

Assisted Travel Guidance for School Opening September 2020¹

1. Background

- 1.1 The government announced their ambition that schools reopen from September 2020 to all pupils. Guidance has been provided on the return to school incorporating dedicated transport. This includes transport for those with SEND.²
- 1.2 The return of all pupils to school will mean the reinstating of assisted transport for all eligible pupils with Special Educational Needs and Disabilities. This guidance reflects guidance issued by the government and health professionals with regard to education settings and travel to reduce the risk of infection to children accessing transport. This guidance is listed in the “References” section at the end of this document.
- 1.3 This guidance is for dedicated school transport. Dedicated transport is transport that is used only to carry pupils to school including statutory home to school transport. These are routes that are not accessible to the general public. Public transport services are routes which are also used by the general public.
- 1.4 This guidance is for the period from 1st September 2020 and replaces previous guidance issued on 1st June 2020.

2. Transport Providers and Staff

- 2.1 Drivers and Passenger Assistants should access Covid testing in line with the Government's testing strategy.
- 2.2 If any person who works in the delivery of transport or any member of their household develops a fever, or a new continuous cough, or a loss of, or change in, their normal sense of taste or smell (anosmia), they should not attend work and are advised to arrange a [COVID-19 test](#)³ and to follow the [guidance for people with Coronavirus symptoms](#).⁴ This states that the ill person should remain in isolation for 10 days and the rest of the household in isolation for 14 days. If the test is negative they may return to work.

¹ Guidance will be reviewed at least on a monthly basis or as new government guidance in relation to Transport provision is issued. Current Guidance reviewed on 12/08/2020 (V4)

²

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

And

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

And

<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>

³ <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/>

⁴ <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

- 2.3 If any person who works in the delivery of transport does report sick with symptoms or is isolating due to a positive test then the Provider must inform the Transport Team. They should only pass on personal details with the permission of the member of staff.
- 2.4 Drivers and Passenger Assistants who are working on vehicles are best placed to identify risks and emerging issues. Employers should involve transport staff in assessing workplace risks and the development and review of workplace health and safety policies. Providers should be encouraged to identify, speak up and feed back on risks and control measures. When completing risk assessments providers should refer to [Coronavirus \(COVID-19\):safer transport guidance](#)⁵.
- 2.5 Drivers and Passenger Assistants are not required to keep socially distant from passengers whilst providing transport but they should follow Government [social distancing guidelines](#)⁶ at other times during the working day and when outside of work.
- 2.6 Staff must practice regular [hand hygiene](#)⁷, and respiratory and cough hygiene measures: [‘catch it, bin it, kill it’](#)⁸. Drivers and Passenger Assistants must wash their hands with soap and water for at least 20 seconds or use hand sanitiser to clean their hands before boarding vehicles.

3. Personal Protective Equipment (PPE)

- 3.1 Providers should not transport children with symptoms of COVID-19
- 3.2 In normal circumstances, where a child does not have symptoms of COVID-19, then drivers should wear a disposable single use mask for the duration of the journey.
- 3.3 Personal Assistants should wear a single use mask for the duration of the journey and any other PPE that they use in their day to day role.
- 3.4 Passengers should use hand sanitiser if they are able when boarding and leaving the vehicle.
- 3.5 Providers must retain sufficient quantities of hand sanitiser/wipes within vehicles to enable regular hand hygiene.
- 3.6 Passengers under the age of 11 are not required to wear a face covering.

⁵www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators

⁶

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

⁷ https://www.youtube.com/watch?v=GldAajY4UGM&feature=emb_title

⁸

<https://www.infectionpreventioncontrol.co.uk/content/uploads/2019/06/Respiratory-and-cough-hygiene-poster.pdf>

- 3.7 Under TfL guidance passengers aged over 11 must wear a face covering however are exempt from doing so if it may cause them distress. Many children over the age of 11 may find it distressing to wear a face covering and will choose not to. Some children may choose to wear a face covering and if they do, they must provide their own.
- 3.8 If the child develops symptoms while at school, they should, whenever possible, be collected by a member of their household. In exceptional circumstances, where this is not possible, and the setting needs to take responsibility for transporting them home, a risk assessment is required and the following options should be considered:
- use a vehicle with a bulkhead
 - the driver should use PPE, and the passenger should wear a face mask if they are old enough and able to do so.

4. Cleaning of Vehicles

- 4.1 Providers should follow the [guidance](#)⁹ to ensure the risk of infection to passengers and staff is minimised.
- 4.2 All vehicles, especially areas where passengers are located must be cleaned before and after every journey.
- 4.3 Particular attention should be paid to high touch areas such as door handles, head rests and safety rails that children may use to enter and exit the vehicles. Regular cleaning with a household disinfectant will reduce the risk of passing the infection on to other people.

5. Passenger Seating On Vehicles

- 5.1 The latest government [guidance on return to school](#)¹⁰ states that pupils do not mix with the general public so social distancing will **not** apply from autumn on dedicated transport, Dedicated transport includes home to school assisted transport for pupils with SEND.
- 5.2 Providers should try to maximise separation between individuals as much as practicably possible within the constraints of the vehicle but it is recognised that this will not always be possible. For example if the number of passengers on a minibus route allow then pupils should be seated with an empty seat between them. If there is room on an MPV pupils should be seated in separate rows.

9

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

10

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

And

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

- 5.3 No passenger or Passenger Assistant is allowed to travel in the front seat of a vehicle next to the driver.
- 5.4 Providers must minimise the use of face-to-face seating where possible and practical. If vehicles have face-to-face seating that can be adjusted it must be adjusted to forward facing seating.
- 5.5 Pupils in the same school class bubble may be sat with each other.
- 5.6 See Appendix for examples of seating layout for vehicles
- 5.7 **Minicabs and Black Cabs:** If there is one non-wheelchair using passenger on the journey, the passenger must sit in the back passenger side seat, diagonally opposite the driver. The Passenger Assistant should sit as far from the passenger as the vehicle lay out will allow taking into account passengers' needs.
- 5.8 **MPV or People Carrier and Minibuses:** Passengers should be seated as far apart as passenger numbers and available seating allow. The Passenger Assistant should sit as far from the passenger as the vehicle lay out will allow taking into account passengers' needs.
- 5.9 Please contact the Transport Team if you wish to discuss seating within vehicles or if you have any questions relating to individual vehicles.

6. Test and Trace

- 6.1 In order to support the Test and Trace Drivers or Passenger Assistants must keep a log of everybody who is on the vehicle and where they were seated for every journey.
- 6.2 These records must be kept for 21 days and then destroyed in line with GDPR regulations.
- 6.3 These records must be shared with Public Health if requested.
- 6.4 As stated in 2.3 above, if a Driver or Passenger Assistant reports sick due to symptoms of Covid 19 the provider must report this to the Transport Team immediately.

References

Guidance for full opening: special schools and other specialist settings

Published 2nd July 2020

[https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-setting
s](https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings)

Guidance for full opening: schools

Published 2nd July 2020

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Coronavirus (COVID-19): safer transport guidance for operators

Updated 4 July 2020

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

Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)

Updated 16 June 2020

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

COVID-19: cleaning in non-healthcare settings

Updated 15 May 2020

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Coronavirus (COVID-19): implementing protective measures in education and childcare settings

Updated 1 June 2020

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Coronavirus (COVID-19): safer travel guidance for passengers

Updated 4 July 2020

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

COVID-19: guidance for households with possible coronavirus infection

Updated 13 July 2020

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

APPENDIX - Seating Layout of Vehicles

Minicab



Black Cab



MPV



Tourneo Custom L1.

Tourneo Custom L2.



Tourneo Custom
9 seats L1.

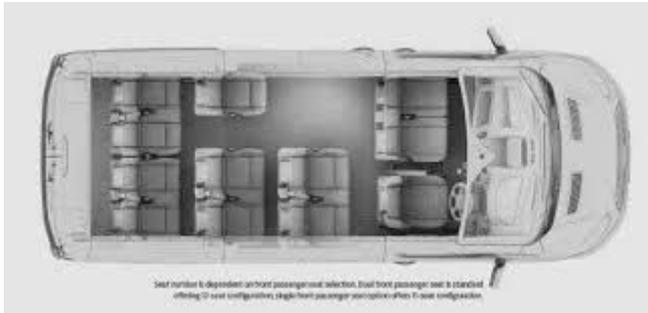


Tourneo Custom
9 seats L2.

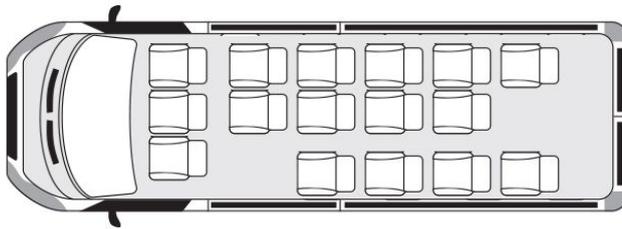


Tourneo Custom Shuttle Bus
9 seats L2.

12 Seat Minibus



16 Seat Minibus



17 Seat Minibus

