

## **Advice to Parents and Guardians**

Teaching road safety is one of the most important duties of a parent. It must include teaching children to behave properly when they use public transport. Minibuses are not places for play. Please read and make sure you understand and agree to these guidelines before allowing your child to make a minibus journey.

### **Be Punctual**

Make sure your child is ready for collection at the proper time. Remember, it is your responsibility to ensure your child gets to and from the minibus safely. Make sure your child knows what to do if the minibus is late or does not arrive.

### **Wait With Your Child**

Wait with your child on the side of the road where the minibus stops. Make sure you stand on the side of the road where the minibus sets them down on the return journey. Always avoid calling your child across the road to you. Children are excited when they have just come back and traffic will be the last thing on their mind.

### **Safe Walking and Crossing**

Make sure your child knows and understands the Green Cross Code. Young children cannot judge speed or distance of traffic very well and must not be allowed to cross the road unaccompanied. Advice on safe crossing is available from your local Road Safety Officer located within the County Council, Metropolitan District, London Borough or Unitary Authority.

### **Meet Your Child**

Make sure that you, or another carer, are at the pre-arranged meeting point when your child returns home, and have the telephone number of other parents, the school or other relevant contact person to pass on messages if required.

### **Safe Route**

Make sure that both you and your child know the safest route home after leaving the minibus, and always use it.

### **Behaviour**

Teach your child to act sensibly on or around minibuses. Make sure your child knows that bad

behaviour on the minibus is dangerous and to listen to the driver's instructions. Children should understand that misbehaviour may result in the minibus returning to its base, the child being taken to a place of safety and/or the minibus remaining stationary until the parents have collected the child.



### **Contact Details**

Make sure that the person responsible for the minibus has up to date information about the child making the journey, including contact details for emergencies.

### **Medical Details**

Make sure that the person responsible for the minibus has up to date information about any special requirements the child may have and relevant medical information in writing.

### **Medication**

Giving medicine to passengers is not the responsibility of a driver or teacher and they should not give any medical treatment, other than immediate first aid. If your child needs to take medication during the trip, discuss this in advance with the trip organisers. It may be possible for them to take a medically qualified assistant on the journey, or to arrange for a medically qualified person to train a non- medically qualified assistant to give medication. They will need time, and written consent from the passenger's carer to make these arrangements.

If a child is going out on a school trip, provision must be made to ensure the child's health and safety.

### **Other Details**

Advise the driver if there is a particular difficulty with your child on a particular day. But it is your duty to decide whether your child should go on the journey in such circumstances. It is the parent's responsibility for assessing whether a child is fit to undertake the journey.

### **Damage**

Vandalism caused by your child whilst on a journey, is your responsibility. Persistent offenders may not be accepted on future journeys. Unreasonable behaviour may endanger your own, or someone else's, child. Parents will be expected to reimburse King's Ely for any damage caused by their child.

### **Concerns**

Discuss and resolve any concerns you may have with the responsible person, eg: the

Business Manager, the transport coordinator or head teacher.

### **Advice for Children on Minibuses**

- Once you arrive at the minibus, please do not stray elsewhere (it is unfair on the driver's to take responsibility for you if you stray away from the minibus or wish to go elsewhere just prior to departure). You should come to the minibus fully prepared and ready to set off.
- Go to the toilet before you get on the minibus. Arrive on time, and wait for the minibus away from the road.
- Don't push or rush towards the minibus when it arrives.
- Find a seat quickly and quietly without pushing and put on your seatbelt.
- Make sure your bags are correctly stored so they do not block the gangways or take up seats.
- Stay seated when the minibus is moving and keep your seat belt on at all times.
- It's dangerous to kneel on your seat.
- Only speak to the driver when he or she is not driving, or in an emergency. Speak to the passenger assistant (if there is one) rather than the driver.
- If you need to use the toilet or you feel unwell during the journey, tell the passenger assistant, or the driver if the passenger assistant is not present.
- Don't throw things or play about in the minibus
- Wait until the minibus has stopped and the driver has told you to undo your seatbelt before getting up to leave.
- Take your belongings with you when you leave the minibus, except in an emergency when you should leave them behind.
- Put any litter you have in the waste bag provided or take it with you; do not leave your litter on the bus.
- Be careful, if you have forgotten something and you return to the minibus the driver may be pulling away.
- If you have to cross the road after getting off the minibus, wait for it to move away first. Use the Green Cross Code.

