



**Central Team**

**Our Lady of Lourdes**  
Catholic Multi-Academy



**MAC TRANSPORT  
GUIDANCE  
September 2020**

**Version 1 August 2020**

## **Covid 19 Emergency – Information and Advice for Home to School Transport Provision from 1<sup>st</sup> September 2020.**

This document sets out principles and ambitions for the MAC Transport provision and is subject to constant review.

We are working in partnership with our schools and our transport provider Kev's Cars and Coaches to develop a consistent approach to enable the latest government guidance.

The approach we have taken is based on the following principles:

- The highest priority and consideration are the safety and wellbeing of children, school staff, transport staff and other key stakeholders.
- A collaborative approach between schools, the Multi Academy, parents, and our transport operators.
- A spirit of supporting each other during these unprecedented times to find solutions to the challenges we face in delivering transport to our students.

In preparation for our schools reopening and in line with the government guidance we will begin to provide student home to school transport from September 2020.

The plans outlined below set how our transport provision will resume and will be shared with our transport operator and other key stakeholders.

This guidance should be read and adopted by our transport operator and other key stakeholders.

It is important to know the Government guidelines are constantly changing in order to meet the challenges so it's important for all parties to follow the links provided in this document to ensure they have the most up to date information.

For any queries please contact the MAC Transport Team at [mactransport@lourdesmac.org.uk](mailto:mactransport@lourdesmac.org.uk)

## General Guidance

1. Operators should be aware of general UK Government advice.

<https://www.gov.uk/government/collections/coronavirus-covid-19-list-ofguidance>

2. Drivers, Passenger Assistants and pupils should not travel on transport if they are feeling unwell, particularly if they have symptoms of coronavirus (COVID-19) which include a new, continuous cough, high temperature, or loss of taste or smell, or if they live in a household with someone showing any of these symptoms – they should self-isolate and stay at home.

3. For staff who live in the same household as someone who is at 'High risk (*clinically extremely vulnerable*)', Public Health England say that the rest of the household do not need to start shielding themselves, but they should stay at home as much as possible - operators and drivers need to consider this advice and their own circumstances before deciding how, when and if they are deployed.

4. The Government's specific Covid-19 advice for safer transport guidance for Operators should be followed as far as reasonably practicable and can be viewed at the link below:

<https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators>

5. The Government guidance to educational settings can be viewed at the link below.

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

6. The Government guidance to Transport to school and other places of educations

<https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020>

## Making Transport Arrangements

7. It is particularly important that the MAC transport team is informed by school's which pupils are returning with confirmation of their transport arrival/departure times at the school site.

8. We understand that some schools may stagger these times to reduce site congestion therefore the schools are required to inform the MAC Transport team.

9. If social distancing restrictions on transport are required, delivering the required transport maybe difficult or not possible. If this is the case the MAC transport team will discuss this situation directly with the school to stipulate the limitations and advise on the availability of the transport offer. This may require a degree of flexibility in an attempt to try and achieve any potential solutions

10. Consideration will be given where there are vehicle capacity problems to larger, additional or extra vehicles, but their supply is limited, and priority will be given based on risk assessments e.g. If a passenger has severe health conditions.

11. 'Double tripping' could be offered for shorter routes but is unlikely to be viable on longer distance routes, vehicle cleaning protocols must take precedent. Schools are unable to instruct the operator directly.
12. The MAC transport Team will then contact the transport operator about providing the required transport.
13. It is not expected that transport will be provided, or vehicles carry any known or possible Covid-19 positive passengers.
14. Schools should identify pupils that are known to spit or cough frequently or may require medical intervention. The additional Health & Safety implications will need to be considered when formulating transport offers therefore the school's own risk assessment would be considered.
15. Where pupils/passengers do not behave in accordance with Rider behaviour contract and/or generate an unacceptable safety risk to staff, the Operator must report concerns to the MAC transport team immediately using the contact information provided within this document.
16. Not used
17. Not used

## **General Hygiene**

18. Frequent hand washing, and distancing is the most effective way to keep yourself and everyone else safe. Washing hands for 20 seconds with warm soapy water or anti-bacterial lotion is best, if this is not available use anti-bacterial hand sanitiser.
19. Avoid direct hand contact with eyes, nose and mouth, and use tissues to catch coughs and sneezes (or at least to cough/sneeze into the crook of their elbow) disposing of tissues in a bin as soon as possible.
20. Operators should ensure that all touch points on school transport vehicles have been cleaned with anti-bacterial spray/wipes to protect against Coronavirus/Covid-19 prior to and after every new journey – this includes door handles, keys, handrails, armrests, seat backs, seatbelts, driver controls, etc.
21. On-board disposable cleaning fluids/cloths/disposal gloves and a suitable secure on-board bin for disposal of any cleaning items, tissues or PPE, for in-journey use, should be provided by the contractor for their staff's use.
22. Operators should provide good vehicle ventilation when carrying passengers this could be as simple as keeping windows open.
23. The same driver should be used for the operation of the contract unless exceptional operational circumstances make that impossible on a given occasion.

## **Social Distancing on transport**

24 a Under the current guidance social distancing is not required for home to school transport.

24 b Wherever possible drivers and passengers will maintain at least a 2m separation between themselves. In order to achieve this, it may be necessary to;

- Prevent seats alongside or immediately to rear of driver to be out of use.
- Eliminating the use of face-to-face passenger seating
- Reduce the availability of seats with one passenger in each row of seats, staggered nearside/offside.
- Passengers from same household will be an exception and will be allowed to sit together.

Capacity will depend on the exact layout of the seats on the vehicle.

24 c Passengers are required to sit within the designated 'school bubble'

25. To maintain on-vehicle social distancing protocols, only entitled pupils whose parents have completed a MAC Transport application will be allowed to travel on the Coaches.

26. Not used

27. Not used

## **The use of PPE**

28. PPE is a scarce resource and should only be used where indicated below.

29. Wherever possible staff will maintain at least a 2m separation between themselves and passengers. In this circumstance PPE is not required.

30. In certain situations, it may be necessary to be closer than the recommended guidance, for example if fastening seatbelts, securing wheelchairs or providing other assistance to passengers. In these cases, face coverings should be worn.

31. Wearing protective gloves and aprons whilst dealing with multiple passengers is a highly effective way of spreading contamination and must be avoided.

32. The most effective way of protecting oneself is good hygiene and frequent hand cleaning. Washing hands for 20 seconds with warm soapy water is best, if this is not available use hand sanitiser.

33. The Operator should provide facilities to safely dispose of any PPE if it is contaminated and straight after use.

34. At the end of their shift, drivers and Passenger Assistants (PAs) should minimise possible contamination before entering their own home – key things to do include washing with soap and water, and isolating clothes and personal effects in a box prior to cleaning.

35. Gloves and Aprons are only for use if you are dealing with bodily fluids such as saliva or mucous or perhaps if a passenger has been sick. They are not needed if you are simply guiding a passenger to a seat or fastening seat belts. Good hand hygiene is all that is needed in these cases.

36. Hand washing or sanitising hand gel must be used between applications of PPE.

### **Additional Guidance on Face coverings**

- A. face coverings for riders over the age of 11 are recommended therefore we are requesting all riders over the age of 11 use a face covering
- B. it is recognised that face coverings may not be appropriate for some children, those not wearing face coverings should not be challenged around this; as children may have health conditions which are not visible to others
- C. riders should be made aware of how to wear a face covering and instructed not to touch the front of their face covering during use or when removing them; they must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom

## **Vehicle Boarding**

37. Pupils waiting for coaches should do so safely and 2 metres apart, this is a parental responsibility at the home end and school responsibility on the school site.

38. Boarding coaches should be done one at a time and 2 metres apart – passengers should sit in their designated ‘school bubble’

39. Not Used

40. Not Used

41. If a passenger is having difficulty fitting a seat belt themselves, the driver should offer verbal guidance and support from a safe distance.

## **Site Management Arrangements**

42. Headteachers have a responsibility to share site management arrangements with operator and MAC transport team staff.

43. These site management arrangements must be adhered to by drivers, passenger assistants and pupils.

44. Use social distancing where possible in a school site where multiple vehicles may be boarding and alighting. Consideration should be given to staggering departure times to assist.

45. When pupils are boarding drivers may stand off the bus 2 metres away from boarding pupils/passengers; drivers should not congregate; schools may wish to supervise on-site boarding.

### **Additional Covid 19 Guidance for Special Education Needs Transport**

46. Not used

47. The passenger assistant should be allocated a seat and not sit beside a pupil/passenger.

48. If there is a specific physical, behavioural or medical need the passenger assistant should sit close to, but not next to the relevant pupil/passenger. The PA may need to intervene if there is a specific in-journey incident. Appropriate PPE should be worn.

49. At pick up points, where staff receive passengers from their parents/carers, social distancing guidance must be adhered to and PPE, alcohol hand sanitiser and cleaning deployed appropriately straight before and after passenger handover has occurred; keep a maximum distance from and minimum time with parents/carers - there should be no physical contact with their doors, gates or parent/carer property or belongings.

50. An additional risk assessment should be carried out in partnership between schools and transport staff where circumstances change or where there are additional issues present.

51. For pupils/passengers who may require rescue medication it may be necessary to seek support from NHS Nursing Staff within schools because of the potential infection risks that this may cause.

52. If the PA needs to fasten a passenger's seat belt/harness, this should be done with minimal physical contact, wearing appropriate PPE.

53. When applying or removing fluid resistant face masks or other PPE, it is important that the wearer's hands are washed/cleansed before and after each use

54. If drivers or PAs must manoeuvre wheelchairs, they should clean the wheelchair handles and brake levers prior to pushing the wheelchair. Likewise, if installing car seats or booster seats, clean the hard surface areas (e.g. outer shell, buckles) before installing in the vehicle and clean them after use – for these tasks PPE should be worn, and this should include disposable gloves and fluid resistant face masks/face visors

55. Proper planning and the use of appropriate PPE will be needed for wheelchair users and those with disabilities where handling and sustained contact may be required for getting on and off vehicles, as in the ambulance procedure

56. Any unnecessary moving and handling or close sustained contact with the pupil/passenger will be avoided

57. If pupils or passengers present an unacceptable safety risk to staff or other pupils/passengers, the Multi Academy reserves the right to withdraw transport without notice. Transport cannot be refused should a passenger refuse to wear a face covering.

## **What to do if a passenger displays symptoms.**

58. If anyone becomes unwell with the symptoms of coronavirus (COVID-19) in a transport or school setting they must be sent home and advised to follow the stay at home guidance.

59. Local health protection teams will identify people who have been in close contact with a person who tests positive for coronavirus and tell them what they need to do

60. Rider records will be maintained and made available for purpose of the NHS test and trace service; if there is a positive case this will be used to identify those surrounding children who need to self-isolate.

61. drivers, passenger assistants and families, on behalf of children will need to be ready and willing:

- to provide details of anyone they have been in close contact with if they test positive for coronavirus or if asked by NHS Test and Trace
- to self-isolate if they have been in close contact with someone who tests positive for coronavirus, or if anyone in their household develops symptoms of coronavirus

62. Transport will not be provided for a pupil who shows symptoms at school and parents will be required to plan for collection.

**For further advice please contact [mactransport@lourdesmac.org.uk](mailto:mactransport@lourdesmac.org.uk)**

