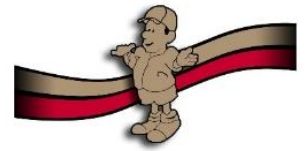


# Golden Boy Coaches



## Safe Operating Procedure for COVID-19 Secure Home to School Transport

This safe operating procedure has been produced using guidance from the Department for Education (DfE) and the Confederation of Passenger Transport (CPT). It applies to those services which exclusively carry children and young people to their place of education. It has been produced from a coach operator's perspective but schools may decide to implement their own measures.

### Students

1. You must not travel if you are showing any symptoms of COVID-19 (high temperature, new continuous cough, a loss of, or change to sense of smell or taste).
2. You must practice good hand hygiene. You are encouraged to bring your own personal hand sanitiser and use it before boarding the coach.
3. As per the DfE guidance, social distancing guidelines will not apply on dedicated school transport but will be implemented wherever possible.
4. The Department of Education advises students to wear a face covering when travelling on dedicated school transport. Any passengers sitting in the front row **will be required** to wear a face covering.
5. Where possible you must maintain a 2m distance away from the driver. The driver will disembark the coach at each stop and maintain a safe distance when you are boarding and alighting.
6. The coach should be boarded using the seats furthest from the entry door first, alighting in reverse order to boarding.
7. It is recommended that you sit with your 'bubble' or with the same constant group of each day.
8. You must keep any bags and belongings with you. Ideally your bags should be placed on the floor.
9. You must take any litter with you and the end of the journey and dispose of it accordingly.

### Drivers

1. Drivers will not attend the workplace if they are showing any symptoms of COVID-19. At the start of each duty drivers will confirm via a mobile application that they are symptom free.
2. Drivers will be subject to random temperature checks via a non-contact thermometer upon arrival at the depot.
3. Drivers will practice good hand hygiene and use the hand sanitiser and anti-bacterial wipes provided to them.
4. Drivers will wear a face covering when outside the coach on a school premises and wherever possible. There is no legal requirement to wear a face covering whilst driving, however a driver may choose to wear one as long as it does not hinder their driving ability in anyway.
5. Drivers should encourage all students to wear a face covering unless the student has a good reason not to or are exempt on medical grounds.
6. Drivers will disembark the coach at each stop and where possible maintain a 2m distance away from the passengers.
7. Drivers will not be expected to police arrangements such as seating plans, queues, wearing of face coverings or use of hand sanitiser – their role is to focus on driving the vehicle safely.

### Coaches

1. All high contact areas are disinfected before and after each journey.
2. Fresh air ventilation will be maximised whenever possible through opening windows, ceiling vents and forced air ventilation systems.
3. Where possible a shield will be fitted behind the driving position creating a barrier in-between the passengers and driver