



**B R SHREEVE AND SONS LTD – BELLE COACHES COVID 19 GUIDENCE    MAY 28<sup>TH</sup> 2020.**

## **PRACTICAL MEASURES FOR THE OPERATION OF PRIMARY SCHOOL, HOME TO SCHOOL JOURNEYS**

### **GENERAL**

This guidance must be read and adhered to in conjunction with the risk assessment attached which refers to on and off-road and the guidance for transport operators published by UK Government

A thorough risk assessment of all home to school transport has been completed and the potential risks to our drivers, passengers, staff, and parents of school children completed, this assessment is specific to primary school children.

### **ON BOARD VEHICLES – DRIVERS**

Drivers should ensure that they maintain the distance measures in place and observe the procedures put into place enabling them to do this.

- A thorough clean of all contact points will be done before anybody gets onto vehicle  
Drivers will be allocated a vehicle for the complete duration of school week
- A notice will be on the passenger door to advise anybody getting on to the vehicle that they must stand 2 metres away from the vehicle where possible and wait for the driver to alight and distance himself from the vehicle to maintain a suitable separation
- The driver will instruct the child to sit on the seat marked out for them, this will be in number format and very easy for the child to understand. Children will be instructed to sit in the seats from back to front in number order.
- When the child has arrived at their seat, they will be asked to put on their seatbelt and remain seated until the end of the journey, at this point they will alight the vehicle from the front first.
- Drivers will have on board hand sanitizer solution with access to which does not involve touching any other surfaces.

### **PRIOR TO BOARDING – COMMUNICATING WITH PASSENGERS**

The process of boarding will initially be very unfamiliar to travellers specifically young children and may be daunting for Primary School age children. We fully intend to make this as worry and stress free as possible. All our drivers will be given the appropriate guidance and support to achieve this. We intend to use the same drivers for this initial period until the start of term in September to minimize any fears they may have.

- We will co-ordinate with schools and local authorities to ensure the message to parents and students is consistent across all platforms.
- We will make available all of our risk assessments and guidance on the company website [www.bellecoaches.co.uk](http://www.bellecoaches.co.uk), our Facebook page, the office will also be open between 0800 hrs and 1600 hrs Monday to Friday and the telephone number to ring is 01502 574669. Out of office number please contact the emergency line on 07887898460.
- A seating plan can be found on the website, and seats numbered that will be in use. Other seats will be taped off.
- The first row of seats behind the driver both sides will not be used

### **BOARDING THE VEHICLES, ON BOARD and ALIGHTING.**

- Wait outside the vehicle where advised and then when instructed board the vehicle and go straight to the seat you are allocated, we will be allocating seats from the back to front. When alighting you will alight from the front, only when the driver asks you to, please remain seated until asked to get off.
- Keep your bag with you ideally on the floor in front of you
- Do not eat or drink on the vehicle
- When alighting makes sure you take all your belongings
- Always put your own seatbelt on, make yourself known to the driver if you are having any problems with your seatbelt.
- Do not move around on the vehicle at any time
- If at all you are scared and want to speak to the driver PUT YOUR HAND UP and call to the driver, they will assist you by stopping the vehicle and addressing the problem from a safe distance

#### **CLEANING PROCEDURES - DRIVERS**

- At all times make sure the vehicle is clean, all touch points cleaned using the appropriate cleaning items. Wipes and paper products disposed of in bins provided, this procedure is mandatory at the start and end of each journey ensuring risk of surface and air contamination is minimised both at your depot, and between journeys whilst away from the depot.
- Lost property to be logged, bagged and tied on the vehicle before being moved to lost property area.