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| S. EDUCATION TRANSPORT AND ROAD SAFETY |
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- S.1** Home to School Transport
- S.2** Swimming and other curricular transport
- S.3** Extra curricular transport
- S.4** Road Safety

Appendix S.1: Home to school transport appeal form

Appendix S.2: Safety leaflet

Appendix S.1: Road Safety: specimen school policy

S. EDUCATION TRANSPORT

| References | Subject | Location |
|--------------|---------------------|-------------------|
| SEM | Transport to School | SEM 3.2 |
| CNES website | School Transport | Education Website |

S.1 HOME TO SCHOOL TRANSPORT

General

- S.1.1 The legal background to the provision of home to school transport is set out in Section 3.2 of the Scottish Education Manual. The law provides for the provision of free transport to school for those children outwith walking distance of the school as defined at SEM 3.2.3. However, Comhairle nan Eilean Siar's home to school transport policy improves on the statutory requirement by ensuring that no primary or secondary pupil is required to walk more than a mile in the course of their journey to or from school.
- S.1.2 In addition to the provision of transport to all pupils as above, free home to school transport is provided at the judgment of the education authority in cases where it is necessary to enable pupils to take full advantage of education facilities for example where a pupil has confirmed medical or special educational needs which require a free service to be provided including where the pupil is required to travel outwith their catchment area because appropriate educational provision is best provided at a non-catchment area school.
- S.1.3 The authority is not required by law to provide free home to centre transport for pre school pupils but has discretionary powers to provide or assist in the provision of this.

Pupils who are the subject of placing requests

- S.1.4 Where a pupil's parents have made a placing request to a school outwith their normal catchment area, there is no entitlement to free school transport to the placing request school. (The exception to this is where a pupil is attending his or her nearest Gaelic Medium Unit where that is different to the school which the pupil would normally have attended.)
- S.1.5 There have been cases in the past where schools accepted placing requests locally and without regard to transportation issues, with subsequent difficulties for parents. Head teachers should ensure, if alerted to a placing request, that the procedures set out in Section I are followed closely. All placing requests must be made on the Placing Request Form at Appendix I.2 and approved by the relevant Head of Service (This includes placing requests where a pupil has changed their home address but the parents wish them to remain at a non-catchment area school.) As part of the placing request process, parents will be alerted to transportation issues so that they may make, or continue with, their request in full possession of the relevant facts.

"Privilege" home to school transport

- S.1.6 A pupil who would normally not be entitled to free home to school transport (eg because they would not have to walk one mile in the course of their journey to school or because they are the subject of a placing request) may nevertheless receive free transport on a "privilege" basis where there is unused capacity on an education transport service. There is no absolute entitlement to the free provision and it could be withdrawn at any time if, for instance, the capacity is required for new pupils who are entitled to free provision and who have moved in to the area.

- S.1.7 Schools should note that the fact that there may appear to be spare places on a bus does not necessarily mean that there is spare education capacity if that bus is an integrated public service/educational transport route (see below.) In integrated services, a proportion of the capacity will be reserved for non-educational use.

Provision of education transport services

- S.1.8 The provision of home to school transport services is managed for the education authority by the Transportation Section of the Comhairle's Technical Services Department. The Transportation section:
- (i) manage the contracting of services to transport operators, including the determination of the necessary routes and numbers of pupil places, the preparation and award of contracts and the payment for services;
 - (ii) negotiate with operators on any necessary contract variations within the contract period;
 - (iii) monitor the fulfilment of contract terms and conditions on behalf of the Department, including the investigation of any complaints about transport provision;
 - (iv) assess the entitlement of individual pupils to free transport under the "one mile" rule;
 - (v) make the necessary arrangements for other pupils to receive transport where authorised by the Education Department; and
 - (vi) assist the education department in the preparation of any appeals against non-provision of free transport.
- S.1.9 In the Western Isles, to assist in the most efficient and effective provision of transport throughout the island, education transport and public services are provided on an integrated basis. This means that where it is more cost effective to do so, school and public services will share provision although there are still a number of services which carry pupils only in light of the high numbers of pupils using a particular route at a particular time.
- S.1.10 Complaints or enquiries about education home to school transport services should be directed in the first instance to the Education Resources Service (Principal Officer (Educational Resources)) who will seek the assistance of the Technical Services Transportation Section in investigating the complaint or seeking the further information required.

Home to school transport services and the timing of the school day

- S.1.11 The start and commencement of each school's day is generally linked with the timing of school transport services. As education transport services to any particular school are also generally linked with the provision of public transport services, or may be interrelated with transport provided to one or more other schools, there is frequently little flexibility for changes to the school day where that would require additional provision outwith the existing contract specification. Schools are free, subject to conducting the necessary consultation with parents and other stakeholders, to change the timing of their school day where that change would be at no cost to the education authority and would not impact adversely upon other schools or other aspects of the authority's work. Any requests for changes to the school day which would necessitate changes to transport provision should be referred to the Head of Educational Resources who will seek the assistance of the Transportation Section in determining what impact the proposals would have on existing provision.
- S.1.12 In the event of any change being agreed, implementation would be at the appropriate time having regard to contract timings, publication of the bus timetable booklets and registration of changes with the regulatory authorities..

Variations to school transport provision in emergency situations or planned school closures

- S.1.13 Western Isles transport operators who are contracted to provide education services are required as part of the contract to vary the timing of services to accommodate emergency situations such as an unanticipated school closures (ie during the course of the school day.) Schools will appreciate however that operators may not necessarily be able to react immediately to a request from a school where, for example, their available buses are remote from the school on other routes. Schools should therefore make early contact with operators as in Section N.1 where there is any question of early closure of the school.
- S.1.14 Planned closure of a school (eg due to planned loss of power) should be advised to the school's transport operators well in advance as set out in Section N.

Alteration of existing routes and contracts to accommodate pupil changes

- S.1.15 The Technical Services Transportation Section will react immediately to arrange transportation for new pupils who have enrolled in a school and are entitled to free education transport. The Transportation Section also undertakes a major exercise in June and July of each year to review and revise transport arrangements to reflect pupil changes and movements for the start of the new school year. Schools may be asked to validate addresses and changes to assist in this process although the Department would endeavour to provide as much as possible of this data to the Transportation Section through the authority's Phoenix system.
- S.1.16 Where pupils change school or home address during the year, and the Transportation Section are not aware of the change, it may result in the continued provision of a service which is no longer required ie in the case of a pupil who was living at the end of a route who has moved closer to a school or has moved within the catchment area of another school. (The Transportation Section will generally be made aware quickly where a pupil formerly not receiving free transport has subsequently moved to an "entitled" location.) Schools are therefore asked to review changes in pupil location on a regular basis with their Business Support Officer so that the necessary information can be relayed to the Transportation Section.

Pupil safety on school transport

- S.1.17 Safety on education transport is the responsibility of the transport operator but the Comhairle's Transportation Section has prepared a leaflet on pupil safety which is available on the Comhairle's Internet site. A copy of the text of the document is also attached at Appendix S.2 for ease of reference. (Schools should note that school staff are responsible for ensuring pupil safety from the point at which the transport operator leaves the pupils at the school in the morning and up to the point when they board the transport at the end of the school day.
- S.1.18 All Western Isles education transport services are non-smoking and utilise buses or other transport which are eg fitted with the required seatbelts and safety features. School transport drivers are subject to Disclosure Scotland enhanced disclosure checks in the same way as for school staff.

Pupil behaviour on school transport

- S.1.19 Pupils are expected to observe the school's behaviour code on school transport and schools will wish to include guidance to that effect as part of their overall behaviour policy. Infractions of the behaviour policy on education transport can lead to the temporary or permanent withdrawal of free transport provision for a pupil. In these circumstances, the pupil's parents would be expected to make the necessary arrangements to have the pupil transported to school. There is a right of appeal in these circumstances similar to that which exists when a pupil is excluded from school.

Appeals against non – provision of free transport

- S.1.20 Parents are entitled to appeal to the Comhairle's Service Appeals Committee against any decision not to provide a pupil with free education transport. A copy of the appeal form is set out at Appendix S.1. On receipt of a transport appeal the Comhairle's Corporate Services Department will seek the views of the Education Department and the Comhairle's Transportation Section (and any further information required from the appellant) and will make the necessary arrangements for the Service Appeals Committee to meet. The Service appeals committee comprises [] elected members of the Comhairle and will consider the appeal in private. Appellants may be asked to attend the Committee to present their case and are entitled to have a friend or representative present to assist and support them.

| References | Subject | Location |
|--------------|---------------------|-------------------|
| SEM | Transport to School | SEM 3.2 |
| CNES website | School Transport | Education Website |

S.2 SWIMMING AND OTHER CORE CURRICULAR TRANSPORT

- S.2.1 Swimming and other core curricular transport (eg the provision of transport to a hall or to another school for PE purposes for a school which has no PE facilities of its own) is funded by the education authority. Schools are permitted to make the necessary arrangements with local transport operators but should generally, and in light of Best Value requirements, discuss such arrangements with their Business Support Officer who may seek the advice or assistance of the Transportation Section who will advise on Best Value aspects of the arrangement.
- S.2.2 All invoices for swimming or other core curricular transport should be authorised and signed by the school's authorised signatory before passing to the education Department for settlement.
- S.2.3 The education department does not ordinarily fund expenditure on transport for school trips during the school day. Schools are expected to meet the costs of this provision from their devolved transport budgets and to make the necessary arrangements directly with the transport operators. Where schools are in any doubt about the suitability of a transport operator, they may seek advice on the matter from the Comhairle's Transportation Section.
- S.2.4 Emergency and other necessary transport (eg to take a pupil home where they have become unwell in school) will generally be funded by the education department as will essential trips such as journeys made for school banking purposes. Where school staff take the view that they are likely to make such trips in their private vehicles, they should ensure that they have obtained, in advance, the necessary business insurance. Car mileage claims will not in any case be met by the Comhairle where business insurance is not in place. Schools in any doubt in this regard should discuss the matter with their Business Support Officer or with the Educational Resources Service (Principal Officer (Educational Resources.))
- S.2.5 The authority will not fund expenditure on transport which is connected with school fund activity (eg for the purchase of supplies for school tuck shops where any profit will benefit the school fund.) Such expenditure will fall to be met by the school fund at the discretion of the Head Teacher.

| References | Subject | Location |
|--------------|---------------------|-------------------|
| SEM | Transport to School | SEM 3.2 |
| CNES website | School Transport | Education Website |

S.3 EXTRA CURRICULAR TRANSPORT

School trips

- S.3.1 The education authority does not meet the costs of extra curricular transport eg school trips outwith the school day or during holiday periods. Schools are expected to meet the costs of any such requirement from their devolved transport budgets and/or through fund raising or parental contributions.
- S.3.2 Any schools wishing to hire or use transport in these circumstances should ensure that they have followed the guidance (including that relating to risk assessments) set out in the Comhairle’s “Health and Safety on Educational Visits”.

Homework and other after school clubs

- S.3.3 The education authority does not generally fund additional provision for transport home from school outwith the normal school service. This is because contracted pupil provision must be paid for whether or not a pupil uses the provision on a particular day. This issue will be reviewed in 2005.

| References | Subject | Location |
|--------------|------------------|-------------------|
| SEM | Road Safety | SEM 4.3.6.2 |
| CNES website | School Transport | Education Website |

S.4 ROAD SAFETY (SAFER ROUTES TO SCHOOL)

Safer Routes to School

- S.4.1 The Scottish Executive publication “Safer Routes to School” notes::

“As a society, we must do all that we can to help children to be safe and healthy. In 1997, over 575 Scottish school children were involved in road accidents on the school journey representing about 18 per cent of casualties involving children of school age. We therefore need co-ordinated action working towards greater safety for those travelling to school.

We also need to reduce traffic problems caused by children being driven to school by car. We all notice how much quieter our roads are during the school holidays. Encouraging our children to walk, cycle or use public transport to get to school will bring real improvements not only to their health, in the context of the benefits of increased physical activity, but also in reductions in congestion and pollution. However, we recognise the personal and road safety implications of such an approach and we are fully aware of the understandable concerns and fears all parents will have in letting their children make their own way to school. These issues

need to be addressed and parents given the reassurance that their children can travel to and from school in safety if any progress is to be made.

Removing the barriers to walking and cycling to and from school is not always easy but it can be done. There are, for example, many successful safer routes to school schemes already completed in Scotland and, importantly, our research has shown that some of the least expensive activities will often make the most effective contribution -so, contrary to what many people believe, a safer routes to school scheme need not cost the earth! “

- S.4.2 The Executive have published guidance on “How to Run a Safer Routes to School Scheme” which is intended as a tool kit of measures for everyone involved in the journey to school. It builds on experience in Scotland and provides practical advice to children, parents, teachers, local authorities, the police and transport operators about the role they can play either individually or in partnership with others in setting up and implementing a safer routes scheme.
- S.4.3 The guidance notes that the journey to and from school is an important part of children's learning and social experience. Whether by walking, cycling, bus, taxi or car there are particular safety and accessibility issues which need to be considered for each school. The guidance aims to help Schools, Local Authorities, Police, Heath Authorities, Parents, Children and Local Communities plan Safer Routes to School (SRTS) within the context of their local area.
- S.4.4 Safer Routes to School, or a *school travel plan*, is a multi-disciplinary school based approach which aims to improve safety and remove barriers to walking and cycling to and from school. There are many advantages if more children are able to walk or cycle to school safely:
- the physical exercise can help to improve children's health, and active children are more likely to become healthier active adults
 - the environment and safety around schools can be improved because of less traffic
 - for many children it is their first opportunity to travel independently and an important part of personal and social development
 - children learn efficient travel habits
 - there are opportunities for parents and Councils to save money.
- S.4.5 Overcoming obstacles will require co-operation and understanding from many people with different perspectives. For example, those parents who need to drive their children to school may need to take better account of the needs of other children who are walking or cycling. It is therefore important that the problems are tackled in a comprehensive way by all those who have a stake in school travel. Safer Routes to School aims to encourage more people to think about their travel decisions. A key element is mapping the routes which children take to school and identifying problem locations. Involving children in thinking about risk, and solving their own problems in the context of their local area, has many wider social benefits.
- S.4.6 Typical Safer Routes to Schools projects often include:
- (i) pedestrian and cycle crossing facilities;
 - (ii) new speed limits and traffic management;
 - (iii) schemes for accompanying children who walk to school;
 - (iv) classroom activities onroad and personal safety;
 - (v) better facilities for cyclists at schools.
- S.4.7 SRTS projects will contribute significantly to a school's Health Promoting School status and funding and central assistance will be available to assist any schools wishing to undertake such a project. Any school interested in working on Safer Routes to School should contact

the Educational Resources Service or the Comhairle's Technical Services Transportation Section for an initial discussion.



APPENDIX S.1

COMHAIRLE NAN EILEAN SIAR

SCHOOL TRANSPORT: APPEAL TO SERVICE APPEAL PANEL

| | |
|--|--|
| Name(s) of Pupil(s) | Date(s) of Birth |
| Address of Pupil(s) | Current School _____ (Primary/Secondary)* Is any pupil in current school as a result of a: request to attend a Gaelic Medium Unit? (Yes/No) placing request on other grounds? (Yes/No) * |
| Parent/Guardian's name | |
| Parents/Guardian's address (if different from pupils address above) | |
| Telephone Number (9-5) | Telephone Number (Evenings) |
| Details of current school transport provided by Comhairle Nan Eilean Siar | |
| GOUNDS OF APPEAL (Please read notes on Council policy on transport provision overleaf before completing this section). You should continue overleaf if necessary and may also wish to provide a sketch map to identify any particular problems on the route to school or to join school transport). | |
| I wish to appeal against the Council's (non-provision of transport*/provision of transport as detailed above) on the following grounds: | |

* delete as appropriate

SIGNED _____ **STATUS** (e.g. parent/guardian) _____
NAME _____ **ADDRESS** _____
DATE _____

| | | |
|------------------------|--------------------|------------------------------|
| Office Use Only | Date issued | Date Received by CNES |
| | | |

Grounds of Appeal (continued)

NOTES ON COMHAIRLE NAN EILEAN SIAR TRANSPORT PROVISION

The Council's policy is that, with the exception of pupils who are the subject of a placing request, no pupil is expected to walk more than one mile in the course of their journey to or from school. (Placing request pupils can utilise spare seats on a school contract vehicle up to the capacity of the vehicle without charge but this benefit cannot be guaranteed. In the event of additional entitled pupils requiring transport, placing request pupils may be required to make alternative transport arrangements).

The table below indicates how entitlement to school transport is assessed:

| Distances from school | Home on main route | Home on side road | Distance off main route | Entitled to transport? | Pick up point |
|-----------------------|--------------------|-------------------|-------------------------|------------------------|---------------|
| Under 1 mile | Yes | | | No | |
| Over 1 mile | Yes | | | Yes | Near home |
| Under 1 mile | | Yes | | No | |
| Over 1 mile | | Yes | Under 1 mile | Yes | At main route |
| Over 1 mile | | Yes | Over 1 mile | Yes | Near home |

Where pupils may have to walk to school or to meet transport where, for example, there is no car in the household or it is not available, any application which refers to risks to the safety and well being of the child(ren) will be assessed on the assumption that the child(ren) are accompanied by a responsible adult.

CARE, WELFARE AND BEHAVIOUR OF PUPILS ON SCHOOL TRANSPORT

- a) The transport operator is responsible for taking reasonable care of the children on the bus. This includes the safe operation of the vehicle on the road, making sure that children board and alight safely, and reporting significant misbehaviour to the school. A bus driver has legal authority to remove from a bus any passenger over the age of 16, excluding any pupils being taken to or from school, whose behaviour is causing danger or nuisance to other passengers. School pupils en route to or from school, or other children under 16 will not be removed from the vehicle, but in the event that the behaviour of a child causes the driver to have concern for the safety of that child, the other passengers or himself he may pull over to the side of the road and call the police.
- b) The Comhairle has a common law duty of care for the safety of pupils throughout the school day including the time spent on school transport where the transport is provided by or on behalf of the Comhairle. On behalf of the Comhairle the school is responsible for taking such disciplinary measures as may be necessary to maintain acceptable behaviour on school transport. The school has the right to suspend or withdraw a child's free transport if necessary in order to maintain discipline.
- c) As in other incidents of unacceptable behaviour the school may involve the parents at an early stage in any disciplinary measures which are considered necessary. If a school suspends a child's free transport then parents will require to make their own school travel arrangements at their own expense.

2 GETTING TO/FROM PICK-UP POINTS

Parents are responsible for getting their children safely from home to the transport pick-up point in the morning, and back to home in the afternoon from the transport drop-off point. Young children should be accompanied until parents are confident that they can manage safely without supervision. Parents are also responsible for the supervision of their children as necessary at the pick-up point.

- Pupils should leave home in good time so that there is no need to rush. Remember that transport runs to a timetable and will not wait for pupils who are not there on time.
- Use the pavement if there is one. Where there is no pavement, walk facing on-coming traffic or on single track roads stay close to the right verge and remember traffic may come from behind.
- Wear something bright/reflective in the dark or bad weather so that motorists can see you.
- Dress warmly in case there is an unexpected wait.
- Wait for the bus where you can be clearly seen and on the same side of the road as the door of the bus.
- Pupils should stand well clear of the edge of the road whilst waiting for the bus, especially as the bus arrives. Pupils must not push and shove to get on to the bus first as jostling with other pupils is dangerous and can cause accidents.
- Pupils must not cross the road in front of or behind the bus but should wait clear of the vehicle until it has moved well away and then cross the road using the green cross code.

- Let other passengers off the bus before boarding.
- If a bus pass has been issued have it ready to show the driver.
- Pupils should use the bus to which they have been allocated - a bus driver is entitled to refuse to take pupils who are not allocated to his vehicle.
- Pupils should never run alongside the bus whilst it is moving.

If the bus does not come within 15 minutes of the scheduled time it may be assumed that it is not coming due to road conditions or a breakdown. Parents should be aware that in the event of bad weather or transport breakdown pupils will require to return home or make their own way safely to another home.

Parents must also ensure that their children can return home safely from the drop-off point in the afternoon. Parents who meet children at the drop-off point should give the driver a clear hand signal to indicate that they want the vehicle to stop. Parents should wait on the same side of the road as the door of the bus so that the child is not tempted to run across the road after leaving the bus to meet them.

3 TRAVELLING ON THE BUS

Once a pupil has boarded the bus the Comhairle assumes responsibility for his/her safety. Pupils should follow the under noted behaviour code:-

- When boarding or leaving the bus do so in an orderly manner, without running or pushing.
- Follow the driver's instructions.
- Treat the driver and other passengers with respect.
- Take a seat, and fasten the seat belt if there is one.
- Stay in your seat and do not keep changing seats during the journey.
- Do not climb on seats or lean out of the windows.
- Do not travel on the platform adjacent to the driver, talk to the driver or otherwise distract him while the bus is moving.
- Never leave the bus until it has completely stopped.
- Do not shout or play music loudly on the bus
- Never throw anything within or out of the bus.
- Keep all school bags and other belongings clear of the passageway.
- Do not play with the emergency doors, windows or the bells.
- Smoking is prohibited on all school and public buses for the health of all bus users.
- Give your name and address or bus pass to the bus driver if requested so to do.

When travelling between a bus and the school building, or when leaving school and waiting to board the bus, pupils are required to follow instructions given by any member of school staff. Remember to wait clear of the kerb as vehicles approach.

Pupils who disregard any of these requirements will be considered to be breaking school rules and will be dealt with accordingly. In the event of vandalism to the bus the transport operator is also entitled to expect financial compensation from the pupil concerned or their parents, and could report the matter to the police.

4 DISCIPLINE

Guidelines issued to the drivers emphasise their prime responsibility towards the safety of the vehicle on the road, but also ask for their cooperation in identifying and reporting significant misbehaviour. A driver may:

- Instruct pupils how to behave.
- Ask for a name and address, and withdraw a bus pass as proof of identity.
- Report serious or repeated misbehaviour to a school for further disciplinary action.
- Contact or drive to a police station for police assistance.

Schools are responsible for taking disciplinary action with regard to behaviour of children on transport in exactly the same way as if the misbehaviour occurred in school. Guidance on the appropriate disciplinary steps for schools to take has been issued to all schools by the Director of Education. The advice suggests that the school may use a progressive range of normal sanctions such as punishment exercises, detention or the withdrawal of school privileges. A school may involve parents where disciplinary sanctions have been applied. If misbehaviour is very serious or persists after a warning the school may also recommend the suspension of free transport for a period of time. If free school transport has been withdrawn parents will become responsible for making travel arrangements themselves to ensure that the pupil continues to attend (unless the pupil has also been excluded from school).

Schools will take a firm line with misbehaviour in or around school.

Parents are responsible for the conduct and behaviour of their children in school, on school transport and in the street. It is hoped that parents will support disciplinary measures taken by the school.

5 SUPERVISION

On the bus the driver is an adult presence in case of emergency. Where one transport route is scheduled to connect with another, drivers are instructed to wait for the connection so that pupils are not left unsupervised at the connection point.

Where required in the interests of safety, the school will provide appropriate supervision of pupils between the bus and school buildings.

Any pupil who is concerned about any aspect of the operation of the school bus that they use should let the school know about the problem

Schools must ensure that problems of unreliability, breakdowns, poor timekeeping and unsatisfactory vehicles are reported promptly to the Technical Services Department, Transport Office so that each operator's performance can be monitored and corrective action taken where necessary. Parents are also encouraged to report any such problems directly to this office.

6 WINTER EMERGENCIES AND BREAKDOWNS

The ultimate responsibility for the safety of children walking to and from pick-up/drop off points rests with parents. Parents must decide whether or not children can make their way to meet transport in bad weather such as low temperatures. If parents feel that their child should not walk home alone in bad weather from the drop-off point it will be their responsibility to meet him/her.

Parents must ensure that their children are warmly dressed in case the journey to/from school is very slow or even halted in bad weather. The 15 minute waiting rule need not apply in severely cold weather.

In bad weather conditions the transport operator is the sole judge of whether to commence or complete a bus journey, giving priority to the safety of any pupils on the bus.

In the event of a breakdown, or if a school bus should be unable to proceed because of road conditions, the transport operator is responsible for making arrangements for passengers to be rescued. The driver will remain with the pupils on the vehicle until assistance arrives unless it is necessary to evacuate the vehicle for safety reasons.

If the bus is unable to proceed for any reason FOR THEIR SAFETY PUPILS MUST:-

- follow instructions given by the driver.
- stay on the bus unless instructed to leave it.
- never attempt to walk home (or to school) - the bus operator will arrange for rescue as necessary.

Should the school transport on any route not operate in the morning because of adverse weather conditions, but a parent nevertheless decides to take their child to school themselves, then they will be expected to make their own arrangements to collect the child either at the end of the school day or at the time of early closure. Where a road is too hazardous for school transport in the morning the transport operator is under no obligation to attempt the afternoon run.

If a school decides it is prudent to close early because of severe weather every attempt will be made to inform parents. However this may not always be possible especially in the case of larger schools. The school will advise parents of their procedures in the event of an emergency closure. Drivers are required to seek the safest route and may therefore leave the normal route in order to stay on major roads or to avoid specific hazards. However they are instructed that they may only set-down children at the normal set-down points. If it is not possible to get pupils back to their correct destinations, they may be returned to their school and handed into the care of school staff for their safety.

In bad weather the Comhairle's emergency contract number, Faire 01851 701702, will be advised as early as practically possible of any school closures, transport cancellations etc. Local radio stations will also be informed to maximize the publicity.

SAMPLE SCHOOL ROAD SAFETY POLICY

(SUBJECT TO CONSULTATION)