



Student Transport Policy and Procedure

Transport Safety Procedure

This procedure has been established to ensure the safety of our staff, children, and young individuals during transportation to and from Dorset Pathways Sites. For any concerns, kindly contact the Operations Director directly.

Communication Regarding Transportation

Confirmation of Transport Arrangements

Learning Mentors (LMs) are responsible for confirming pick-up times for Young People (CYPs) with their parent/carer by 7pm the previous evening. LMs should use the company WhatsApp chat to communicate this information and any updates. Contact details are available in the 'Student Contact List.' In case of difficulties, LMs should reach out to the AEM.

Pick-up and Drop-off Details

Each LM should activate the WhatsApp live location feature from the time they depart from home, whether or not they are collecting CYPs. Upon a CYP entering the vehicle, LMs must post a message on the WhatsApp group identifying the CYP they have picked up. This "XXX on board" message should be used for clarity. Initial pick-up times should allow for arrival on-site by approximately 10am. LMs should post again upon arrival at Dorset Pathways with the message "XX at Dorset Pathways." Similar communication steps should be followed for drop-offs, including "XXX on board" and "XXX home."

Children and Young Individuals in the Vehicle

LMs must ensure that CYPs wear seat belts and activate the child lock before driving. It is advisable for CYPs to sit in the back of the car. LMs should be attentive to CYPs' likes and dislikes, striving to avoid any triggers that may cause additional stress.

Emergency Situations and Breakdowns



Responsibilities for Breakdown Cover

The registered vehicle owner is responsible for appropriate breakdown cover, including roadside recovery. In the case of Dorset Pathways vehicles, contact the Operations Director for assistance.

Breakdown While En Route to Collect CYPs

If a breakdown occurs, prioritize your safety and promptly inform the WhatsApp group of the situation. Contact the Operations Director directly, who will inform the CYPs and provide guidance on next steps. Subsequently, contact your breakdown cover provider, establish an estimated time of arrival (ETA), and update the WhatsApp group. If your live location isn't updated, indicate your approximate location on the WhatsApp group.

Breakdown with CYPs On Board

In the event of a breakdown while transporting CYPs, ensure your safety and theirs. Contact the Operations Director to arrange an immediate alternative collection for the CYPs. Refrain from attempting any vehicle repairs until the CYPs have been collected. If possible, move the vehicle to a safe location, such as a layby, to ensure the safety of all involved. Prioritize the safety of the CYPs and yourself, even if this involves leaving the vehicle and seeking a safer location.

First Aid Procedures

Injury to Young Persons

If a CYP sustains an injury during transportation, LMs should promptly inform the Operations Director. Administer First Aid from the kit in your vehicle if you are confident to do so. If not, dial 111 for guidance or 999 in case of an emergency. If safe, continue the journey as soon as possible. Complete an 'Accident Report Form' detailing the incident and provide it to the Health and Safety Officer – Rob Halfhide without delay.

Injury to Learning Mentors

In the event of an injury to an LM during transportation, contact the Operations Director immediately. If comfortable and capable, provide First Aid to yourself. If necessary, dial 111 for



advice or 999 in an emergency. LMs should continue the journey if feasible and safe. Submit an 'Accident Report Form' with comprehensive details to the Health and Safety Officer – Rob Halfhide.

Depending on the severity of the injury, alternative transportation will be arranged if CYPs are in the vehicle and it is deemed unsafe for the LM to continue driving.

Authored by Directors

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