

Bruern Abbey School



Vehicle Movement on Site Policy

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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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 SMT has responsibility for the implementation of this policy with support from the Estates Manager as appropriate. The following areas will be addressed:

- Vehicles on site
- Parking and deliveries
- Access control and security
- Hired buses for school trips or fixtures

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

Wherever possible, deliveries are organised to take place at times when pupils are not using the front of the school, 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 will be required to seek permission to drive onto the school premises. Their arrival and departure will be supervised by the Estates Manager or a member of the administrative or catering staff, as appropriate, and parking will be permitted only within the main driveway and car park.

Refuse and Recycling Collections

Wherever possible, collections are organised to take place at times when pupils are not using the front of the site, such as before the start of the school day or during lesson time. 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 Estates Manager or a member of the administrative or catering staff, as appropriate, and drivers will be required to stay within the main driveway and car park.

Bliss Travel buses for transportation to and from home

School buses arrive and leave the premises at agreed times. Their movements are organised during lesson times to reduce risk. 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.

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

School buses and hired vehicles will not deviate from the driveway and will observe the five miles per hour speed limit. The trip leader/teacher in charge will designate one or more members of staff to supervise pupils before boarding and after disembarking, ensuring that they assemble and wait in a safe location and move away safely from vehicles.

Parents bringing vehicles on site

Parents are able to bring their vehicles on site when dropping off or collecting their children at set times of day. These are between 7.15 and 8.15am in the morning and between 5.50 and 6.20pm in the afternoon. Parents may park only in the designated area(s) on the main driveway at the prep site and rear drive and front driveway on the senior site. Speed limits and directional signage must be observed. Parents will ensure that pupils leaving their parents' cars move quickly and safely away from the vicinity of vehicles. At collection times, pupils will wait under the direction of a member of staff in a designated area (the front hall in both respects), and be handed over to their parents at the front of the building.

Within the risk assessment for the prep school site, pedestrians and pupils rank as having the highest risk. Therefore, the red parking area on the parking map below is reserved primarily for pupils and their parents. Staff resident in the Main section of the building can also keep their cars in this section, as can the school nurse, as they are the most likely staff members to transport pupils. Given the additional parking now available, hopefully this area will provide sufficient parking for the daily needs of the parents and reduce both the risk to, and number of, pupils walking up and down the driveway at drop-off and pick-up times.

Low-speed, zero-emission vehicle (LZEV)

Staff, pupils and parents must follow current law when using low-speed, zero-emission vehicles (LZEVs), including e-scooters, to travel to or access the school. Privately owned e-scooters may only be ridden on private land with the landowner's permission and must not be ridden on public roads, pavements or other public places. LZEVs must not be ridden on the school site unless specifically authorised by the school as part of its site-safety arrangements. The school will review this guidance if the law changes.

Employee parking

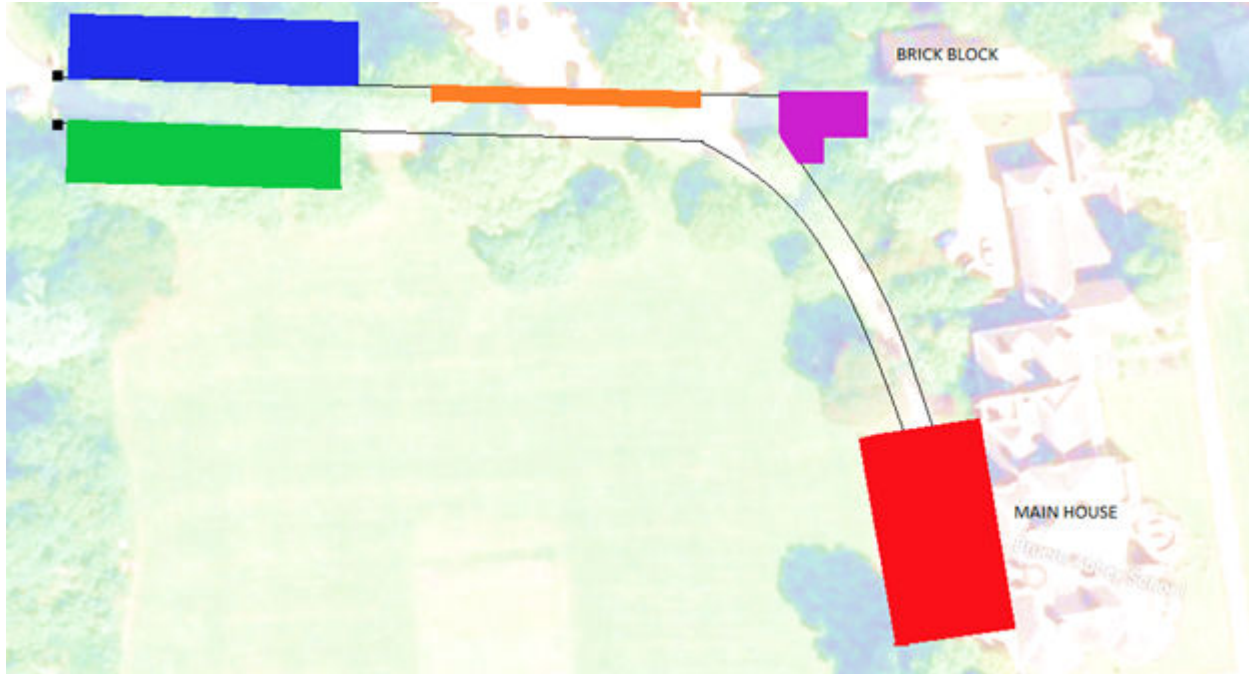
At the prep site, advice from visiting advisors in 2016 highlighted the need to more clearly outline where around within the school is pedestrian and where vehicles can be parked. This need resulted in the school constructing more parking early in 2017 and the map below highlights the orange, blue and green areas which are now available for staff parking. The purple area is also staff parking.

Any staff that work within the hours of 9.30am – 5.30pm on Monday, 9.00am – 5.30pm on Tuesdays and Thursdays and 9.00am – 3.00pm on Friday may also use the red parking area during these times as parental traffic should be much lighter during this period.

Contractors

Contractors can use the red, orange, green and blue parking. However, the work they are on site to carry out may require specific consideration, and this would most likely be specified within their method statement and/or discussed ahead of their arrival with the Bursar.

A map of parking areas for all members of the Bruern Prep Community



Ride-on grass-cutting machinery

Drivers of ride-on mowers and similar equipment, taking their machinery around the site, should move slowly and with extreme caution. Whenever possible, this should be at times when there is no pupil movement, such as lesson changeover times and breaks. Grounds and maintenance staff should liaise closely with sports and other relevant staff to ensure that grass cutting does not take place at times when these areas are scheduled to be in use.

Bruern Senior

Parking for staff at Bruern seniors is in the gravel car park for staff, visitors may park on the swoop out the front of the main building. The tarmac car park at the rear will be the daily drop off and pick spot.

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