may not make any financial contribution to the journey)
- The Driver has submitted a copy of their driver's licence and check code to the Facilities Manager.

Before departure, the driver should allow time for pre-departure checks. It is anticipated that the process takes between 10 and 15 minutes. Passengers may not board the vehicle until the checks have been completed. It is advised that staff familiarise themselves with the vehicle before the day of requirement and ascertain the location of headlights, hazard lights and emergency equipment.

Before departing, the driver must ensure that they have completed the:

- Vehicle defect check-book
- Vehicle mileage sheet

These documents are kept in the vehicle and transferred to the Facilities office when full.

If a significant mechanical or safety defect is detected during these checks, it should immediately be reported to the Facilities Manager and the vehicle **MUST NOT** be driven. In cases where this affects the running of the trip, alternative transport may be requested, however the vehicle **MUST NOT** be used.

On conclusion of the trip, the key should be returned as arranged and the mileage sheet completed. Any defects that have presented during the excursion should be reported to the Facilities manager and, where possible, the next user of the vehicle.

Parents bringing vehicles on site:

Parents are able to bring their vehicles on site when dropping off or collecting their children at set times of day. These are between 7:30am and 8.45am in the morning and between 3.30pm and 5.45pm in the afternoon. Some nursery drop-off / pickup times differ slightly but are pre-arranged. Parents may park only in the designated area(s) and, if using the drop off" bays, Parents should move on promptly and not use the bay as a parking space. Speed limits and directional signage must be observed. The member of staff on duty will ensure that pupils leaving their parents' cars will move quickly and safely away from the vicinity of vehicles. At collection times, pupils will wait under the direction of a member of staff in a designated area, and cross from there to their parent's vehicle on arrival, when directed by the member of duty staff.

Staff bringing vehicles on site.

At times when pupils are on site, including holiday club, staff must act with care and caution in following these guidelines. Staff may park only in the designated areas.

Grounds and Facilities Vehicles

The facilities team have access to a Kawasaki Mule multi-purpose agricultural vehicle and a ride-on mower for cutting of sports turf.

Use of these vehicles will be avoided during the pickup / drop off times as detailed above.

When using the Mule, the hazard lights will be switched on at all times that the vehicle is in motion and the keys removed when not in use.

The ride-on mower will be used solely for the purposes of cutting sports fields and gardens and will not be used during break-time or within 100m of a sports lesson. The area to be mowed is visually inspected before mowing commences for loose debris and a schedule of mowing is publicised to the PE / Games department where appropriate during peak mowing season.

SECTION 2: Considerations and Risk Assessment

The three sections below should be used by schools as a checklist in order to

- a. Refine section 1, above, to provide clearer procedures
- b. Undertake annual review of the policy
- c. Conduct risk assessments in relation to the activities covered by this policy.

1. Design and Layout

- Are the traffic routes wide enough for the movement of vehicles?
- Has consideration been given to the need for vehicles to pass each other?
- Can you use a one-way system?
- Does the layout allow safe movement of pedestrians close to vehicles?
- Are pedestrian walkways and waiting areas protected by physical barriers?
- Are storage tanks and sources of power, which are close to traffic routes protected against impact?

2. Reversing

- Are arrangements in place for dealing with reversing vehicles?
- Are pedestrians separated from reversing activities?
- Have designated individuals been trained to assist with reversing activities where appropriate?
- Do such individuals have high visibility clothing?
- Have vehicle drivers been informed to stop if they lose sight of the reversing assistant?

3. Risk control

- Do staff in charge of supervising vehicle movement and pupils boarding and disembarking wear high visibility clothing?
- Can arrangements be made for vehicles to be parked off-site?
- Can you provide separate pedestrian access?
- Can you organise buses to be loaded/off-loaded so that reversing is not required?
- Can you arrange deliveries/contractors activities so that they do not coincide with school start/finish times and breaks during the day?
- Can you improve on-site lighting?
- Have you communicated traffic arrangements to pupils and parents?
- Can drop-off zones be provided for parents?
- Can you enforce speed restriction on site?
- Can you provide increased supervision during peak vehicle/pedestrian movement times?

Legal Requirements and Education Standards

References:

- A. Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (<http://www.isi.net>)
- B. Health and Safety Executive, homepage workplace transport (www.hse.gov.uk)
- C. "Guidelines for Environmental design in Schools" DfE Guidance 2003

Recommended Review period: Annual

Review by: Richard Skegg, Business Manager

Date reviewed: 02.11.2020