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Monday 17th August 2020

Dear Kevin, TLA

I am writing to you with important information about school bus travel from September. The safety of all our passengers is important to us and we want to make sure that using the bus continues to be as safe as possible. I attach general safety information, as displayed on our website, and we would be very grateful if you could include this in a forthcoming e-mail to parents, along with the public bus arrangements for your school.

I also attach our School bus risk assessment for your information. We hope that our approach to school transport will be consistent with the measures that you have decided upon.

There are three areas of activity in which we would be particularly grateful for your support, in addition to distributing the information for parents: -

- we would be grateful if you would consider a system of year group bus prefects to monitor the correct use of zones on the buses
- we would be grateful if you would ensure queuing and loading buses at the end of the day is done as safely as possible
- Social distancing for school and college pupils is not anticipated by DfE guidance, and we will be expecting to load buses to normal levels, hence the need to designate zones for specific year groups. [Omit this paragraph for Colchester Colleges & Norman Way.
- Where we provide transport as public bus services, we have listed the arrangements we propose in the attached document. Where this is part of a regular bus service then we will make provision for adult passengers in the front (downstairs) of the bus, so that social distancing between them can be maintained and they are socially distanced from the school children. We will also be providing larger buses and in some cases an extra bus to achieve this.

All the arrangements for zoning require some degree of organisation and we will be making spot checks on the effectiveness of the system, as well as welcoming any feedback you may have. Glen Shuttleworth (District Manager)

Customer Services 03301 020 801

Yours sincerely

Jeremy Cooper
Managing Director