



Transport Policy

Adopted by Trustees:	
Signed:	<i>Mark Roberts</i>
Date:	Summer 2026
This policy is reviewed tri-annually by the Audit Finance and Risk Committee.	
Review date:	Summer 2026

POLICY INFORMATION

Date of last review:	Summer 2026	Review period:	3 years
Date ratified by Trustees:	Summer 2026	Trustee committee responsible:	Audit Finance and Risk
Policy owner:	Chief Operations Officer	Executive team member responsible:	Chief Operations Officer

Reviews/revisions

Review date	Changes made	By whom
September 2023 Summer 2026	Policy created.	LMC

Equality and GDPR

All Penk Valley Academy Trust policies should be read in conjunction with our Equal Opportunities and GDPR policies.

Statement of principle – Equality

We will take all possible steps to ensure that this policy does not discriminate, either directly or indirectly against any individual or group of individuals. When compiling, monitoring and reviewing the policy we will consider the likely impact on the promotion of all aspects of equality as described in the Equality Act 2010.

Statement of principle – GDPR

Penk Valley Academy Trust recognises the serious issues that can occur as a consequence in failing to protect an individual adult's or child's personal and sensitive data. These include emotional distress, physical safety, child protection, loss of assets, fraud and other criminal acts.

Penk Valley Academy Trust is therefore committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in line with the data protection principles and the Data Protection Act (DPA)/GDPR.

Penk Valley Academy Trust will be referred to as **PVAT** for the remainder of the document which includes all schools who are members of PVAT, business operations and centralised services.

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Aim

This policy supports the safe and sustainable travel of pupils to and from school, as well as during school-organised activities. It sets out expectations for pupils, parents, staff and external providers, and should be read alongside other relevant PVAT policies.

Travel to School

Where possible, walking and cycling are encouraged as the preferred methods of travel due to their positive impact on health, wellbeing and the environment. All schools provide cycle storage, although items are left at the owner's risk.

Where travel by car is necessary, parents and carers are expected to park considerately, avoid unnecessary engine idling and ensure access routes remain clear at all times, particularly for emergency vehicles.

Buses and Coaches

Transport arrangements differ depending on whether a pupil lives within the school's catchment area.

Catchment area pupils

Free home-to-school transport is provided by Staffordshire County Council for eligible pupils. This service is fully managed by the Local Authority, and further information can be accessed via their website.

[School and college travel | Staffordshire County Council](#)

Non-catchment transport

For pupils who do not qualify for Local Authority transport, PVAT facilitates a paid transport service. This is delivered through an external contractor, P&D York, following appropriate procurement and safeguarding checks. Charges are set to reflect the cost of providing the service. The Shuttle ID provides tickets for traveling on the service, further terms and conditions of carriage apply at the point of purchase.

PVAT no longer operates an inhouse minibus service for transporting pupils to and from school.

Parents may also choose to arrange transport independently using public transport where appropriate.

School Trips and Educational Visits

Transport for school trips, including Duke of Edinburgh activities, is arranged in accordance with the nature of the visit. This will typically involve external coach providers or, where appropriate, the use of school minibuses.

All visits are planned, authorised and risk assessed using Staffordshire County Council's Evolve system to ensure that appropriate safety measures are in place.

Staff using school minibuses are responsible for ensuring that appropriate pre-use safety checks are completed before each journey. All existing requirements regarding vehicle maintenance, compliance, driver training and licensing remain in place.

Other Transport Arrangements

In certain circumstances, alternative forms of transport may be used. This may include taxis, particularly where required for safeguarding, logistical or individual pupil needs. These providers are sourced in line with Local Authority standards.

In emergency situations only, staff may transport pupils in their own vehicles. In such cases, the following safeguards apply:

- A single pupil must be accompanied by two members of staff
- A lone member of staff must transport at least two pupils
- Appropriate business insurance must be in place

Payment and Administration

For out of catchment transport payments are made via Shuttle ID. The non-refundable deposit to secure your place on the bus service must be received by 31st July.

The balance payment of the full cost for transport must be received by June the following year through the payment schedule with Shuttle ID

School trips will be paid via the school payment system and communicated at the point of the event or trip being setup.

Safeguarding

Safeguarding underpins all transport arrangements across PVAT.

All external providers, including coach operators such as P&D York, are subject to procurement processes that include appropriate safeguarding checks such as DBS clearance and staff training. Taxi providers are aligned with those approved by Staffordshire County Council to ensure consistency.

For school-operated minibuses used for trips and fixtures, all drivers must hold the appropriate qualifications and training. Staff are also required to complete safeguarding training and must carry out vehicle safety checks prior to use.

Travel in Staff Vehicles

Staff must not transport pupils without prior approval from a senior member of staff. Where transport is authorised, established safeguarding ratios must be followed at all times.

Pupil Behaviour

High standards of behaviour are expected on all forms of transport, as pupils represent their school and the wider Trust.

Pupils are expected to:

- Follow instructions from drivers or supervising adults
- Remain seated and wear seatbelts at all times
- Behave in a calm and respectful manner

Pupils must not engage in behaviour that is disruptive, unsafe or likely to cause harm or distress to others. This includes damaging property, distracting the driver or using recording devices inappropriately.

Failure to meet these expectations may result in sanctions, including the withdrawal of transport access. In serious cases, wider school disciplinary procedures may be applied.

Late Collection and Non-Collection

It is essential that pupils are safely collected at the end of their journey. If a delay is anticipated, parents must inform the school as soon as possible.

Where a pupil is not collected, the school will follow safeguarding procedures, including attempting to contact parents and emergency contacts. If necessary, external agencies such as the Police or Children's Services will be involved.

Medical Needs

Where a pupil has specific medical needs, a risk assessment will be carried out to ensure appropriate arrangements are in place. Relevant staff and transport providers will be informed and trained as required.

Vehicle Safety and Monitoring

All vehicles used to transport pupils must meet required safety standards and be fitted with appropriate safety equipment, including seatbelts.

Where installed, dash cams and CCTV are used to support safety, safeguarding and incident investigation.

For school owned transport, the data is managed in accordance with trust data protection policy and access is restricted to authorised personnel.

Communication, Complaints and Reporting

Any concerns or issues relating to transport should be raised with the relevant school office in the first instance or via PVAT centrally at transport@penkvalley.co.uk

Formal complaints will be managed in line with the PVAT Complaints Procedure through enquiries@penkvalley.co.uk