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Lavender Line Travel

Guidance for Drivers and Teachers on School Outings.

This document has been created as part of the Lavender Line Travel Health and Safety system. It is designed to inform drivers and passengers of the safe boarding, travel and disembarkation of the vehicles used by Lavender Line Travel, when transporting children on school organised outings.

Background

Lavender Line Travel has been contracted by schools to carry out the transportation of pupils on school organised trips. As the passengers are minors the transport operation has been assessed and the following is the health and safety requirements for this.

The Hazards Involved

There are risks from the vehicles arrival to the passengers disembarking. These range from the vehicle striking passengers as it approaches the pickup/drop off point, injuries through missing steps. Twisting or fracturing injuries from jumping on or off the vehicle steps.

The main concerns are to the risks associated with;-

- passengers standing whilst the vehicle is in motion. If the vehicle required to brake or swerve suddenly, those passengers standing could be violently projected forwards or sideways. These would range from impact injuries through falling to crush injuries if one passenger falls onto of another.
- Passengers falling onto the highway from an open emergency exit whilst the vehicle is in motion.

Another concern is that the actions of passengers could distract the vehicle driver and subsequently lead to a road traffic accident, which would have been avoided if the driver's full concentration had been on the road.

Not all the passengers transported on the school runs are unruly and most incidents can be attributed to one or a small number of children. However, if that passenger distracts the driver or constantly stands whilst the bus is in motion, then passengers who are compliant are being put at risk. In the event of distracting the driver, the whole bus is being put at risk.

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THE TASK

BUS ARRIVAL

On the buses approach, the passengers should be stood at the boarding point at a safe distance from the road curb. This is to allow the bus to approach the loading point without the risk of striking any passengers who might be queuing on the roadside. If the driver considers that the passengers are too close to the road edge, he will move the vehicle to the curb, further up or down from the original loading point.

PRIOR TO EMBARKATION

The first point of contact should be between the driver and the teacher/head of school in charge of the passenger group. The teacher/head of school should relay to the driver how they wish to embark the pupils onto the vehicle. The passengers should remain back from the vehicle doors until they have fully opened. Most passenger vehicle door systems open in an outward manner. If passengers are too close to the doors, injury could occur either through direct contact with the door coming out, or by entrapment between the door and inner body of the vehicle. If the driver suspects that passengers are too close to the door, he will not open it and will refuse to do so until he deems it safe to do so. It is assumed that the teacher/head of year will control the pupils during the boarding process.

ENTRANCE/EXIT STAIRS

The stairway into the vehicle has been designed to allow one person with hand luggage to gain access/exit. At no time should more than one passenger attempt to climb/descend the steps at the same time. The children should step onto/off the bus in a measured controlled manner and climb/descend the steps carefully.

Jumping from the ground onto the steps or vice versa, or up/down the steps is not permitted. The driver will consult with the teacher/head of school if any passengers embark incorrectly as they enter the bus and if required stop the embarking/disembarking until control is re-established. Horseplay on the steps, such as pulling back or pushing down is not to be permitted. The driver will again consult with the teacher/head of school and if required stop passengers entering the bus irresponsibly until they are prepared to do so in a safe manner.

SEATING

On school-contracted buses, no children are permitted to stand whilst the bus is in motion. All passengers should move to their desired seat and sit in the seat in a correct sitting position, facing forwards.

Where seat belts are fitted, these should be used at all times the bus is in motion and it will be the responsibilities of the teachers/escorts to ensure that this is done.

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No children are permitted to travel in the crew seat adjacent to the drivers seat, if this is not being used by another driver or escort, it should be kept in the folded position.

SUPERVISION

Recommended supervision levels are:-

- 1 adult for every 6 pupils in years 1 to 3 (under 8's).
- 1 adult for every 10-15 pupils in years 4 to 6 (8 to 10 year olds)
- 1 adult for every 15-20 pupils in years 7 onwards (11 year olds upwards)

Supervisors should sit around the coach (not all together in a group) preferably with one person close to each emergency exit

Make sure you know where the emergency exits are located – some coaches have a 'break glass' system – identify where the safety hammers are located.

Also make yourself familiar with the location of the fire extinguisher and first aid kit.

BREAKDOWNS–

In the unlikely event of a breakdown, especially on a busy road or motorway, consult appreciate what I've been through in my life to get where I am, well when these haters have done what I've done then your hate will be legitimate :)with the driver and assess whether to you will take the pupils off the coach or else move the children from the back two rows of seats forward (to avoid any risks from a rear end collision) Ultimately, this is the drivers responsibility, but if the pupils are going to be safe on the side of a busy road you need to prevent them from running around and endangering their safety

ACCIDENTS

If an accident occurs, the driver's first responsibility is to ensure that the passengers are unhurt and calm. After this details should be exchanged with the third party and if required, the police called.

If the vehicle is in such a position that the driver believes that remaining on the vehicle could be dangerous, then after consulting the teachers/escorts he should disembark the passengers and gather them on the safe side of any road barriers, or a safe distance from the side of the road if no barriers are present.

The passengers will be kept together and controlled by the teachers/escorts and the driver will place himself at the front of the group facing the road. The driver will ensure that he is wearing hi visibility clothing and has his mobile phone with him.

He should contact the company office or emergency services if required as soon as possible in regards to assistance.

INNAPROPRIATE BEHAVIOUR

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If any passengers are acting inappropriately or are intentionally distracting the driver, when the vehicle has reached its next scheduled stop, the driver will approach the teacher/escort and point out the pupil/pupils concerned. This should enable the teacher/escort to get the correct name of the offending pupil/pupils. Any incidents should be reported to the company office on the drivers return and any further action or discussions will be carried out between the company and the school direct. At no time should the driver become confrontational or insistent with the pupils, teachers or escorts. It is the responsibility of the teachers/escorts to ensure that all pupils conduct themselves in a correct manner.

LUGGAGE

If any passengers require luggage to be placed into the vehicle luggage bays, it should be handed directly to the driver at the luggage bay. This is done for security reasons and to ensure no unauthorised luggage or bags enter the vehicle.

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RECOMMENDATIONS

Comfort stops –

Pre-plan toilet/ refreshment stops with the driver. The pupils and driver should have a break about every two hours – advise the pupils about drinks/toilet stops, especially if there isn't a toilet on the coach. Make sure the driver is aware of any special requirements for any of the pupils.

Which is our coach? –

Identify the coach by some easily identifiable means – if there are several coaches on a trip, ensure there is a numbering system – new registration plates are not particularly identifiable. This is particularly important where there are large coach parks, such as at service areas, theme parks and other large venues.

A tidy coach is a safe coach –

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Please keep the coach clean, please remember to bring some bin-bags along. Items such as empty glass bottles can be dangerous, especially when rolling around a coach. Other rubbish can be a potential hazard. Please do not allow pupils to consume food and drink on short journeys of one hour or less. Chewing gum can cause particular problems on upholstery. If you know some pupils are prone to travel sickness put them in the centre of the coach, where there is less movement, and bring some sick bags!

Appendix1

Conduct on Board your Coach

To ensure your group's safety when travelling by coach, we kindly request that all tour participants

- Remain seated when the coach is mobile
- Use the seatbelts provided
- Make note of emergency exits and glass-breaking tools
- Avoid carrying glass bottles on board
- Avoid opening emergency exits or pressing alarm buttons except in emergencies
- Avoid distracting the driver(s) by talking unnecessarily while the coach is in motion
- Are aware of the direction of oncoming traffic when boarding or alighting the tour coach
- Remain seated in the event of breakdown and follow their driver's instructions
- Understand that any onboard toilet facilities are for emergency use only (comfort stops will be made)
- Will be liable for any reported damage to the tour coach while on tour
- Help maintain a clean and healthy standard on board their tour coach at all times
- Understand that Lavender Line Travel cannot accept responsibility for personal items left on board