



These guidelines are regarding the transportation of students with special needs between home and school, college or unit. Guidelines have also been given to the transport company, their employees and the school, college or unit.

Please carefully observe the guidelines below to ensure the best service for the student.

**Please ensure the student is ready on time** - In order to get all students to school, college or unit on time, the vehicle can only wait 5 minutes before leaving and alternative transport cannot be arranged.

**Please be prepared to assist with any wheelchair straps, seatbelts, booster/car seats or harnesses** - The parent and educational establishment is responsible for escorting the student to and from the vehicle and securing/unfixing the student into the vehicle with a seatbelt.

Where the student travels in a wheelchair, the driver/passenger assistant will be responsible for anchoring and securing the webbing on the chair on all journeys.

**Please let us know of any change to transport** - If transport needs to change for any reason (illness, appointments etc.) please let us know as soon as you can. During office hours please call the School & Social Care Transport Team (01865 323795), out of hours please call the transport provider directly and inform us after the event.

**This transport conveys students to the home address, school, college or unit (after school club) only** - If you require the student to be dropped elsewhere, please call the School & Social Care Transport Team, to arrange in advance.

**If the student's behaviour on the vehicle presents a danger to themselves or others, transport may be withdrawn** - We will work extensively with the parent/carer and school, college or unit before withdrawing transport. The parent/carer has a responsibility to manage the student's behaviour and if transport is withdrawn, it does not excuse the student from attending their school, college or unit.

**If the student may require medication in the vehicle** - Please discuss with your SEN Officer or The School & Social Care Transport Team prior to transport commencing. The transport provider is not permitted to administer medication.

**The Driver or Passenger Assistant is not permitted to bear any weight** - If the student requires any lifting into/out of the vehicle, please ensure the parent or carer is available to do this.

**Please ensure an adult is home to receive the student** - Students using special needs transport must be handed over to an adult, they will be taken back to the school if there is not an adult present and we cannot contact you. Drivers cannot wait for parents as they have other contracts to fulfil.

### **Emergency Procedures on Home to School Transport**

Medical emergency - Passenger Assistant/Driver will stop the vehicle and follow protocols detailed on the student's Passenger Passport, call 999 if necessary or continue to the nearest destination (School/Home) and inform the School & Social Care Transport Team /Parents.

Behavioural Emergency - In the case that a student's behaviour prevents the vehicle from continuing safely, the driver may continue to the nearest destination (School/Home), request that parents collect the student from the vehicle where possible or call 999 if necessary. In all cases they will inform the School & Social Care Transport Team /Parents.

Road Traffic Accident - Passenger Assistant/Driver will take the safety precautions required, call 999 if necessary and inform the School & Social Care Transport Team /Parents.

### **Passenger Passports**

Passenger Passports are designed to ensure the safety and comfort of students on transport, they include information for the driver and passenger assistant such as their likes and dislikes and daily medical requirements. In the event of an emergency, the Passenger Passport can also be passed to emergency services to aid them in their communication with the student and ensure they are aware of any medications used.

If you would like to request a Passenger Passport or make any changes to the information provided on a student's existing Passenger Passport please contact the Risk Assessment Team: [TransportRiskAssessment@Oxfordshire.gov.uk](mailto:TransportRiskAssessment@Oxfordshire.gov.uk) or 01865 323795.

Thank you for your cooperation with the above points, please do not hesitate to contact the School & Social Care Transport Team with any further queries:

Phone: 01865 323795

Email: [ee-specialeducationalneedsITU@oxfordshire.gov.uk](mailto:ee-specialeducationalneedsITU@oxfordshire.gov.uk)

Address: School and Social Care Transport, P.O. Box 867, Oxford OX1 9NR