



**CORNWALL  
COUNCIL**  
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# **Covid-19: Transport Procedures Schools and Social Care**

Transport Coordination Service  
Cornwall Council

June 2020



# Introduction

This procedural document is based on the latest Government guidance issued in response to the ongoing Covid-19 crisis and will be subject to further updates as required.

All Cornwall Council's contracted Home to School and Social Care transport providers are being provided with copies of this document and must follow it at all times. The document is also being circulated to schools and families to ensure all parties involved are aware of what is required and expected on transport at this time.

This document refers to "children", "schools" and "parents" but is equally applicable to all service users of transport provided through Cornwall Council (including any carers or support staff supporting those individuals at residential, respite or day care settings).

## Procedures:

1. All parties involved must continue to keep themselves fully informed and follow the latest Government guidance, as below:
  - a. Guidance for **Transport Providers**:  
<https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators>
  - b. Guidance for **Passengers**:  
<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>
2. Understandably, some **Parents** will feel reluctant to allow their children to travel with others from outside of their own household at this time and will prefer to transport them themselves. Should this be the case then said **Parents** are politely asked to advise their **Schools** and centres but also the **Transport Coordination Service** accordingly.
3. No individual who has coronavirus symptoms or has been asked to isolate as part of the NHS 'Test and Trace' service should travel on a transport service with others and self-isolation protocols must be followed (this applies to both **Transport Staff** and **Passengers**). This could mean that **Parents** and **Schools** may have to make alternative arrangements for the collection of any child who displays symptoms during the school day.

4. Ensuring strict hygiene practices are followed is vital, so please note the following:
  - a. **Transport Providers** must ensure vehicles are thoroughly cleaned daily with additional cleaning taking place prior to and after each journey. This must include targeting any surface that is likely to be touched (such as driver controls, all handles, seatbelts and seat backs).
  - b. **Transport Providers** must ensure **Transport Staff** thoroughly wash their hands before and after each journey.
  - c. **Parents** and **Schools** must ensure that all children also thoroughly wash their hands before and after each journey.
  - d. **Transport Providers** must ensure that hand sanitizer is available in the vehicle at all times.
  - e. **Transport Providers** must ensure that vehicles are ventilated as much as is safely possible at all times.
  - f. All cleaning / washing must be carried out using products confirmed to be effective in protecting against coronavirus.
5. The Government has announced that from 15 June it will become compulsory for face coverings to be worn on public transport, so please note the following:
  - a. For consistency, from 15 June we are asking that **Parents** and **Schools** ensure face coverings are worn by all passengers regardless of whether travel is by public transport, contracted bus/coach or minibus/taxi.
  - b. Face coverings may not be appropriate for some individuals, depending on their age and individual circumstances. **Parents** and **Schools** are asked to advise the **Transport Coordination Service** and the **Transport Providers** of any cases where face coverings cannot be worn.
  - c. **Transport Providers** should advise the **Transport Coordination Service** of any cases where there is concern that a face covering is not being worn without legitimate reason.
  - d. It should be noted that face coverings, as defined by the Government, can be easily made from materials found within the household (guidance is available [here](#) on the Government website).

6. Social distancing should be followed and a distance of 2 metres maintained between vehicle occupants wherever possible with the following measures also implemented:
  - a. The number of passengers travelling on a shared vehicle should be reduced to allow social distancing.
  - b. **Parents** and **Schools** should ensure that any children travelling together who live in the same household always sit next to each other in vehicles.
  - c. **Transport Providers** should promptly raise any concerns about lack of opportunity for social distancing on vehicles to the **Transport Coordination Service**.
  - d. Children must be reminded of the need to social distance prior to the journey by **Parents** and **Schools**, as well as during the journey (whenever necessary) by **Transport Staff**.
  - e. **Transport Staff** instruct children where to sit and seating should be planned to avoid unnecessary close contact or the need for children to pass each other when boarding and alighting.
  - f. **Transport Providers** should promptly report any cases involving individuals failing to follow social distancing instructions to the **Transport Coordination Service** and **School**.
7. To avoid unnecessary close contact, the following steps must be taken:
  - a. **Transport Providers** should ensure the same staff are assigned to each vehicle consistently.
  - b. **Parents** and **Schools** should ensure children travel only on the vehicle / route to which they have been allocated by the **Transport Coordination Service**.
  - c. **Parents** and **Schools** must ensure that someone from the child's household (at the home address) and a member of school staff working with the child during the day (at the school) assist with all matters relating to any child requiring assistance in transferring in and out of the vehicle (including fitting seatbelts and any physical support required).

We want everyone who travels on transport arranged by Cornwall Council to be as safe as possible – following these procedures will ensure we achieve that.  
Thank you.

Please contact the **Transport Coordination Service** if you have any concerns or questions about these procedures ([transport@cornwall.gov.uk](mailto:transport@cornwall.gov.uk) / 0300 1234 222).