COGNITA

TRANSPORT OF STUDENTS AND STAFF POLICY

(including Home to School, Curricular and Extracurricular)

ITALY

Florence Bilingual School

1. Definition

1.1. The term “transport” referred to in this policy covers all aspects of moving students and staff by coach, bus, minibus, car, and is only related to planned road transport.

1.2. Transport includes all home to school services, shuttle services between campuses, services for educational visits and trips, curricular and extra curricular activities.

1.3. An external transport contractor is any company or organisation which provides transport services to the school on a regular basis.

2. Planning and Organisation:

2.1 Planning and organisation are critical to any transport operation or event; the school has designated personnel to ensure that all aspects of transport are correctly planned.

3. Risk Assessments

3.1 Risk assessments must be undertaken prior to any transport activity. Where Home to School services are provided this will require both a generic risk assessment and individual bus stop risk assessments to be completed annually, at the beginning of the school year, and/or when new routes or services are introduced.

3.2 Specific risk assessments will be undertaken for services for educational visits, as part of the planning process for that activity.

4. Safeguarding

4.1 . All schools must follow Cognita Safer Recruitment procedures ensuring drivers and chaperones are included on the school’s SCR following relevant checks and they receive appropriate safeguarding training.

4.2

All third party contractors must adhere to our Coordination of Business Activities requirements.

5. External contractors

5.1 In compliance with national legislation (Legislative Decree 81/2008 – Consolidated Law on Occupational Health and Safety, Article 26), all external contractors must comply with the obligations of cooperation and coordination of activities, providing the required documentation regarding occupational health and safety and the technical-professional suitability of their personnel and equipment used.

5.2 Amongst other requirements, they must carry out all relevant safeguarding checks, be able to demonstrate adequate levels of insurance, have a proven maintenance record complying with the requirements of their operator’s licence and national legislation, and comply with the drivers professional requirement.

5.3 All drivers must be correctly licensed and trained to drive the vehicles they are put in charge of.

5.4 Compliance with Italian legislation will be specified in the contract signed between the school and the external transport provider.

6. School owned minibuses and other passenger transport

6.1 Schools which have self operated transport must ensure that all drivers are correctly licensed to drive such vehicles. For all minibus drivers (vehicles with more than 8 passenger seats) this must also include an in date driver's professional qualification.

6.2 All vehicles must be maintained and inspected to the standard required by relevant transport and traffic regulations in Italy.

7. Chaperones

7.1 In Italy, school bus routes carrying young students should have a chaperone (adult supervisor) on board when a significant number of the passengers are under the age of 12. Although there is no specific national law mandating this, it is a widely recommended safety practice, in line with the Italian Highway Code (Codice della Strada) and Ministry of Education guidelines. The chaperone is responsible for supervising students, assisting them during boarding and disembarking, and managing any emergencies that may occur during the journey..

7.2 In Cognita Spain/Italy schools, all routes carry a chaperone from the first stop to the last regardless of the number and age of students.

8. Monitoring and review

8.1 The process of monitoring and reviewing the transport needs of each school should be undertaken by the designated person at the school. Any regulatory, compliance issues in either internal or external provision should be passed on to one of the Operations transport team who will be able to assist.

8.2 Any safeguarding concerns should be dealt with in line with the Safeguarding Policy for Cognita Spain/Italy schools.

8.3 A template contract is available and must be used as the base for any transport contracts signed. Please contact the Operations Team for further information regarding any of these guidelines.

SCHOOL PROCEDURES

1 School Contacts

1.1 The main contact at our school is Transport Manager/Operations Assistant.

1.2 The Transport Manager/Operations Assistant is responsible for drawing up transport routes according to demand and is the liaison with our transport providers.

1.3 Day to day communication such as management of absences will be via the Batonroute App. Parents are encouraged to register with the App at the beginning of the school year.

2 Home to School routes

2.1 In the mornings, pupils are requested to be at their assigned stop 5 minutes before the published time of pick up. School buses are unable to wait at stops.

2.2 The chaperone will register each pupil getting on to the bus via the Transport App. The chaperone will assist younger pupils and ensure they are safely strapped into their seats. Pupils under the age of 5 must not be seated directly behind the driver or by the side door wells.

2.3 On arrival at the school site, our buses park. Pupils are met by members of school staff. The chaperone hands the register to the person meeting the bus and communicates any incidents or absences.

2.4 The driver must check the bus for any belongings or pupils who may have remained on the bus.

2.5 Due consideration should be given to the area buses park in. As far as possible, stopping areas should be as close as possible to school gates, without blocking other road or pedestrian traffic.

3 Educational Visits, Curricular and Extra Curricular Activities

3.1 Transport services for Educational Vsits, Curricular and Extracurricular Activities will follow the same procedures as the Home to School routes.

4 Policy on use of routes

4.1 Families are asked to request a place on a route annually/at the end of June for reenrolment the following academic year.

4.2 Parents are asked to inform the school of any planned/authorised absence which results in their child not requiring a place on the route. Any requests to changes in route must be communicated to Batonroute App and authorised by the Transport Manager/Operations Assistant.

5 Management of delays

5.1 Should a bus route, morning, afternoon or educational visit, be delayed by external circumstances, such as bad weather or traffic, parents will be informed via the Batonroute Bus Tracking App or by communicating by phone or using the school's internal communication systems.

6 Responsibilty of the Driver

- To check the bus at the end of each route (morning and afternoon) to ensure nothing and no one is left on board.
- To follow procedures for the safe evacuation of the vehicle, if necessary
- To maintain high standards of dress and behaviour
- To remain on the vehicle whenever there are pupils on board – pupils must never be unaccompanied on the bus.
- To refrain from speaking to the chaperone or pupils about anything unrelated to the transport service itself
- To refrain from smoking in the vicinity of the school and in front of pupils
- To refrain from offering sweets, gum or any other item to pupils
- To refrain from speaking to parents. The driver cannot receive or transmit messages to parents or pupils. The driver cannot respond to complaints or comments about punctuality or any other incidents.

7 Responsibility of the Chaperone

- To ensure the care, safety and supervision of the pupils during the route and at stops
- To ensure the safe and timely boarding and alighting of pupils at the correct stops and at school
- To ensure passengers are safely seated, following the agreed seating plan and regulations, with the correct harness.
- To occupy a seat towards the middle of the bus in sight of all passengers
- To ensure pupil behaviour is such to guarantee a safe journey, and, in the event of an incident to communicate this to school following school procedures
- To keep registers up to date and inform the school of absences and incidents
- To ensure all pupils alight from the bus at school and are handed over to the correct person
- To ensure no pupil remains on the bus at the end of a route
- To ensure all pupils are collected safely by an authorised adult/have permission to walk home alone from the stop
- To arrive punctually at work so the routes begin on time
- To contribute to the punctuality of the routes, and not wait more than 1 minute at stops
- To take measures to avoid any conflict between pupils
- To ensure that bags are stored safely and correctly and do not block aisles or emergency exits
- In the event of a breakdown not requiring evacuation, remain on the vehicle with the pupils until a replacement vehicle arrives. Then to ensure the safe transfer of all the pupils.
- In the event of evacuation, to ensure pupils are taken to a safe waiting place
- To be aware of the vehicle's emergency systems, such as the opening of emergency windows, doors etc.

Under no circumstance will any of our routes operate without a chaperone. If a chaperone is not available, the transport operator must inform the school immediately and await instruction.

8 First Aid

8.1 All chaperones should have received basic first aid training. The bus must carry a basic First Aid kit.

8.2 The school will provide the chaperone with a list of any pupils with specific medical conditions, including allergies, and will ensure this is updated whenever necessary.

8.3 Should a pupil (or adult) become unwell during a route, the chaperone will assess the situation and act accordingly. The chaperone will inform the school of the incident/emergency and if necessary the emergency services. The school will liaise with the family of the affected pupil and with parents of other pupils to inform them of possible delays.

9 Evacuation

9.1 Should evacuation of the bus be necessary, the driver will immediately inform the traffic police and the bus company. The chaperone will inform the school. Details of the incident, including location, will be provided.

The school carries out emergency evacuation drills every year.

10 Communication Contacts

10.1 Mobile Phones: School chaperones must be issued with a school mobile phone. They must not share their personal numbers with parents or pupils and they must adhere to the communication procedures set by the school.

11 Batonroute

11.1 Our school uses the Batonroute Transport App which parents can download free of charge. . Through this App, parents are able to track the progress of their child's bus route each morning and evening, in real time. Parents can receive notifications of the estimated arrival time of the bus, of when their child boards and disembarks and of any expected delays. More details are available from the school when parents register their child to use the transport service.

School/Company:

- Manager of the Services: Florence Bilingual School
- Transport Timetable Administration: Viviana Scoppa
- Emergency Contact: (must be contactable during the times the service is operational)
  Mrs. Velarde Narva Sujeidi Milagros contact number: 338 2698268

Operator

- Service Manager: VARVARITO SERVIZI

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