

Parental Responsibility -

Home to School Transport,
Children with Additional Needs



Gateshead Council is committed to providing a safe reliable service for the transport of children from their home to their school where they have been designated as having additional needs and where they have successfully applied for assistance with transport provision. This also includes the safety and welfare of operators, drivers and escorts providing this service.


Assistance may be in the form of a taxi, minibus, or tail hoist vehicle for wheelchair access, depending on the provision required. It may also take the form of a bus pass.

This pamphlet outlines key areas of responsibility that allow you as parents to play your part in the successful transportation of your children to their school.

Parents are ultimately responsible for the behaviour of their children during their transportation. Please impress upon your child the need to wear the seat belt provided. If pupils refuse to wear a seat belt the provision of transport may be withdrawn.

Parental responsibility

It is your responsibility as a parent or guardian to:

- ensure your child is ready to be collected in the morning from the arranged pick up point. Any delay may lead to unnecessary concern by other parents and pupils on that route. Instances of repeated lateness could lead to a review of transport provision.
 - take and collect children to and from the vehicle. Escorts are not required to leave the vehicle and ring the doorbell and drivers should not be sounding their vehicle horn
 - inform the operator if there is a problem on a particular morning when they arrive and also telephone Gateshead Council, Central Transport Unit on 0191 433 7474. Failure to do this will result in the transport being instructed to proceed to school. You are then responsible yourself for the transportation of your child to school
 - ensure a responsible adult collects your child from the vehicle on their return home. If no one appears to collect your child after five minutes the Driver/Escort will notify The Central Transport Unit and carry your child for the remainder of the journey and take your child to the duty Social Worker at the Civic centre or the closest Police Station.
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- inform the central transport unit of any alterations in the provision of education to your child in relation to respite arrangements or out of school clubs. These must be arranged through the Central Transport Unit on 0191 433 7473 or 0191 433 7474
 - provide the name, address and number of another responsible adult who may be available for your child to be collected from/dropped off at in the event of an emergency. These details should be passed on to the Central Transport Team.
 - if offered a bus pass you will need to provide a current photograph of your child and to ensure that your child always has their bus pass available for use on public transport.