



Guidelines

Sheffield *where everyone matters*



CUSTOMER SERVICE EXCELLENCE



1. Send a letter to parents explaining the scheme and to invite them to a meeting with the Walking Bus Coordinator. Include a questionnaire to gauge interest (Appendix 1)
↓
2. Select an organiser (teacher / learning mentor) of the Walking Bus in the school to liaise with the Walking Bus Coordinator.
↓
3. Recruit parent volunteers at meeting and hand out Walking Bus Guidelines for Volunteers (Appendix 2). In emergency of lack of volunteers, teaching assistants or lunchtime supervisors can be paid for an extra hour.
↓
4. Using results from questionnaire suggest a route with the Walking Bus Coordinator, who will conduct a risk assessment on the route (Appendix 3).
↓
5. Invite parent volunteers to a training session at a time and date agreed with the Walking Bus Coordinator. This will involve walking the route followed by a discussion in school. CRB checks are at the school's discretion.
↓
6. The organiser needs to liaise with parent volunteers and draw up a rota and a standby list of all people to operate the walking bus (Appendix 4).
↓
7. Send further information to interested parents. A map of the route may be included in this, as well as parental consent forms and a code of conduct form for children (Appendix 5).
↓
8. When completed parental consent forms have been returned, arrange for the Walking Bus Coordinator will talk to the children who will be travelling on the bus.
↓
9. The school and Walking Bus Organiser should keep records. Parent volunteers should also keep any relevant paperwork (Appendices 6, 7, 8 & 9).

APPENDIX 1 SAMPLE LETTER TO PARENTS

Dear parents

In an effort to ease traffic around the school, whilst also improving pupil's fitness and road sense, we are considering setting up a 'walking bus'.

Children will walk to school as a group using an agreed route and will be under the supervision of at least two responsible parents – a 'driver' and a 'conductor'. There will be set places along the way where children can join the 'bus'. The bus will operate every day bringing children into school.

Routes will be established along those roads most used by pupils depending on the level of interest shown by parents and their willingness to volunteer as 'drivers' and conductors'. Routes will be risk assessed by a Road Safety Officer, who will also train volunteers.

We are trying to find out whether this proposed scheme has your support. Therefore I would be grateful if you could complete the questionnaire below and return it to school by the end of the week. There will be a meeting at school on for anybody that wants to find out more. The Walking Bus Coordinator from Sheffield City Council will be there to explain it further.

Yours sincerely

Head Teacher or scheme Coordinator.

-----  -----

WALKING BUS QUESTIONNAIRE (please circle / delete as appropriate)

Name of child(ren) Year(s).....

Address.....

How does your child usually travel to school? Walk / cycle / bus / car

If they walk, which route do they come along?

.....

Do you accompany them? Yes / no

Would your child use the walking bus if a suitable route were set up? Yes / no / maybe

Would you be willing to be a driver / conductor / helper? Yes / no / maybe

Would you be able to attend the meeting at the school on..... Yes / no

APPENDIX 2 GUIDELINES FOR VOLUNTEERS

RATIO

- There must always be one driver and one conductor on the bus.
- The following adult / child ratios must be adhered to at all times.
 - KS1: 1 adult to 4 children
 - KS2 1 adult to 8 children
- Walking pre school children will be included as in the ratio as a KS1 child
- The maximum number of children on the bus will be 24.

SUPERVISION

- If more adults are present they should hold hands with children under 7 years of age.
- For each bus there will be a driver at the front and a conductor at the back and sufficient helpers to fulfil the adult / child ratio.
- There must always be a minimum of two adults (even if picking up only one child from the first bus stop). This is an insurance requirement.
- The driver is in charge and must ensure that children walk sensibly behind him/her and that the bus keeps running to time. He/she should communicate messages to the helpers as necessary.
- Helpers should be evenly spaced along the bus.
- The conductor should guide the children on to the bus at the various stops.

STANDBY LIST

- Volunteers should be available to cover illness on agreed days.

CLOTHING

- High visibility waistcoats **MUST** be worn by both adults and children – this is an insurance requirement.

REGISTER

- Each route will need a register showing children who intend to use the bus, which day they intend to use it and where they intend to join it.

OPERATION

- The bus will operate every day, including the first day of term, whatever the weather.

TIMETABLE

- The bus will operate to a strict timetable, and will not wait for latecomers, even if children are expected to travel.

ROUTE

- The chosen route will have been risk assessed and must be adhered to at all times.

- If the route is blocked (e.g. road works, parked vehicles etc) the adults will need to divert accordingly.
- Persistent problems with a route should be reported to the coordinator, who should liaise with the Road Safety Officer.

ACCIDENT REPORTING

- For any minor accident, a school accident form should be completed.
- For any major accident, one adult should deal with it whilst the children are moved out of the way by the other adults.

BEHAVIOUR

- Children behaving unacceptably or not staying with the group must be warned.
- If they are consistently badly behaved, the parents should be told that the child cannot continue with the bus.
- If tackling them directly is not possible, the problem should be referred to the coordinator.

PARENTAL RESPONSIBILITY

- Parents are responsible for their child's safety on the way to the designated 'bus stop'.
- Parents should have spoken to their child about road safety before permitting them to join the walking bus.
- The children should understand and agree to adhere to their responsibilities.
- The Road Safety Officer will talk with all children before the start of the first bus.

ROAD CROSSING

- Walking bus helpers have no powers to stop traffic.
- If a car stops to allow the group to cross, it is vital to check that other traffic is aware of what is happening before you step into the road.
- There is a danger of other drivers overtaking the stationary vehicle.
- When crossing any road, ensure that the structure of the bus is as tight as possible. Do not allow children to lag behind.
- Any road with through traffic or any major road must be crossed as a whole group (unless there is a time restraint e.g. at a pelican crossing, in which case the group should be split into two smaller groups).
- The driver must wait for the conductor to reach the kerb before any of the group cross.
- One of the helpers should step into the road when they feel it is 'safe' to do so. They should position themselves in the best place to observe possible dangers and should establish eye contact with drivers. Arms should be extended from either side of the body.
- The 'driver', guided by the helper, would then lead the bus safely to the other side where s/he should wait for the other children being supervised by the 'helper' and 'conductor'.
- The walking bus should take a safe position on the pavement and wait for the helper to slot back into position before continuing their journey.
- This procedure should be followed at all crossing points.

PELICAN CROSSING

- Ensure the whole group is at the crossing
- Press the button
- Wait until the green man shows and traffic has stopped on both sides
- Do not cross if the green man is flashing
- Time is important so for large groups, there must be extra help to split the group into two smaller groups and reform on the other side.

PUFFIN CROSSING

- This is similar to a pelican crossing
- Use the same procedure as a pelican to cross
- The advantage of a puffin is it allows enough time to get across safely.

ZEBRA CROSSING

- Wait until all traffic has stopped from both directions.
- Keep looking and listening while the children are crossing.

ISLAND / PEDESTRIAN REFUGE

- We do not recommend using a traffic island with a large group of children, unless it is possible to cross in one go.
- Helpers must not attempt to control both halves of the group by standing on the island.

SCHOOL CROSSING PATROL (lollipop person)

- Always cross in front of the school crossing patrol and only cross when they instruct you to do so.

When using all of the above it is advisable to make eye contact with the car drivers before stepping off the pavement.

Always encourage the children to look and listen before and whilst crossing the road. Talking to them along the way about why you are stopping at the road edge and pointing out risks such as cars coming out of driveways, walking too close to the road and the difference between road and pavement is all helpful in starting their road crossing skills, although they still may not be able to cross the road independently.

APPENDIX 3 RISK ASSESSMENT FOR WALKING BUS TRAINING

Introduction

Health and safety at work legislation requires that employers produce a written risk assessment of potentially hazardous operations. The roads used by the walking bus will be risk assessed by the Road Safety Officers.

Walking buses can be exposed on occasions to some degree of hazard as trainers, trainees and children use the footway adjacent to the highway and cross the highway on the route to school. Walking bus training involves Sheffield City Council Road Safety Staff training parent volunteers in the safe principles of the supervision and operation of the scheme.

This document sets out below in simple terms to identify the generic hazards found on a typical walking bus route and the control measures necessary to address those hazards. It will be circulated to all involved, and listed trainees will be aware of its contents. Sheffield City Council Road Safety Team will review this document at least annually.

The risks undertaken during training are taken in the belief that they will decrease the future risks to trainees and children, and provide realistic and relevant experience.

Generic Hazards

Trainers, trainees and children will be exposed to the potential for collision with vehicles on the roads they cross.

Trainers, trainees and children may fall or trip due to the nature of the surfaces they traverse or collide with obstructions on the footway.

All involved will be brought into contact with members of the public.

All involved will be affected by changes in the weather conditions.

Control Measures

- **Training** – initial training will be conducted by the Road Safety Team subsequently any new parents who come forward to volunteer for that particular route will be trained by the coordinator. The names and details of all trainees will be recorded and held by the school.
- **Supervision /ratio** – walking bus ratios of adults to children will be agreed. Volunteers will be issued with Guidelines for the Walking Bus Scheme.
- **Crossing the Highway** – Trainees will be helped to judge the safer places to cross and they will be made aware that this needs to be assessed every time they cross. Trainees will also be advised about standing in the road whilst children cross and the use of pedestrian crossings
- **Clothing** – High visibility clothing will be issued and will be worn by all involved.
- **Specific risks** – If a particular route has unusual hazards or cannot be covered by the generic risk assessment, then a specific risk assessment relative to that route will be produced by the Road Safety Officer.

APPENDIX 4 ROTA AND STAND BY LIST

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
DRIVER					
CONDUCTOR					
HELPERS 1					
2					
3					
4					
5					
6					
7					
8					
CHILDREN 1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
STANDBYS 1					
2					
3					



APPENDIX 5 INFORMATION FOR PARENTS

Dear parents

Thank you for your interest in our walking bus. The following route has been selected. However, if the walking bus becomes really popular and there is a demand we may set up further routes. **Places are limited by the number of volunteer helpers, to avoid disappointment please return the attached consent form as soon as possible.**

The Walking Bus route will begin on (date) -----

It will start at (time) ----- from (place) -----

And continue along (route) -----

until it reaches the school playground.

There will be 'stops' for pupils to join at the following points:

(Place) ----- (time) -----

The bus will operate to a strict timetable and will not wait at the 'bus stop' for latecomers, even if children are expected to travel. The route the bus takes has been predetermined and risk assessed and should be adhered to at all times. Children may join the route at pre-arranged bus stops or as the bus passes their house.

Scheme Coordinator (name) -----

Telephone -----

Parent Organiser -----

Telephone -----

NUMBER OF PASSENGERS

- There will always be one driver and one conductor on the bus.
- The following adult/child ratio will be strictly adhered to at all times
 - KS1: 1 adult to 4 children
 - KS2: 1 adult to 8 children.
 - Walking pre school children will be included in the ratio as a KS1 Child.
- The maximum number of children on the bus will be 24.

PARENT'S RESPONSIBILITIES

- Parents must
 - Ensure that their child is dressed appropriately for walking to school and are wearing the fluorescent/reflective tabard provided.
 - Be responsible for their child's safety on the way to the 'bus stop' and whilst waiting for the bus to arrive.
 - Ensure their child understands how the bus operates and the need for sensible behaviour at all times. If children are consistently badly behaved then parents will be told that their child/ren cannot continue with the bus.
 - Read the section 'children's responsibilities' with their children and ensure they understand it and are willing to adhere to it.
 - Inform the head teacher/coordinator if the child no longer wished to use the bus.
 - Be aware that the bus will operate every school day, including the first day of term, whatever the weather.
 - Read the operating guidelines and complete a consent form for each child.
 - Ensure their child is aware of what to do if they miss the 'bus'.

CHILDREN'S RESPONSIBILITIES

- Children should arrive at the bus stop wearing their high-visibility tabard and must keep it on all the way to school.
- All children should remember to take their tabard home from school each afternoon.
- Children should be responsible for carrying their belongings on the bus, such as book bag and lunch box.
- Children should not carry items such as balls, hand held games or wear headphones.
- Children must know what to do if they have missed the 'bus'.

RULES WHEN WALKING

Children must

- Walk and not run
- Walk behind the driver and in front of the conductor, unless given instructions to do otherwise.
- Walk in pairs where possible.
- Walk along the pavement away from the kerb.
- Allow other pedestrians to pass
- Listen to the driver and the conductor and obey their instructions especially when stopping and crossing.

Consent form

Child's name.....

Class..... key stage.....

Address.....

Telephone Number.....

Emergency contact name / telephone number.....

I would like my child to join the walking bus

He/She will join the bus at bus stop (enter place).....
Or where the bus passes our home (if applicable) please delete as necessary

He/She will travel to school on the walking bus every day unless I inform you otherwise.

I give my permission for my child to use the walking bus.
I realise that my child's journey is still my responsibility.
I have read the **Walking Bus information for parents**
I have explained to my child the need for good behaviour.

Signature.....

Name (please print).....

Date.....

APPENDIX 6 RULES AND CODE OF CONDUCT

RULES FOR THE WALKING BUS

- The walking bus will not wait for you if you are late. If you miss the bus it is the responsibility of your parent / guardian to take you to school.
- The walking bus volunteers are there to help you and ensure your safety. You must listen to them and behave at all times.
- You must behave sensibly at all times
- You must only cross the road when told to do so by a walking bus volunteer.
- You are responsible for your own property. You must carry your own bag.

When walking with the walking bus, I
(insert name)

- Will follow instructions
- Will listen to what I am told
- Will be polite to the volunteers
- Will not run
- Will not play games
- Will not hold a ball while walking with the bus
- Will think about other people
- Will wear a tabard so I can be seen more easily.

Signed.....

Class.....

Date.....



APPENDIX 7 VOLUNTEER HELPER TRAINING RECORD

I have received Road Safety Training from Sheffield City Council

This includes:

- Walking the route
(route name)
- Discussing the content of the Walking Bus guidelines for volunteers
- Road Crossing Procedure
- Accident Procedure

I have received and read the Walking Bus guidelines for volunteers

Name (please print).....

Signature
.....

Address.....

Date.....

Name of child.....

Class.....

APPENDIX 8 ROUTE ORGANISER DETAILS

School Name:

Telephone:

Coordinator:

Route 1 Name:

Parent Organiser Details

Name:

Address:

Telephone:

Email:

Route 2 Name:

Parent Organiser Details

Name:

Address:

Telephone:

Email:

Route 3 Name:

Parent Organiser Details

Name:

Address:

Telephone:

Email:

APPENDIX 9 HIGH VISIBILITY TABARD APPLICATION FORM

Name of child

Class

I have received one high visibility tabard for the above named child who is involved in the Walking Bus. I will ensure that my child is wearing the tabard when collected by the walking bus.

If my child no longer wishes to take part in the walking bus I will return the tabard to the coordinator.

I am aware that the tabard remains the property of Sheffield City Council Road Safety Section.

Signature..... (parent / guardian)

Name (please print).....

Date.....

