



## MAVISBANK SCHOOL GUIDELINES FOR TAXI DRIVERS/ESCORTS

- All Taxi Drivers & Escorts should wear Identity Badges issued by North Lanarkshire Council at ALL times
- Children should only be transported in a registered taxi - plaque should be displayed on vehicle at all times
- Please ensure that Escorts are present when delivering and uplifting children from school (no children will be permitted to travel in vehicles unescorted)
- It is now Mavisbank School Policy, which has been approved at authority level, that all children who travel by taxi should be transferred to and from school via their buggy/wheelchair. Please note all straps, headrests, etc. must be properly in place. The children will be met in the main foyer by a member of staff and transferred along to their appropriate classroom

SCHOOL SESSION 9.00AM - 3.00PM (3.00 pick-up time)

- All escorts should wait in MAIN FOYER and collect children at the end of each session

**Escorting pupils: if for any reason there is a change of Escort please inform school office**

- a) Pupils must be placed in appropriate car seat or appropriate restraints (as specified in contract)
- b) Ensure childproof locks are in operation
- c) No unauthorised person is to travel in the vehicle while on contract
- d) NO SMOKING is permitted in vehicles on school transport contracts (drivers should endeavour to ensure this is enforced)
- e) A suitable Fire Extinguisher and fully equipped First Aid Box should be carried in all vehicles whenever they are operating on school contracts
- f) In adverse weather conditions drivers should contact the Head Teacher:
  - to check that school is open
  - any concerns/problems that may arise
- g) Please ensure parents have telephone numbers to contact taxi firm in the event of any change in transport arrangements (absence from school etc)

The transport section at Kildonan Street will have informed you that some of the pupils who attend Mavisbank are prone to epileptic seizures. If this involves the pupil you are transporting you will be advised as to what procedures should be put into practice should the pupil require medical intervention. (Please consult with Head Teacher)

## MONTHLY TAXI RETURNS

These should be handed into the School Office on the last day of the month.

Please do not hesitate to contact me if you have any concerns relating to any of these issues.

I look forward to working with you in the next school year.

Reviewed :John Lochrie, Eileen McDonnell July 2015

Next Review: July 2018

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**GUIDELINES FOR TAXI DRIVERS AND ESCORTS**



**PROCEDURES/STEPS TO BE TAKEN TO ENSURE SAFETY OF CHILD – EPILEPTIC SEIZURE**

*We strongly recommend that escorts should travel in the back of the car, beside the child, at all times – (John Lochrie Head Teacher)*

It is recommended that in order to ensure the safety of the child the following procedures should be carried out -	TAXI DRIVER	ESCORT
STEP 1	REMAIN CALM	a) ensure initial safety of child – check airway is clear b) keep speaking to child and give constant reassurance
STEP 2	Assess whereabouts on journey Are you nearest to: <b>HOME/SCHOOL/HOSPITAL</b> Take child to closest destination as quickly as possible	
STEP 3	Radio TAXI FIRM to get them to contact the school with the following instructions: a) name of pupil b) whether you are heading for <b>SCHOOL/HOME/HOSPITAL</b>	
STEP 4		Check and note the following 3 things: a) time seizure started b) length of time child is in a seizure c) describe type of seizure
STEP 5	If decided destination is <b>HOME/SCHOOL</b> – the appropriate people will be on hand to deal with the child on your arrival. <b>ALTERNATIVELY</b> if destination is the <b>HOSPITAL</b> – take child to A & E and hand over relevant medical forms (meanwhile school staff will make their way to <b>HOSPITAL</b> to assist you as quickly as possible)	

