



Vale of Glamorgan Council Contracted Home to School Transport (2020-21) Covid-19 Safety Requirements for Drivers and Passenger Assistants

The following guidance points are a summary for easy reference of the requirements for contracted school transport service drivers and passenger assistants. However, this summary should be read in line with the full risk assessment for the 'Provision of School/College Transport Services from start of the Autumn Term 2020, during the COVID19 pandemic.

- Continue to monitor guidance provided by the Welsh Government to ensure you are conversant with both the guidance and legal requirements.
- Fully comply with on-site instructions provided by schools.
- Ensure all staff maintain a minimum distance between parents, staff and other learners of 2m at all times, unless unable to do so due to pupils need/vehicle capacity in which case appropriate PPE must be worn. (Transport operators are responsible for providing their staff with appropriate PPE).
- Drivers and Passenger Assistants will not congregate with other staff (either school or other Drivers/ Passenger Assistants), especially at schools/colleges and on vehicles.
- Ensure the vehicle is parked thoughtfully in order to minimise contact between occupants.
- Ensure the vehicle is well ventilated by opening window(s)/ventilators/roof lights (where applicable). On small vehicles, air conditioning/ climate control must not be used.
- Ensure the seats directly behind the driver are kept free where possible or filled up last if the vehicle is at full capacity.
- Ensure 'face to face' seating is not used.
- The environment in which each Passenger Assistant is required to work will be individually assessed by the operator and appropriate control measures put in place for that setting. Passenger Assistants may need to assist with buckling/unbuckling of seatbelts and assist Learners in and out of the vehicles (unless it states in school site instructions not to do so). This is particularly the case with ALN pupils, so it is vital they wear appropriate personal protective equipment (PPE).
- Passenger Assistants will sit more than 2m away from the driver whenever practicable.
- Drivers and Passenger Assistants must promptly report any Learner behaviour problems, especially breaches of Covid-19 safety instructions, to the Council's Passenger Transport team. The Passenger Transport team will then speak to the school as necessary.
- Ensure all onboard CCTV is in good working order on vehicles with 16+ seats.
- Schools and colleges will be responsible for ensuring that vehicles are boarded one at a time at the school/college site.
- Ensure no food or drink is consumed on the vehicle.
- Ensure the vehicle is thoroughly cleaned once a day.
- Ensure that the vehicles internal and external touch points etc. are wiped down between trips to a prescribed standard (virucidal/antibacterial spray/wipes).
- Drivers and Passenger assistants will be provided with suitable hand sanitisers/hygienic wipes by their employer.
- Passenger Assistants must apply appropriate sanitiser frequently including during the journey to and from school.
- Drivers and Passenger assistants should be allowed access to suitable welfare facilities at schools/colleges (depending on the school site instructions) to enable rigorous handwashing using hot water and soap.
- Drivers, Passenger Assistants and Learners should all follow good hygiene practices for coughs and sneezes; Catch it, Bin it, Kill it!

- Ensure a plastic waste bag is available onboard for the disposal of discarded PPE and litter. Although we have requested pupils take all their own rubbish with them.
- For those contracts picking up at home addresses, staff have the option to ask Parents/Carers /Learners daily if the Learner/them self or anyone in the household is COVID19 symptomatic. If so, the instruction is for the Learner not to travel. At a learner's home, driver/PA are empowered to refuse travel to the Learner. Driver/Passenger Assistant will report refused travel due to COVID19 symptoms to School Staff and Passenger Transport Team.
- If a Learner becomes symptomatic during the journey, on smaller vehicles, the learner will be returned home and no further pick-ups made. Symptomatic learners may only be taken to school if there is no one at home to receive them. Any such actions must be reported to the Passenger Transport Team. Staff must wash hands, change and wash clothes upon entry to home. Staff then need to self-isolate until the result of the symptomatic learner's COVID test is known.
- Drivers and Passenger Assistants will consider their own fitness before each trip. If displaying symptoms, they will not work and will contact their employer/contractor. The Contractor must provide a change of driver/escort and use an alternative vehicle which has been cleaned.
- The use of face coverings (masks) is not currently required by Welsh Government by Learners being transported between home/school on dedicated school transport, although it does recommend the use of three-layered face coverings for all passengers (aged 11+) on public transport.
- **The Council, however, is making it mandatory (i.e. a requirement) for Learners of secondary school age (aged 11 +) and Drivers and Passenger Assistants to wear face masks while travelling on its contracted 'home to school' transport services. Parents/carers will be responsible for providing pupils with face masks).**
- If there are any health reasons that make it not possible for the learner/driver/passenger assistant to wear a face mask this must be declared to the Passenger Transport team before travel. Any Learner who attempts to get into a contracted school transport vehicle without a face covering (mask) will be refused travel. Face coverings (masks) must be provided by parent/carer for pupils and employer for driver/escort.
- The Council recommends the use of face coverings (masks) for primary school Learners, Learners with additional learning needs and Drivers and Passenger Assistants who cannot social distance (2m).
- The efficiency of the face covering cannot be guaranteed, e.g. homemade/inappropriate coverings with less than 3 layers.
- The use of gloves by staff shall be at their own discretion but must be mindful of the correct method to remove and dispose of gloves.
- To avoid potential cross contamination, a plastic waste bag will be available for discarded face coverings and gloves and disposed of as normal waste after each journey.

Both the Welsh Government guidance our guidance is subject to change at short notice. Any changes will be communicated to operators by the normal channels.

14th August 2020