



# **Acorn House**

## **Bus transport during school trips**

### **Policy and Checking Criteria**

### **Policy regarding bus transport during school field trips**

When organizing field trips and during the trip itself, organizers, educators and school management must all pay attention to various criteria. In the legislation published by the Ministry of Education, in February (2016), these requirements – competence and responsibility of organizers, educators and administration – are highlighted in detail.

Therefore, in order to comply with the mentioned legislation the management has established and detailed the division of responsibilities and tasks as follows:

#### **General Service Department Responsibilities:**

Prior to any contract Mr. Andrea Santoro as responsible of Acorn House Service will contact the transport company that may provide the service and request to produce copy of appropriate documentation or self-certification declaring the following:

- To be in possession of the licence to operate as renter of bus with driver (a valid copy of such document should always be kept on the bus);
- To be in compliance with the legislation on health and safety at work and in possessing of an updated Risk Assessment documentation;
- To be authorized to practice the profession (APP) and to be registered on the National Ministry of Infrastructure and Transport Electronic Registry (NER);
- To relay to a pool of drivers in possession of prescribed qualification permits.  
A copy of a Category D driving license should be filed in the school office (more specifically, D1 in the case of buses designed and constructed for no more than 16 passengers excluding the driver and with a maximum length of eight meters) and a qualification ID – namely, a CQC Card entailing Driver Qualification for the transport of people (the CQC qualification is highlighted by a “95” on the driving licence).

Will control that:

- The transportation vehicle is covered by a RCA insurance policy;
- The transportation vehicle has been regularly and duly checked every year, and that the result of said check has been reported on the vehicle’s registration certificate;
- The transportation vehicle is duly equipped with the means of control of driving and driver rest times (tachograph or digital tachograph);
- The operating driver is owner, partner or employee of the transportation company, and has a regular contract and his payments are in line with the required INPS and INAIL contribution payments (DURC);
- The vehicle is equipped with "plates" – that should be exhibited on the rear – indicating the maximum permitted speed (80 km/h and 100 km/h);
- The vehicles presents on board either a 5 litres foam-based fire extinguisher, or two 2 kg dry ice-based fire extinguishers;
- The number of individuals present on the vehicle is in line with the maximum amount the same can transport.

He will also further double check, in an empirical manner:

- The vehicles tiers usury degree;
- The efficiency of the light system, view and rear-view systems

#### **Responsibility held by the administration office, on the account of the Head teacher:**

- Acquire through the INPS - INAIL online service the single document, in course of validity, of regular contributions (DURC).

**Responsibility held by the office:**

- Send a communication, to the Police Department declaring the exact location where the field trip will start.

**Responsibility held by teachers and chaperons:**

- Monitor the bus driver and make sure that the same does not make use of any drug, psychotropic substances (pharmaceutical drugs) or alcoholic beverages, not even in small quantities;
- Monitor the bus driver and make sure that the same, while driving, does not make use of radiotelephones, or soundproof headphones.  
Hands-free devices or earphones are permitted;
- Verify that the driver stops for a 45 consecutive minutes break after 4 ½ hours driving or makes two breaks of at least 15 to 30 minutes interspersed within 4 ½ hours driving. Consider, also, that the driver can not drive more than 9 hours a day;
- Pay attention to the cruising speed, make sure that it always remains within the limits prescribed by road signs and/or imposed on vehicles of such dimensions: 80 km/h outside of town areas and 100km/h on the highway;
- Require the intervention of the Local Police Department (in charge in the area), should the behaviour of the driver or the suitability of the vehicle not correspond to the requirements summarized here;
- Make sure that pupils use their seat belts, should this be equipped with them. To be noted: in case of non-use of the same, when present, and in case of a minor, the group supervisor (i.e. teacher) is liable and answers in first person in case of accident.

**Responsibility held by Local Police:**

- Verify that break and driving time are complied with
- Check the documents of the vehicle
- Check the documents of the transportation company
- Check the documents of the driver