

# North Lincolnshire Council

## Walking Bus Guidelines

1. There should be at least two adults on each route escorting up to 10 children, there must be one adult for each five children thereafter.
2. One adult should be the “Driver” leading the bus; the other should be the “Conductor” at the back of the bus. Other adults should walk between, so that children are supervised at reasonable intervals, concentrating on smaller children.
3. If there are not enough leaders to supervise the children they must be taken to school by their usual transport.
4. All children and adults must wear high visibility waistcoats from joining the bus, and at all times until the children are delivered to their destination.
5. The bus will follow the prescribed route unless a specific situation does not allow this, in which case the leaders will decide the safest alternative route until the prescribed route can be regained.
6. Any incident or significant information regarding the safety on the route e.g. road works, diversions taken etc should be reported to the co-ordinator.
7. Any children who do not stay with the group or behave in a way the leaders feel is unacceptable must be warned. If they are consistently badly behaved the parent will be told that they cannot continue with the bus. Any problems can be referred to the co-ordinator if tackling them directly is not possible.
8. If for any reason a leader is unable to attend their walking bus it will be their responsibility to inform a reserve leader, and if none are available, to ensure that parent/guardians of bus users are informed that the bus will not be operating. Each walking bus will have reserve leaders who will be available to cover for the absence of the regular leader.
9. Road Crossing
  - a. Any road with through traffic and any major road must be crossed as a whole group – the driver must wait for the conductor to reach the kerb before any of the group cross. When the road is clear at least one adult should stand in the road with the children crossing in between them. If

there are more than two adults the driver, the bus and conductor should cross whilst another adult stands in the road.

- b. Children should be expected to stay with the group. Some adults find it easier to organise a structured crocodile although walking two by two is not essential.
  - c. The walking bus provides an ideal opportunity for children to improve their traffic awareness and danger areas and situations should be talked about along the route.
10. Children should not be allowed to run off at the school gate but should be escorted to a designated location within the school grounds. Younger children may have to be escorted to the cloakroom.
  11. In the event of an accident or situation affecting the safety or well-being of a child, leader or third party the school and Road Safety Team must be informed at the earliest opportunity. The school's accident procedure must also be followed. Any major accident should be dealt with by one adult whilst the children are moved out of the way.
  12. Leaders will be recruited by the school the bus serves, and will be trained by North Lincolnshire Council Road Safety Team. The co-ordinator and Road Safety Team will be available to advise leaders on any specific issues regarding the operation of the bus.
  13. The leaders, acting as volunteers for North Lincolnshire Council, will be covered by the authority's insurance.
  14. Parents wishing their child to use the walking bus must sign the Parent/Child Agreement. A child will only be allowed to use the bus Providing that there are adequate supervision levels i.e. volunteer leaders at the time the application is made.
  15. All walking bus routes will be subject to a risk assessment, which will Be reviewed annually or at any other time should conditions on the route be significantly affected.