



THE WEBBER
INDEPENDENT SCHOOL

Vehicle Movement on Site Policy 2026/2027

This policy applies to all pupils at the Webber Independent School, including those in the Early Years Foundation Stage (EYFS)

Last Review: August 2026
Next Review: July 2027

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The Webber Independent School

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 SLT has responsibility for the implementation of this policy with support from the Site Manager. The following areas will be addressed:

- Vehicles on site
- Parking and deliveries
- Access control and security
- School Minibuses

Checklists in Section 2 cover design and layout, reversing, risk control and specific issues, and are used to develop and review procedures and undertake risk assessments. The school ensures that signage is in place to designate speed limits, access areas, prohibited areas, one-way systems and parking facilities. The Head Teacher will be responsible for liaison with the police, highway authority, insurer/security advisers etc with regard to the School Travel Plan.

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 and Refuse Collections

Wherever possible, deliveries are organised to take place at times when pupils are not on site, 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, their arrival and departure will be supervised by the site manager or a member of administration or catering staff, as appropriate, and parking will be permitted only in designated areas.

Preventing vehicles access to rear Playground

A chain is placed across the rear playground daily from 9:00 am to 2:00 pm to restrict access. If any activities are taking place in the playground outside of these hours, the chain should remain in place. Signage is clearly displayed to inform drivers that access is not permitted when the chain is up. It is the responsibility of the Site Manager—or a member of the Kitchen team in their absence—to ensure the chain is correctly positioned when required.

School buses for transportation to and from home

School buses arrive and leave the premises at agreed times. 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.

All use of the school minibus must be arranged via the Transport Manager. This will include the departure and return times of the vehicle so that suitable arrangements can be made with regard to the overlapping with any other vehicle movements.

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

School buses and hired vehicles arrive and leave the premises at agreed times. When moving on site at times when pupils are in school, school vehicles will progress with hazard lights switched on. The trip leader/teacher in charge will designate a member(s) of staff to supervise pupils prior to boarding and after disembarking, ensuring that they assemble and wait in a safe location prior to boarding and move away safely from vehicles after disembarking.

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 7.00am-9.00am in the morning and between 3.30pm-6.00pm in the afternoon. Parents may park only in the designated areas. Speed limits and directional signage must be observed. The member of staff on duty will ensure that pupils leaving their parents' cars will 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, and cross from there to their parent's vehicle on arrival, when directed by the member of duty staff.

Staff bringing vehicles on site.

At times when pupils are on site, including holiday club, staff must act with care and caution when entering and leaving school premises. Staff must only park in designated parking bays.

Low-speed, zero-emission vehicle (LZEV)

Where the school has requests from staff, pupils and parents to arrive at school on LZEV (generally e-scooters)

The government has announced that they intend to create a new Transport Bill enabling e-scooters and other LZEVs to be used in public spaces. At this point in time such vehicles are only legislated for in private and staff and pupils should not be using LZEVs to travel to, or to access the school site. We will provide further guidance on this once the Transport Bill is published.

SECTION 2: Considerations and Risk Assessment

The three sections below should be used by schools as a checklist in order to

- a. Refine section 1, above, to provide clearer procedures
- b. Undertake annual review of the policy
- c. Conduct risk assessments in relation to the activities covered by this policy.

1. Design and Layout

- Are the traffic routes wide enough for the movement of vehicles?
- Has consideration been given to the need for vehicles to pass each other?

- Can you use a one-way system?
- Does the layout allow safe movement of pedestrians close to vehicles?
- Are pedestrian walkways and waiting areas protected by physical barriers?
- Are storage tanks and sources of power, which are close to traffic routes protected against impact?

2. Reversing

- Are arrangements in place for dealing with reversing vehicles?
- Are pedestrians separated from reversing activities?
- Have designated individuals been trained to assist with reversing activities where appropriate?
- Do such individuals have high visibility clothing?
- Have vehicle drivers been informed to stop if they lose sight of the reversing assistant?

3. Risk control

- Do staff in charge of supervising vehicle movement and pupils boarding and disembarking wear high visibility clothing?
- Can arrangements be made for vehicles to be parked off-site?
- Can you provide separate pedestrian access?
- Can you organise buses to be loaded/off-loaded so that reversing is not required?
- Can you arrange deliveries/contractors activities so that they do not coincide with school start/finish times and breaks during the day?
- Can you improve on-site lighting?
- Have you communicated traffic arrangements to pupils and parents?
- Can drop-off zones be provided for parents?
- Can you enforce speed restriction on site?
- Can you provide increased supervision during peak vehicle/pedestrian movement times?

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

Recommended Review period:	Annual
Review by:	Site Manager
Date reviewed:	Summer 2026