

## **St Martin's Primary School Bus Policy**

The school bus service for St Martins is operated by one of Guernsey's largest and most experienced operators Island Taxis Ltd. All buses are fitted with seat belts and are regularly checked by police mechanics for roadworthiness and all drivers have been police checked and have held the relevant category of licence for over 5 years.

Parents/carers must accompany their children to and from bus stops and see them safely on and off the bus. Route 1A, 1B, 3A and 3B will be supervised by the driver only, however the children will be escorted to and from the school drop off and collection points. Route 2A and 2B are supervised by a member of staff in addition to the driver due to the additional needs of individual pupils who use that route.

The children catching the bus home meet in the music/drama room at 3pm and are accompanied to the bus pick up point by walking through the school grounds to the gateway in the infant field. A special constable will then see them across Route des Coutures to the Community Centre. At the Centre, they wait for the bus and are supervised onto the vehicle. In the mornings, staff members will collect the children from the Community Centre and see them across the road as directed by the special constable. They are then accompanied onto the school playground. Infant children are supervised in the playground by the bus supervisors, junior children by other staff on duty.

Pupils must behave sensibly and safely on the bus; the bus company and school have the right to exclude children from bus travel for periods of time if their behaviour is a danger to themselves, others or the smooth running of the service.

### **SCHOOL RESPONSIBILITIES**

#### **Outward journey**

- The special constable (assistant caretaker) will unlock the new gateway at 8.25am and see pedestrians, including the bus children, across the road. He will then secure the gate at 8.55am
- Bus supervisors with an additional staff member will meet the buses and assist the children from the buses
- Bus supervisors will assist supervision of the children in the infant playground until 8.55am. Junior children will be supervised by teacher on duty before school

#### **Return journey**

- Children travelling home on the bus will meet in the music drama room promptly at 3pm. Class teachers and PPA teachers dismissing classes need to ensure that they are released before the rest of the class
- Bus supervisors will be responsible for registering the children and organising them into groups for the 3 different buses.
- The groups depart by 3.10pm leaving via conservatory door, walking along the trim trail to the Infant field gateway.
- The special constable will unlock the gateway at 3.00 and see pedestrian across until 3.20pm, he will then secure the gate.
- The children will be supervised onto the bus, seat belts fastened.

### **PARENT/CARER RESPONSIBILITIES**

#### **Parents/carers must:**

- Accompany their children to and from bus stops and see them safely on and off the bus.
- Inform the school if their child is not going home on the bus as usual by calling Karen Jehan on:
- Use public bus stops along the routes
- Ensure their child follows the directions of the bus driver and behaves sensibly and safely on the bus
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## **PUPIL TRAVEL AND BEHAVIOURAL GUIDELINES**

It is really important that you are safe when you travel on the bus. It is also important you behave responsibly to keep other people safe on the bus.

### **Do:**

- always listen to the driver from the driver and follow his instructions
- sit properly on a seat
- store school bags under the seat or in the luggage areas
- speak quietly and do not shout;
- if there is a seat belt, where it

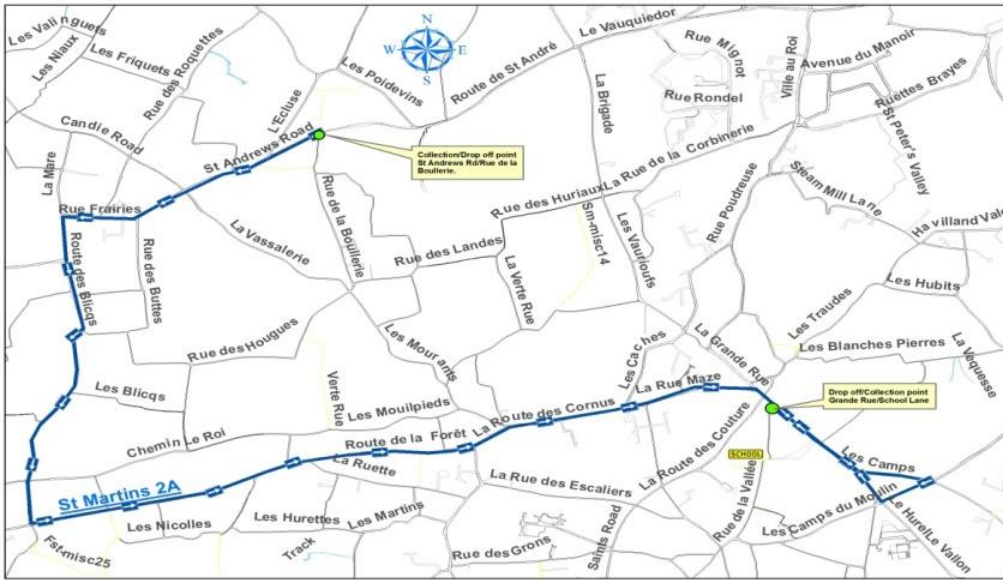
### **Don't**

- be unkind to other people
- hurt other people
- throw things
- put your feet on the seats;
- eat, drink or leave rubbish on the bus
  
- ring the 'stop' bell (on buses) repeatedly or unnecessarily;
- open any doors without being asked to by the driver.

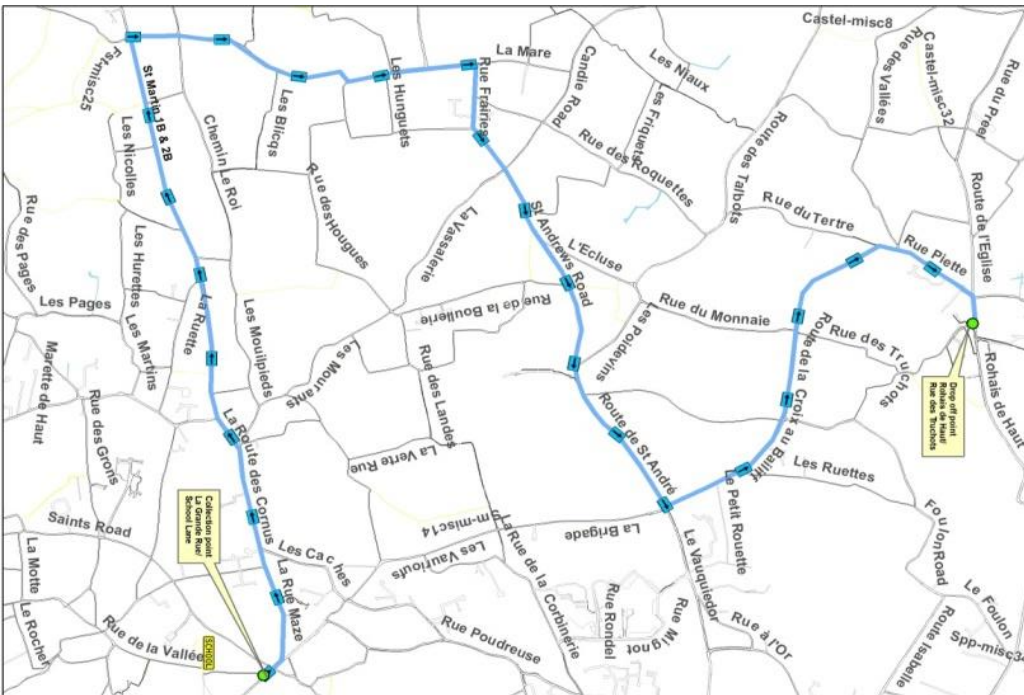
### **When you get off the bus:**

- wait until the bus/coach stops before standing to get off;
- get out carefully;



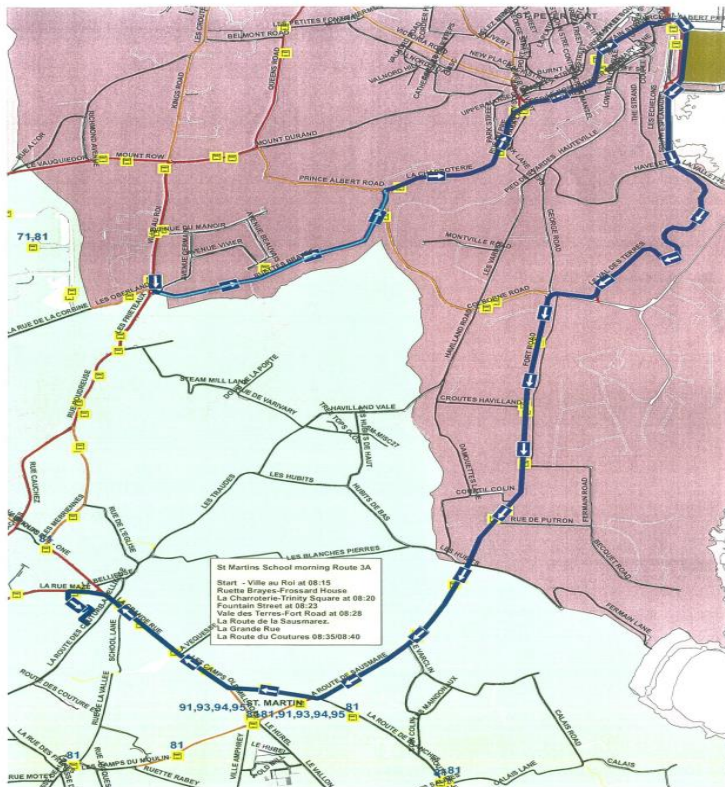


Route 2A

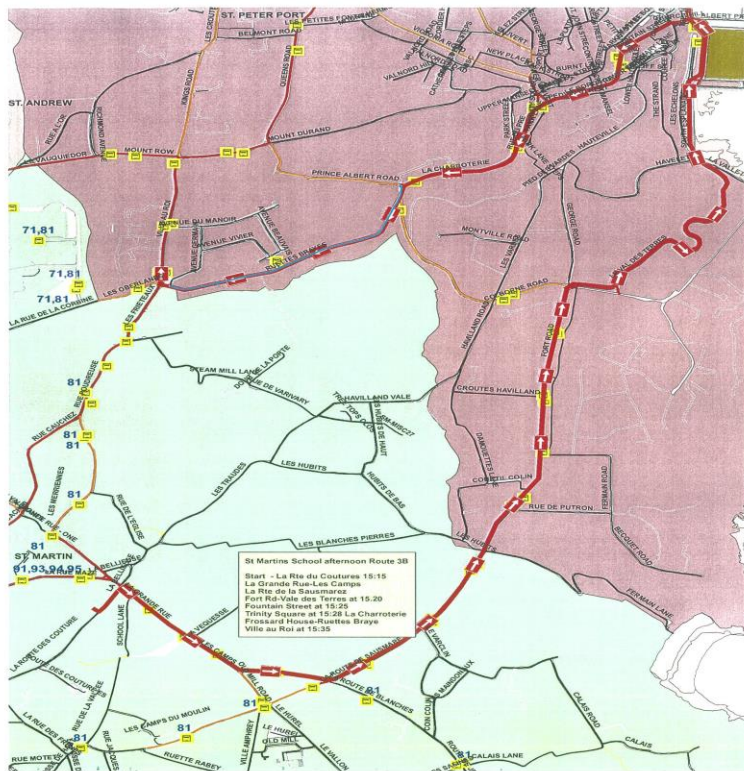


Route 1B and 2B

## Bus 3A and 3B St Peter Port and Outer St Martin's Bus Route



### Route 3A



### Route 3B

# St Martin's School Active Travel Plan

Available now		Contacts
<b>Cycle Train</b> Chaperoned cycle routes – home to school & back again	Run by our Active Travel Group Fridays Mainly for Year 5 and 6	Lindsay de Sausmarez <a href="mailto:Lindsay.desausmarez@specsavers.com">Lindsay.desausmarez@specsavers.com</a> Tel: 07781 431 705
<b>Walking Bus</b> Chaperoned walking routes – home to school	Run by our Active Travel Group Wednesdays Mainly for Year 3 to 6	Sarah Hancock <a href="mailto:sarahhancock@gmx.com">sarahhancock@gmx.com</a> Tel: 07781 152 839
<b>Cycling Proficiency Skills</b>	All Y5 and Y6 will have the opportunity to do Cycling Proficiency from Autumn 15.	Contact: School Office <a href="mailto:office@stmartins.sch.gg">office@stmartins.sch.gg</a>
<b>St Andrew's School Bus</b> <b>St Peter Port/outer St Martins Bus</b>	3 buses available daily to and from St Andrews and outer St Martins/St PeterPort	Contact bus escort: Karen Jehan; 07839 720 012
<b>St Martin's Community Centre School Bus Stop</b>	School Bus Stop at the St Martin's Community Centre. No parking for parents' cars.	
<b>New School Pedestrian Access to the 'North' off Route des Coutures</b>	'North' gateway from Routes des Coutures (opposite the Community Centre exit road) onto the school field with a new path alongside the pond area. Pedestrians can use this 8.30am-9am, 3.00pm-3.20pm, crossing supervised by a special constable	
<b>La Vallee Road (Green Lane) Access</b>	Good pedestrian and cyclist access from the south up La Vallee Road.	Perry's P30 C2
<b>Grande Rue Car Park &amp; School Access</b>	Short stay parking and drop-off point. Pupil access path (which begins opposite Ogiers) leading to the school East Gate.	
<b>Main School Entrance Route des Coutures</b>	Highly congested as a drop-off point.	
<b>School Playground Parking</b>	Limited car parking is available in the afternoons. Cars allowed into the playground from 2.35pm to 2.55pm. Cars must remain stationary with engines turned off until 3.15pm when staff direct exit.	
<b>St Martin's Garage area</b> <b>St Martin's Community Centre no parking</b>	Private property; no parking for parents/caers, only customers community centre users only.	
<b>Work in Progress</b>		
<b>School zone Route des Coutures</b>	Active Travel Group are proposing a traffic calming trial in Routes des Coutures creating go slow 'School zone' for the roads close to the school. This proposal is instead of the one way trial.	Lindsay de Sausmarez <a href="mailto:Lindsay.desausmarez@specsavers.com">Lindsay.desausmarez@specsavers.com</a> Tel: 07781 431 705