

Internal Memo

To: All Operational Routes (Drivers and Passenger Assistants)
From: Harrow and Brent Transport Hub
Date: 1st September 2020
Re: School transport – September new term and Covid Secure

Dear All,

Welcome back from what has been a challenging and unusual time for us all, please be aware that there have been some significant changes and will take you through the changes required for the September return to School.

You may be aware that guidance on planning home to school transport for September 2020 has been issued by both the Department for Education (DfE) and Department of Transport (DfT). <https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020>. This is designed to support staff to continue to discharge statutory duties whilst keeping themselves and the people they support as safe and well as possible.

Dedicated school transport, including statutory provision – DfE Guidance 11.08.20

Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of 2 metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport.

Drivers and passenger assistants will not normally require PPE on home to school transport, even if they are not able to maintain a distance from the children and young people on the transport. This is because children and young people with symptoms of coronavirus (COVID-19) must not board home to school transport.

The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in the DfE guidance document. It is important that the following is considered

- how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within the school setting
- use of hand sanitizer upon boarding and/or disembarking where appropriate
- additional cleaning of vehicles
- organized queuing and boarding where possible
- distancing within vehicles wherever possible
- the use of face coverings for children over the age of 11, where appropriate - for example if they are likely to come into very close contact with people outside of their group or who they do not normally meet where appropriate

Based on the above, the intention is that we are planning to run routes as normal although with reduced numbers and additional health and safety precautions to minimise the risk of spreading infection.

To ensure the safety of pupils and staff.

PPE

- To minimise risk of infection, we recommend staff wear face covering/masks whilst undertaking duties on transport.
- If using disposable face mask, this should be changed on each shift.
- In the case of challenging clients/behaviour (ie. those who may spit, bite or lash out), we suggest staff wear PPE (gloves, apron & face shield/visor) to offer maximum protection. In the case of these latter clients staff should report any issues/concerns immediately to the office and speak with the relevant Coordinator for that school.
- If using disposable PPE (ie gloves, aprons etc.), this should be disposed of immediately following each use and as per the guidelines below.
- Do not share PPE with colleagues.
- In addition staff should regularly wash their hands with soap and warm water as this is the most effective way of protecting yourself and others from the risk of infection.
- Where staff are unable to wash their hands (ie. whilst on transport), we suggest regular use of hand sanitiser after each/any physical contact with a client.
- It is not recommended to use sanitiser over disposable gloves. Where gloves are used, these should be disposed off after handling clients.
- **Disposal of used PPE** – This should be placed in a plastic bag, sealed and disposed of using the current guidelines. Harrow and Brent staff will find dedicated bins are provided in both the MOT Car Park and the Driving (Leisure) Centre Car Park.
- Passengers over the age of 11 and where appropriate should be encouraged to wear face covering/masks if they are able to do so safely whilst on transport. Special Needs children have an exemption if they cannot wear masks safely. It would be a parent's responsibility to ensure the mask is placed on before transport arrives.

SOCIAL DISTANCING

- Wherever possible maintain the recommended social distancing (1 - 2 metres) between you and any other person – given the nature of our work, we recognise this may not always be possible (ie. when transporting passengers in wheelchairs or if required to attend to a passenger's needs whilst on transport or assist in putting on their seatbelt etc.)
- To assist with the above passengers should be encouraged to put on their own seatbelt.
- When seated in the vehicle passengers and staff should be spaced apart wherever possible and not seated together – we recognise this may not always be possible.
- Passengers should use the same seat for both journeys. You may wish to create a seating plan to help remember. A template is provided with this document.
- Where possible we are currently looking to transport a maximum of 10 passengers plus the passenger assistant(s) on each of the on 14-16 seater minibuses. This however may not always be possible on each/every bus.
- On a standard saloon/hatchback vehicle we will be looking at seating no more than 1 passenger and 1 passenger assistant.
- On a standard MPV or similar vehicle the passenger numbers may vary between are 1-3 passengers and a passenger assistant
- On a large MPV (9 seats) or similar vehicle the passenger numbers may vary between 1-5 passengers and a passenger assistant
- If you are not in a vehicle that permits adequate spacing please contact your line manger for further advice.

CLEANING

- It is important that you follow the recommended guidelines from Public Health - It is recommended that after each journey you complete you wipe all external and internal handles, handrails and headrest, seats and seatbelt clips area's that your passenger/s and you touch frequently.
- Use antibacterial spray or wipes and ensure you are wearing gloves and dispose of the used gloves, paper towels, cloths and/or wipes in bag which should be sealed and disposed of in the dedicated PPE bins (one in the MOT car park, the other at the Driving (Leisure) Centre Car Park) – **PLEASE DO NOT KEEP THIS IN THE VEHICLE.**
- In addition vehicles will be deep cleaned if any clients or staff on that vehicle develop symptoms and which subsequently result in a positive (covid) test.

VENTILATION

- The use of air conditioning (AC) in a vehicle is generally not recommended. To maintain ventilation in the vehicle, especially when carrying passengers, we suggest that windows and sunroof/vents are open during the journey. In extreme heat if air conditioning has to be used, please ensure you do not use the 'air recirculating mode' if available. Please use the option for fresh air to be drawn into the cabin from outside and internal air to be expelled.
- During winter months if heating must be used, again as above do not use the air recirculating mode, if available.

SYMPTOMATIC PASSENGERS / STAFF

- If you develop a fever or a cough, STOP the vehicle in a safe place, avoid contact with others, and contact your line manager immediately for further instructions
- Do not transport any child who is showing symptoms of Covid19 (cough, temperature, lack of smell or taste, fever) – contact the office instead. **See separate guidance for full details.**
- All concerns in relation to passenger travelling with you should be reported as soon as possible for Transport to review whether it is safe to continue to transport them.

Parents have been asked to contribute to this process by ensuring:

- Their child washes their hands before boarding transport and immediately upon their return from school.
- Their child understands that touch/contact with other passengers in the vehicle is not permitted.
- Their child does not travel if they or anyone in the family is showing any symptoms of coronavirus. This should be reported immediately to the office so we can monitor the isolation duration.

September 2020

As is the case every September

- You will be required to carrying out dummy runs to ensure you know where each of your pick up points are and to ensure you route enables you to complete a kerb side collection.
- You should check your folders to ensure you have all the information for all your passengers, if you are missing any you should immediately contact the relevant coordinator.
- Drivers and Escorts are also required to check their vehicles are:
 - Clean
 - Fuelled
 - Ensure car seats, boosters are fitted by member of the transport Team
 - Ensure you have sufficient wheelchair restraints etc.

Should you have any queries regarding your new route/s you should where possible direct them to the nominated member of staff.

Thank you and Regards

Special Needs Transport Team

Harrow and Brent Transport Hub – Contact Us

Should you have any questions or wish to discuss your child's transport you will find the contact detail please do not hesitate to contact us at transporthub@harrow.gov.uk or using the contact numbers below.

7.00am – 2.00pm

Senior Coordinator Ben - 7.00am – 2.00pm -075481 187700

School Coordinators 7.00am - 2:00pm

07833 049 000 Afreen

07833 048 481 Rita

07833 046 819 Kerry

10.00am – 6.00pm

Senior Coordinator Jamie - 10.00am-6.00pm - 07833 048793

School Coordinators 10:00 – 6.00pm

07833 046 468 Nita

07824 901 129 Elizabeth

07833 059 174 Nicola

We also have managers on duty and can be reached on

Mo – 07766 205570 - 7.00am – 3.00pm –

Rahil – 07989 -484783 - 10.00am to 6.00pm

Vehicle Seating Plan for Bus

