

Home to School Transport Policy Review Action Plan

APPENDIX 1

The items below follow the paragraph numbers in the Summary of Findings and Recommendations

Recommendation	Lead Responsibility	Timescale	Progress and Further Action
1.1 Overarching Policy Statement published	Education Officers	Sept 2004	Action complete. Overarching Policy Statement approved by Cabinet and enshrined in new policy to be implemented with effect from September 2006
3.1 Transport Officer to work closely with the Admissions Forum and officers leading on admissions issues	Education Officers	Ongoing	Action ongoing. Transport Officer attends the Nottinghamshire Admissions Forum providing advice to members re transport issues, and is a member of Admissions Group within the Education Department. A representative of the Education Department also attends the Nottingham City Admissions Forum
3.2 LA to identify denominational applications on preference forms	Education Officers	July 2004	Action complete, forms in use as part of the coordinated scheme for admissions
3.3 Monitor denominational transport costs	PTG and Education Officers	Ongoing	Action ongoing. A review was commissioned by PTG on the costs of denominational transport in 2004. The final report was received in July 2005 with the recommendations being considered by the Environment and Education Departments as part of the current budget round.
3.5 LA to ensure that denominational applications are legitimate ie: transport assistance only applies to admissions on genuine denominational	Education Officers	September 2006	Action ongoing. Additional checking system in place for admissions wef September 2006. Applications made for school places on denominational grounds are identifiable however VA schools determine the allocation of places on denominational grounds and report this to the LA as part of the arrangements to support the coordinated scheme. This information to be forwarded to PTG by the Education Department wef January 2006. Following the conclusion of allocation of places, applications for travel assistance are received by PTG (form TA1) and can be

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grounds			cross-checked against the information provided by the schools.
3.7 Short term arrangements to be made for Bluecoat & Emmanuel schools limiting free transport to the closest school	Education Officers	August 2005	Action ongoing. Temporary arrangements have been in place pending the redrafting of the Home to School Transport Policy for implementation in September 2006
3.8 LEA to raise issue with the governing bodies & Admissions Forum	Education Officers	Autumn 2004	Action ongoing. Meeting held with representatives from both schools Autumn 2005, and issues regarding the application of the new Transport Policy with regard to this coterminous catchment area was considered by the Nottinghamshire Admission Forum in November 2005. Discussions with both schools are ongoing in January 2006. Possible referral to the Nottingham Admission Forum for consideration spring / summer 2006
3.9 School transport policy to state that services may be withdrawn where uneconomic	Education Officers	September 2004	Action complete - revised policy for implementation September 2006
4.1 Safeguard needs of pupils entitled to free travel	Education Officers	September 2004	Action complete - revised policy for implementation September 2006
4.2 Support school travel plans	Road Safety Group / School Travel Plan Steering Group Environment Dept Education Officers	Ongoing	Action ongoing. See Appendix 2 Steering Group has representation from the Environment and Education Departments.
4.3 Concessionary travel to be continued in the light of PTG's	PTG, Education Officers	Ongoing	Action ongoing. Performance framework in place. All contracts including discretionary school bus routes can now be assessed against the framework and appropriate action taken. The framework was used on a trial basis to identify potential budget

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performance framework			savings in 2004 / 2005, these included the discontinuation of some discretionary school services. Dialogue is initiated with schools as early as possible in an effort to minimise the impact of any changes to services.
6.1 The LA should regularly consult with pupils in respect of behaviour on buses	PTG, Education Officers	For discussion with schools from September 2004. Ongoing	Action ongoing. Whilst universal consultation has not been undertaken, a survey was conducted with pupils in 2004 / 2005 to collect data about their experiences and asking for their comments on any improvements they would like to see. This provided useful information about behaviour and confirmed the need for further action to be taken. PTG provides transport awareness workshops for primary children prior to moving on to secondary schools where there is a known school transport involvement. Generally schools see this as a valuable contribution in their support for children's safety and wellbeing. The scope and quantity of training is constrained to a degree by staff resources and invitations from schools to work with us. Sessions focus largely on hot spots and new CCTV installations. Live training incorporates a structured talk and activity, and is customised to suit circumstances. Where schools are involved in the CCTV scheme, draft lesson plans are supplied and schools are encouraged to include bus behaviour on their PHSE curriculum as part of their citizenship courses. Feedback from children and young people is important. Many primary age children have little bus travel experience at that stage. A safety leaflet is produced and also circulated with pass renewals. Early discussions with a county community school in terms of producing a revised leaflet and or supporting materials with and for children and young people about behaviour, safety and bus travel were not progressed due to pressure of time for the school, however this and alternative ideas are still under consideration informed by examples of good practice from other LAs. The engagement of pupil / school councils with these issues will be explored further.

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6.2 School discipline code to be linked with the withdrawal of bus passes	Education Officers PTG , Schools	For discussion with schools from September 2004. Ongoing	<p>Action complete. Home to School Transport policy underlines this link.</p> <p>In 2004 a series of meetings was held with officers of the LA, and a sample of secondary schools to explore this issue and the wider context of pupil conduct – schools visited included Rushcliffe, Kimberley, Dayncourt and Retford Oaks schools.</p> <p>Evidence shows that schools increasingly recognise behaviour on school transport as part of the school ethos and relevant to the schools behaviour and discipline policy and will directly or indirectly reflect this as part of their code of conduct.</p> <p>As a major contribution to the issue of improving behaviour and safety on school buses, CCTV installations have now increased to 56 buses with a further 23 planned installations this school year (about 25% of the daily school bus run out). Since Summer 2005, a major system upgrade and further capital investment has allowed expansion of the scheme and improved management of the results obtained.</p> <p>Since the start of the current academic year the following results have been obtained:</p> <p>Examples of inappropriate pupil behaviour have led (in agreement with the schools concerned) to 66 warning letters, including 5 to the full bus cohort; 38 bans of between 1 and 5 weeks, and 1 permanent ban from school transport, for a variety of reasons relating to misbehaviour towards other pupils and damage to vehicles. There have also been 2 cases where school has imposed a fixed term exclusion, whilst 3 incidents have led to police warnings to the pupil(s) identified. One operator has been reimbursed for the cost of repairing damage, where the pupils responsible were identified by CCTV. In addition a few examples of poor behaviour by drivers have been uncovered, ranging from</p>
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			<p>failure to check tickets to poor interpersonal style, enabling contactors to take remedial action, including drivers being removed from school transport duties in some cases.</p> <p>CCTV has allowed "boisterous" behaviour to be viewed, and preventative general warnings issued before matters escalate, whilst complaints from parents regarding bullying and smoking have been investigated. CCTV provides evidence of use to the police, and at present 3 incidents are being investigated by them where CCTV records may assist.</p> <p>Schools, bus contractors and parents all appear to be very supportive of the CCTV programme and its findings.</p>
6.3 School employees to act as escorts	Education Officers PTG & Schools	Discussion with schools 2004	No continuing action. In spite of initial visits by Education Officers and PTG to schools in 2004 to discuss the potential of this strategy, no further interest has been expressed by schools in relation to staff acting as bus monitors/ escorts
6.4 School disciplinary codes to include a requirement for acceptable behaviour on public transport	Education Officers PTG & Schools	For discussion with schools from September 2004. Ongoing	See 6.2
7.1 Implementation of the bus loading survey	PTG, Highways & Education Development	From Autumn 2004	Action ongoing. The survey conducted by the LA Risk Assessment team based in the Education Department considered 10 special school sites, 10 secondary school sites and five primary schools sites identified as a high priority in relation to pupil access to school transport. The recommendation by the report to evaluate further the feasibility of suggestions in the survey and to prioritise action accordingly has been addressed in

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			part. As part of the PFI programme, planning of appropriate bus parking and loading has been carefully considered regarding all five of the Bassetlaw secondary schools surveyed and St Giles Special School. New build at the Minster School has also taken account of the findings of the survey. The Social Services Transport Unit (SSTU) has rigorous arrangements in place with regard to the parking and loading of special transport at all the special school sites surveyed. However, resource implications of some of the recommendations ie: those with capital expenditure requirements re bus turning circles or increased parking bays have prevented progress. Suggestions with regard to highway issues eg: yellow lining / parking restrictions have been subject to assessment by the Highways Department.
7.2 Publicity campaign to deter car parking near bus loading areas	PTG & Highways, Education Officers	Action plan wef Autumn 2004	Action ongoing. With the development of School Travel Plans, this work is taken up at a local level in order for publicity and awareness raising to be targeted to the circumstances of particular schools and to reflect local needs.
7.3 Manual of good practice to be circulated to all schools	Education Officers, PTG Health & Safety Unit	Spring 2005	Action not progressed. Steps are being taken to consider approaches in other LAs prior to determining a way forward.
7.4 Monitor injury statistics to identify any emerging trends	Road Safety Officers, PTG	Ongoing	Action ongoing. Considerable research has been undertaken by Environment Department investigating child/student casualties outside schools during the 10 year period from January 1994 to December 2003 in the County of Nottinghamshire. This has revealed that there were 189 casualties that occurred within 50m either side of school entrances and fortunately 150 of these instances only resulted in slight injury. This statistic equates to an average of 0.052 casualties per annum outside each school in the administrative County of Nottinghamshire. Furthermore, less than 4% of all casualties involving children aged 5-16yrs on the road network across Nottinghamshire occurred within 50m of a school

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			<p>entrance. Whilst there is no room for complacency, one can therefore draw the conclusion that there is a very low risk of accidents involving pupils immediately outside schools by whatever mode of travel despite the potential for congestion involving pupils, moving vehicles, parked cars and school buses. Similarly the research into casualties on the overall school journey during the same 10 year period shows that there were a total of 807 pedestrian, pedal cycle and car passenger casualties aged 5-16 yrs on the entire journeys to and from school. Of these casualties involving 5-16 yr olds, less than 24% occurred within 50 metres of a school entrance.</p> <p>Details of the sites in Nottinghamshire with three or more casualties aged 5–16 yrs on a journey to/from school, between Jan 1994 and Dec 2003 are shown below:-</p> <ul style="list-style-type: none"> • 55 sites in total • 21 sites were outside comprehensive schools <ul style="list-style-type: none"> – 13 of these sites have had engineering remedial treatments • 3 sites were outside primary schools <ul style="list-style-type: none"> – 2 of these sites have had engineering remedial treatments • 3 sites were near colleges of further education <ul style="list-style-type: none"> – 1 of these sites has received engineering remedial treatments • 28 sites were not outside schools <ul style="list-style-type: none"> - 13 of these sites have had engineering remedial treatments
7.10 Phase out double deck buses	PTG	Ongoing	Action ongoing. Whilst opportunities to match declining capacity needs on some routes can allow smaller vehicles to be

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when resources allow			substituted, larger buses will continue to be used where suitable in order to maintain the total number of vehicles required at a sustainable level. The introduction of single deck buses would result in an overall increase of 55 vehicles, which is currently beyond the operating capacity of the industry locally.
7.11 Monitor travel times for emerging trends	PTG	Ongoing	Action ongoing. Smartcard ticket machine data is now allowing routes and times to be plotted to identify timetable reliability both for ensuring that a suitable timetable is specified initially, and that contractor compliance to this timetable is maintained thereafter. Investigations on several routes have not uncovered any need to reschedule services, although day to day variations can be significant (largely a congestion issue). On two routes agreement has been reached with the schools concerned to advance morning journeys so that buses are not late arriving at school on congested days, even though buses are early when congestion is less. One further route is under examination at present.
9.1 Review SEN transport	Education Officers, SSTU	To follow Government report Sept 2004	Action ongoing. Review commissioned by Inclusion Support Service, Education Department, due to report Spring 2006
10.2 Desk top exercise on transport for the extended school day	PTG, Education Officers	Summer 2005	Action ongoing. A live trial has been undertaken in West Bridgford, with limited success. The experience gained has now been transferred to a more targeted trial at Dukeries College which has started successfully. The development of infrastructure networks to develop the Nottinghamshire Strategy for Extended Services in and around the schools will seek to explore and address transport related issues with schools and service providers.