



St Hilary's School School Minibus Policy – COVID-19 Addendum

Introduction

The principles as set out in St. Hilary's School Minibus Policy remain and should continue to be followed. This addendum should not be used as a stand-alone document and should be read in conjunction with the existing policy. It sets out the expectations of St. Hilary's School in light of the Covid-19 pandemic and the new systems in place.

Preparing School Minibuses for dedicated School transport

In preparing the School minibuses for dedicated School transport, we have followed the guidance as set out by the DFE and Surrey County Council.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

[SCC guidance in safer working for home to school transport.](#)

Home to School Transport

Children will be seated by their year group bubbles wherever is practicable. Where numbers allow, children should sit with a spare seat next to them.

There should be organised queuing at the bus stop before boarding the minibus. Parents will be made aware that children should not queue too closely together, and not crowd onto the bus when boarding.

Hand sanitiser and tissues will be provided at the front of the bus, and all children will be expected to use the hand sanitiser on boarding and exiting the bus.

Where possible and where it's safe to do so, there should be a fresh air supply by opening windows.

It is not necessary for pupils to wear face masks on the minibus but if they do so they must make sure the masks are put away in a separate bag on arrival to school. Drivers and other members of staff on the bus should wear a face mask. Additionally, no-one should sit next to the driver, and wherever possible the seat behind the driver should be kept free. If this is not possible, children may sit in the seats behind the driver but not other members of staff.

Other uses of School Transport e.g. weekly swimming lessons

Only children in the same year group bubble will use the minibus at any one time.

The teacher / teaching assistant in charge of the class should ensure the children queue sensibly before boarding the bus and use hand sanitiser on boarding and exiting. All other points above remain valid.

Additional Cleaning

The minibus driver is responsible for cleaning the minibus after use. This applies to any member of staff who drives the minibus, not just the dedicated Minibus Driver.

The driver should wash hands before boarding the bus, and use hand sanitiser.

The driver will be provided with anti-bacterial wipes to keep in the minibus, and should wipe down all high-touch areas including but not limited to, doors, handles, hand rails, tops of seats, arm rest, seat belts and around the driving seat area. This needs to be done before any other bubble can safely use the bus.

COVID-19 Symptoms

Any pupil who has COVID-19 symptoms should not board the minibus. If the minibus driver is feeling unwell with symptoms s/he should not drive the minibus and an alternative driver will be sought.

Created: August 2020

Next review date: June 2021

Person responsible: Mrs Hannah Wynn (Business Manager)