

East Lothian Home to School Transport Guidance during Coronavirus Outbreak Guidance for Parents and Pupils

There remains in place a general personal responsibility approach to protect yourself and other in direction to parents and carers – namely that if a child has symptoms, or someone in their household does, they must not attend childcare settings, school or colleges.

In these cases, the following guidance applies: [Coronavirus \(COVID-19\): General advice | NHS inform](#)

- 1. You should carry your bus permit with you at all times. Failure may result in you being refused travel or having to pay for the journey.**
 - You should show your pass to the driver when you board the transport, and to any other official of the Transport Company, Council, Police or Government Inspectorate, when requested.
 - Your permit is for your use only and is your authority to travel on the contracted transportation and forms part of the legal agreement made by the council and the contractor to transport you. It should not be given to anyone else, or used on any other route. **Failure to comply with this will lead to the removal of the pass and the right to free school transport. The Transportation Company, Police or Government Inspectorate may even constitute this as fraud.**
 - If your permit is lost/stolen or damaged, then you are required to purchase a replacement, and must notify school reception staff immediately. Until the replacement pass request and the necessary fee have been placed with the school, parents are responsible for their child's fare on public service buses; **failure to carry out this action will mean that you will not be able to access transport.**
- 2. Face coverings:** Children and young people using home-to-school transport, must wear a face covering for the duration of all journeys, in line with current government guidance about use of public transport, except for young children and those for whom doing so would create a medical risk, including anxiety and has a clear medical condition confirm by GP. It is acknowledged that wearing face coverings will not be possible for a large proportion of pupils with special needs, not least because many would try to remove them and/or would become distressed.
- 3. Boarding when travelling to school:** each passenger will be required by the driver to sit in the rearmost available seat unless specifically agreed otherwise due to reasons of child welfare. In a vehicle with multiple pick-ups, the passenger(s) boarding must do so one at a time, maintaining distance from the driver and other passengers, and sit where instructed to by the driver. Siblings may sit next to each other however this will affect the layout of the transport. Transport Services will work with individual schools to produce a seating plan for each vehicle.
- 4. Boarding at school for home journey:** every effort should be made to load passengers in reverse of drop off order, as per the seating plan(ie last drop-off should board first, sitting in the rearmost available seat). If this is not observed, passengers alighting at

their home drop-off will briefly contravene distancing as they pass seated passengers. This is not a high-risk situation but is avoidable with careful planning.

5. **Alighting the vehicle:** Passengers should alight in reverse order of boarding, preserving distance.

You should remain seated at all times, until you reach your destination.

- Seatbelts must be worn, when provided and only one person to a seat.
- It should never be necessary for you to change seats or use the stairs on buses until the end of your journey.

You should be on your best behaviour throughout your journey.

- The driver and other passengers must be treated with courtesy and respect at all times.
- Teasing, tormenting or bullying other pupils, however trivial, is likely to lead to a major disruption, which could distract the driver causing an accident and so should not happen at all.
- Pupils must not under any circumstances throw anything around the bus (or out the windows), interfere with emergency doors or the bell, smoke or be involved in any rowdy or loud behaviour which might distract the driver.
- Littering and vandalising any transportation in any form is strictly forbidden. Pupils/Parents will be required to pay for the cost of making good any damage caused and offenders will be banned from school transport.
- Access to the existing school transport provision may be refused for pupils who persist in bad behaviour and travel arrangements will become the responsibility of the parents/guardian.
- The school may also take disciplinary action against a pupil misbehaving on transport to and from school. This may include exclusion from school.
- Contractors have the right to refuse to carry pupils whom they feel is likely to jeopardise the safety of the other passengers. In this event the transportation will stop all pupils will remain on the transport and follow the directions of the driver. The driver will call the Police, School and council immediately.

In the event of the Transport stopping mid route due to breakdown all pupils will remain on the transport and follow the directions of the driver. The driver will call the company recovery, the School, and council immediately.