



Vehicle Movement on Site Policy

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Reviewed: August 2026

Date of next review: August 2027

Responsibility for review: Education Board

This policy will also be reviewed following an incident or near miss involving onsite vehicle movement.

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Skippers Preparatory School

Vehicle Movement on Site Policy

SECTION 1: Procedures

1. Scope

This guidance applies to all vehicle movements undertaken on school premises.

2. Objectives

The school seeks to ensure that the site is organised so that pedestrians and vehicles can circulate in a safe manner, that vehicles and traffic routes are separated wherever possible and that traffic routes are suitably signed and controlled.

3. Responsibility

The SLT has responsibility for the implementation of this policy with support from the Caretaker and Transport Manager as appropriate. The following areas will be addressed:

- School Minibuses
- Vehicles on site
- Parking and deliveries
- Access control and security
- School travel plan

Checklists in Section 2 cover design and layout, reversing, risk control and specific issues, and are used to develop and review procedures and undertake risk assessments. The school ensures that signage is in place to designate speed limits, access areas, prohibited areas, one-way systems and parking facilities. The Head or a designated senior member of staff to whom the Head has delegated responsibility. will be responsible for liaison with the police, highway authority, insurer/security advisers etc with regard to the School Travel Plan.

Parking arrangements are specified for staff, visitors, parents, those who are disabled and contractors. Additional information will be provided as appropriate in relation to special events.

Deliveries

Deliveries Wherever possible, deliveries are organised to take place at times when pupils are not on site, such as before the start of the school day. Deliveries should be arranged in advance wherever possible. Where it is essential that a delivery takes place during the normal working day, drivers are required to park only in designated areas where pupils do not have access. See also notes below about reversing.

Refuse and Recycling Collections

Wherever possible, collections are organised to take place at times when pupils are not on site, such as before the start of the school day. Where collections are scheduled to take place during the normal working day, drivers will be required to seek permission to drive onto the school premises. Their arrival and departure will be supervised by the site manager or a member of administration or catering staff, as appropriate, and parking will be permitted only in designated areas. See also notes below about reversing. See also notes below about reversing.

School buses for transportation to and from home

School buses for transportation to and from home School buses arrive and leave the premises at agreed times. When moving on site at times when pupils are in school, school vehicles will progress with hazard lights switched on. The Duty Person supervises the arrival and departure of the buses and ensures the safety of pupils and their separation from vehicles. Pupils will wait in designated areas away from transport movement prior to boarding and will be guided to move away safely from transport after disembarking. All use of the school minibus must be arranged via the Transport Manager. This will include the departure and return times of the vehicle so that suitable arrangements can be made with regard to the overlapping with any other vehicle movements. School vehicles and hired vehicles for trips, fixtures and other school events do not enter the school premises. The trip leader/teacher in charge will designate a member(s) of staff to supervise pupils walking to the transport, prior to boarding and after disembarking, ensuring that they assemble and wait in a safe location prior to boarding and move away safely from vehicles after disembarking.

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School vehicles and hired vehicles for trips, fixtures and other school events

School vehicles and hired vehicles for trips, fixtures and other school events do not enter the school premises. The trip leader/teacher in charge will designate a member(s) of staff to supervise pupils walking to the transport, prior to boarding and after disembarking, ensuring that they assemble and wait in a safe location prior to boarding and move away safely from vehicles after disembarking.

Parents bringing vehicles on site

Parents are able to drop children off in the morning, in the rear car park, and pick up at 15.30, 16.30, & 17.45, Children are supervised by a member of staff at this time. Other than this, parents' vehicles are allowed on site only in exceptional circumstances (eg collecting a sick child, Sports Day, a special event or the delivery or collection of heavy or bulky items). In such circumstances, permission must be obtained from the school office/headteacher. During school hours, including immediately before or after school, vehicle movement must be supervised and must proceed with caution, observing speed limits and directional signage. Vehicles may be parked only in designated or specifically agreed areas.

Pupils bringing vehicles on site

Not applicable at Skippers

Staff bringing vehicles on site.

At times when pupils are on site, including holiday club, staff must act with care and caution in following these guidelines. Staff vehicles moving on site in areas also used by pupils can move only at set times (Before 08.15 after 17.45) and must proceed with hazard warning lights on and with a member of staff walking in front of the vehicle to alert pedestrians. Staff may park only in the bottom car park, and in the lane.

Ride-on grass-cutting machinery

Grass cutting is done by an outside contractor and takes place out of school hours. Caretaker's vehicle- whenever possible the vehicle is driven through the grounds at times when pupils are not in that particular area. There is a very low speed limit on this vehicle.

SECTION 2: Considerations and Risk Assessment

1. Design and Layout

- The school uses an informal one-way system to manage the flow of traffic and ensure safety.
- Pedestrian walkways and waiting areas are protected by physical barriers for morning drop off and afternoon pick up.

2. Reversing

- Pedestrians are separated from reversing activities by supervising adults and physical barriers.

3. Risk control

- On-site lighting has been improved
- Traffic arrangements are communicated to pupils and parents on a regular basis
- Drop-off zones are provided for parents
- Increased supervision is provided during peak vehicle/pedestrian movement times

Legal Requirements and Education Standards

References:

- A. Handbook for the Inspection of Schools – The Regulatory Requirements, Part 3 (<http://www.isi.net>)
- B. Health and Safety Executive, homepage workplace transport (www.hse.gov.uk)
- C. "Guidelines for Environmental design in Schools" DfE Guidance 2003