

**DIRETTORAT  
GHAL SERVIZZI EDUKATTIVI**



**DIRECTORATE  
FOR EDUCATIONAL SERVICES**

**DIPARTIMENT SERVIZZI  
GHALL-ISTUDENT**

**STUDENT SERVICES  
DEPARTMENT**

### **Transport Guidelines for Resource Centres/Learning Support Centres**

#### **For Escorts:**

1. The first pick up point that will be covered by School Transport should bear the home address of the first student. At least two escorts should be available at this pick up point so that the route can commence.
2. Students are not to be left unattended on the school transport during the whole trip, until arrival at the Resource centre/Learning Support centre.
3. The number of escorts on the school transport should always be at least 2 escorts in Resource centres and 1 escort in Learning Support centres. Requests for additional escorts have to be submitted to the Head of Resource Centre/Learning Support Centres for approval and subsequently for endorsement by the College Principal. Department Student Services would provide the necessary advice for such requests.
4. On school transport, the ratio of paid escort to students should be 1:3. In circumstances where individual support needs to be given to particular students whose behaviour needs to be well monitored, the ratio of escorts to students may be increased, after request is considered by the Head of Resource Centre/Learning Support Centre and subsequent endorsement by the College Principal. In cases where there are more than 6 students, there should at least be 3 escorts.
5. Students are to arrive at the Resource centre/Learning Support centre by not later than 9 am. Official finishing time is 3 pm. Every effort is to be made so that, students leave the Resource centre/Learning Support centre by not later than 15 minutes of school finishing time. Trips that arrive at the centre before 8.45 am are to be reported to the School Transport Unit.
6. When the number of staff wishing to carry out on-board supervision exceeds the ratio to students, staff will be deployed on a roster basis.
7. No students are to sit in the front seat. ONLY escorts who are NOT on duty may sit in the front seat.
8. If a student falls sick during school hours escorts are not to pick up the student the following day unless a medical certificate saying that the student is fit for school is provided by the parents/guardians.
9. Escorts are to make sure that during dismissal, students leave their classroom to board the school transport. In certain cases, classroom staff maybe required to dismiss certain students up to 10 minutes earlier to prepare them for transport.

10. Authorised escorts and students attending the respective Resource Centre/Learning Support Centre are allowed on board the vehicle. Drivers are not to give lifts to anybody. When transport arrives early at school, transport escorts are to maintain responsibility for the students on their minibuses/lifters until school starts. Students should never be left unattended in the school hall/grounds.
11. For no reason whatsoever, should there be any means of communication between the driver and the parents/guardians and vice-versa. Communication should be addressed only to escorts.
12. Seat belts used need to be in good state and as required by transport regulations; in case of wheelchairs the four point webbing restraints need to be used for stability and security.
13. In circumstances where students have to carry medicine, parents/guardians must hand in the medicine to the transport escorts. The escort should immediately hand it in to the respective school nurse as soon as they arrive at school and should be kept at the nurse's clinic. No medicine should be kept in the student's school bag.
14. Escorts and drivers are to ensure that the official route itinerary is followed. Every escort is duty bound to report immediately any infringement to the Head of Resource Centre/Learning Support Manager. If changes in the route are necessary, Head of Resource Centre/Learning Support Centre is to seek authorisation from the School Transport unit. Infringement reports are to be made in the following circumstances, but are not limited to, every time:
  - Driver turns up late or does not turn up at all;
  - There is excess speeding;
  - Driver threatens escort/student or uses foul language;
  - Driver makes route deviations from the official route;
  - Vehicle used is not adequate or appropriate to carry students with a disability;
  - Any other unreasonable behaviour as deemed by the escort/s. The HoS is to inform the College Principal and the Service Manager (Special Education) in writing.Waiting time should not exceed 10 minutes. If habitually late the Head of Resource Centre is to be informed accordingly.
15. It is vital for escorts to know their route number. These numbers are departmental references. When reporting infringements please quote these numbers correctly. A daily record of the students picked up is to be kept by the Resource Centre/Learning Support Centre. This information is required for the compilation of the School Transport Monthly reports, which are required on a monthly basis by the School Transport Unit. This record is vital also for checking the number of students which are expected to be taken home in the afternoon. It is the responsibility of the escorts to ensure that all students board the respective school transport, to and from school. Escorts are also to ensure that all personal students' belongings are not left on the vehicle. The responsibility

rests solely with the escort (or driver) in charge of the minibus in question. Disciplinary action will have to be taken in such cases.

16. On the way from home to school and vice versa, students should not be allowed to leave the vehicle. This is only allowed when a vehicle breaks down and to transfer the students to the replacement vehicle. In circumstances where there are students with severe behavioural difficulties who get frustrated with unexpected changes, the parents/guardians must be contacted before switching vehicles.
17. Escorts are to notify the driver if a student is absent from the morning/afternoon trip.
18. In case there are difficulties during the trip, the service provider has to ensure that the School Transport section and the Head of Resource Centre/Learning Support centre are informed immediately.
19. Should school transport fail to arrive at the pickup point, after 15 minute, escorts are to inform Head of Resource Centre/Learning Support centre, who in turn will advice School Transport Unit to provide alternative arrangements.
20. As a number of children have mobility difficulties, school transport vehicles are to be equipped with step stools to be used when required.
21. If one escort is absent (due to sick leave, etc...) s/he must inform the Head of Resource Centre/Learning Support Manager as early as possible so that she is replaced by another escort (possibly an escort who lives close to the route).

### **For Parents/Guardians:**

1. Children are to sit in the front seat. ONLY escorts who are NOT on duty may sit in the front seat.
2. Authorised escorts and students attending the respective Resource Centre/Learning Support Centre are allowed on board the vehicle. Drivers are not to give lifts to anybody. In extreme and emergency cases, when a lift is needed this has to be authorised by the Service Manager (Special Education) and the respective College Principal.
3. If a student falls sick during school hours escorts are not to pick up the student the following day unless a medical certificate saying that the student is fit for school is provided.
4. Children are always picked up and dropped off from in front of their homes. Children must always be accompanied by an adult when waiting for transport in the morning and the escorts have to hand over the students to a known adult on arriving at the child's home. Children must never and under no circumstances be left unattended. In such circumstance, escorts are to report such incidents to the Head of Resource Centre/Learning Support Centre who will then inform College Principal, who will take the necessary action to remedy the situation.

5. In circumstances where children have to carry medicine, parents/guardians must hand in the medicine to the transport escorts. No medicine should be kept in the child's school bag.
6. In case of transferring children from one vehicle to another due to an unexpected breakdown to the vehicle, and the child experiences frustration due to unexpected change, the driver will contact parents/guardians before switching vehicles.

**For Head of School/Learning Support Centre Manager:**

1. Any changes in route must be discussed and addressed to the Head of Centre/Learning Centre who will then escalate the issue with the respective department.
2. The Head of Resource centre/Learning Support centre is to ensure that all the necessary consent forms and parents details are available for use by the respective escorts if an emergency situation arises during the trip.
3. Head of Resource Centre/Learning Support Centre is to ensure that special leave approval is to be granted only if transport supervision is covered for.
4. If changes in the route are necessary, Head of Resource Centre/Learning Support Centre is to seek authorisation from the School Transport Unit.

**For Drivers:**

1. The first pick up point that will be covered by School Transport should bear the home address of the first student. At least two escorts should be available at this pick up point so that the route can commence.
2. Students are to arrive at the Resource Centre/Learning Support Centre by not later than 9a.m. Official finishing time is 3p.m. Every effort is to be made so that, students leave the Resource Centre/Learning Support Centre by not later than 15 minutes of school finishing time. Trips that arrive at the centre before 8.45 am are to be reported to the School Transport Unit.
3. Drivers are being reminded that they should never enter into power struggle with the students.
4. On the way from home to school and vice versa, students should not be allowed to leave the vehicle. This is only allowed when a vehicle breaks down and to transfer the students to the replacement vehicle. In circumstances where there are students with severe behavioural difficulties who get frustrated with unexpected changes/tantrums, the parents/guardians must be contacted before switching vehicles.
5. Seat belts used need to be in good state and as required by transport regulations; in case of wheelchairs the four point webbing restraints need to be used for stability and security.

6. The Directorate reserves the right to perform check-ups in order to ensure that all routes are being performed as per agreed itinerary and equipped with the requested resources.
7. As a number of students have mobility difficulties, school transport vehicles are to be equipped with step stools to be used when required.
8. Drivers are to ensure that the official route itinerary is followed. If changes in the route are necessary, Head of Resource Centre/Learning Support Centre is to seek authorisation from the School Transport Unit. Drivers are to note that infringement reports will be made by the Head of Resource Centre/Learning Support Centre Manager in the following circumstances, but are not limited to, every time:
  - Driver turns up late or does not turn up at all;
  - There is excess speeding;
  - Driver threatens escort/student or uses foul language;
  - Driver makes route deviations from the official route;
  - Vehicle used is not adequate or appropriate to carry students with a disability;
  - Any other unreasonable behaviour as deemed by the escort/s. The Head of Resource Centre/Learning Support Centre is to inform the College Principal and the Service Manager (Special Education) in writing. Waiting time should not exceed 10 minutes. If habitually late the Head of Resource Centre is to be informed accordingly.
9. For no reason whatsoever, should there be any means of communication between the driver and the parents/guardians and vice-versa, except when the student experiences unexpected change due to break down of the vehicle.
10. For any other circumstances, communication should be addressed only to escorts.