

Travel Agreement for Group Leaders

Dear Group Leader

The purpose of this document is to confirm First Travel Solutions (FTS) procedures and to outline the roles and responsibilities of all the parties concerned i.e.: FTS, Group Leaders/Staff and the Group Participants. By making a booking with First Travel Solutions you/your group are entering into a travel agreement and this is taken as confirmation that you and all staff taking part are aware of and accept the following associated responsibilities.

The Department for Education and Skills document makes clear that the Group Leaders must remain responsible for the overall safety of their students, other than whilst undertaking technical activities. FTS systems are therefore aimed at providing maximum support to Group Leaders when using booking and travel services but whilst agreeing that each stakeholder must accept responsibility for the following:

FTS is responsible for ensuring the following:

- Providing services that meet the Health & Safety on Educational Visits (formally HASPEV) good practice (particularly in relation to Planning Transport)
- Ensuring all travel arrangements are made and confirmed in writing with the group in advance
- The vehicle provider and drivers are competent to drive the proposed vehicle
- The vehicle has been, and is properly maintained at the time of the journey and that the vehicle will be suitable for the nature of the visit
- The chosen operator and FTS will carry appropriate insurance cover
- The vehicle will have appropriate fitted seatbelts and will comply with Department of Transport legislation
- Providing alternative and suitable transport in the event of any breakdown

Group Leaders must be responsible for the following:

- Provide relevant and accurate school access information to FTS in advance of the visit to allow vehicles to be positioned in the correct place and in adherence to school H&S protocols
- Having the group ready to depart on time. Should a group miss a scheduled service due to poor punctuality of for any other reason outside the control of the vehicle operator then any additional costs will be borne by the group and not by FTS or the operator
- For Risk Assessing the journey to and from the coach or rail pick up and drop off points
- For the safety of behaviour of pupils whilst waiting at pick up or drop off points and when getting on or off transport. Group Leaders are also responsible for the safety of the group when crossing roads or areas used by vehicles prior to boarding and post alighting of transport
- For administering First Aid to any members of their group
- Making the group aware of the safety rules and expected standards of behaviour. Any charge for proven vandalism of vehicles will be passed to the group
- For checking that all members of their group are wearing seatbelts
- Responsible for carrying out **ALL** headcounts for all legs of the journeys
- Having a strong presence at the pick up and drop off sites and during the travel to ensure the appropriate behaviour and effective pastoral care of their group
- Clearing up any mess as a result of travel sickness. Coach companies may charge for any additional cleaning required as a result. This charge will be passed on to the group

Consideration should also be given as whether a group should wear a visible or recognisable article of clothing to ensure easy identification e.g.: cap, or armband.

The pupils or group participants also have responsibilities:

- All students/group participants must follow Health & Safety instructions
- All students/group participants should behave with a concern for the safety of themselves and others
- All students/group participants (or their parents/guardians) should ensure that School Group Leaders are made aware of any health, dietary or medical conditions prior to the course

Note: FTS will not take any responsibility or cover additional costs that are incurred through a group being asked to leave any form of transport due to behaviour or other disciplinary matters.