

From: [Foi Enquiries](#)
To: [REDACTED]
Subject: EIR-17-0285 - School Transport
Date: 09 March 2017 11:48:02
Attachments: [Further Information - Right to Review & Appeal.pdf](#)

Dear [REDACTED]

Thank you for your information request of 16 February 2016. Aberdeen City Council (ACC) has completed the necessary search for the information requested.

1) How many school buses does your local authority rely on in an average school day to take pupils to school?

- 24 Total, as follows:
 - 20 Coaches
 - 4 buses (single, double and/or articulated)

2) What checks do you have in place, over and above getting the buses MOTs, to ensure school buses are of a high standard?

- Contact stipulates that vehicles must comply with relevant legislation regarding roadworthiness and maintenance. In addition such vehicles are subject to a licensing regime under the Traffic Commissioner and such vehicles are subject to Driver and Vehicle Standards Agency (DVSA) monitoring.
- Additional requirements include:
 - Higher grade school bus signs must be displayed when undertaking school transport.
 - Passenger Transport Assistants must be provided by the Service Providers for buses over a certain seating capacity.
 - Maintenance records, MOT certificates, etc. are reviewed by the Contract Monitoring Officer.
 - The Council can instruct a vehicle inspection by an authorised officer.
 - Service Provider's must notify the Council of all vehicle prohibition or defect notices issued by the DVSA, Police or other enforcement agencies against vehicles utilised under Contract.
 - Such vehicles must have automatic audible reverse warning devices.
 - Under Contract all vehicles must be adequately clean, internally and externally, at all times. Vehicles must be swept daily and washed regularly with all interior surfaces receiving a heavy clean every 4 weeks. All vehicles must have exterior paintwork, interior seats and fittings in good condition such as to promote confidence in Service Users and will be maintained to a satisfactory level to ensure no ingress of water or exhaust fumes.
 - All vehicles must carry an approved and fully serviced fire extinguisher appropriate to the vehicle type and a fully equipped first aid kit conforming to the standard required by the Public Service Vehicle and Minibus Regulations 1980.

3) Does the council have a vehicle/public transport inspector or someone who carries

out checks on school buses?

Yes, the Council has a Contract Monitoring Officer who conducts checks on all contracted school transport.

a) If so, how regularly do they carry out checks on school buses?

- Each contract is checked as a minimum twice annually.

b) If so, how regularly do they carry out checks on school bus drivers?

- Drivers are checked for Council approval status at the minimum twice annual checks and sample licences are checked annually. Drivers will also be required to present an updated PVG certificate once every three years.

c) If so, how do you deal with any non-compliance that is revealed through these checks?

- Non-compliance is dealt with in accordance with the terms and conditions of Contract.

4) In how many instances have non-compliance issues been flagged up during these checks in the following time periods:

All incidents of non-compliance noted below are instances of non-compliance with the Council's operational requirements under the terms and conditions of Contract, the vast majority of these were not as a result of any legislative non-compliance.

a) 2013

- 11 instances

b) 2014

- 17 instances

c) 2015

- 7 instances

d) 2016

- 11 instances

5) What checks are in place to vet transport companies before they are awarded contracts for school transport?

- All Service Providers must submit a tender prior to being awarded contracts for

school transport. A Tender evaluation is undertaken to ensure any Service Provider is suitable, which includes:

- o Signed declaration by service provider with regards to any mandatory rejection factors specified in Regulation 23(1) of the Public Contracts (Scotland) Regulations 2012.
- o Financial viability is assessed to ensure the service provider has sufficient financial standing to deliver the requirements of the Council.
- o Tenderers must meet the minimum insurance levels set out by the Council.
- o Satisfactory reference provided to the Council to demonstrate high standard of previous contract performance.
- o Suitability for meeting the minimum legislative requirements is assessed by the Council with regards to ensuring sufficient procedures are in place to meet legislative obligations for Health & Safety and Equal Opportunities
- o Assurance that all drivers who will perform the functions of the contract must hold PVG membership prior to commencing any contract

6) What checks are in place to vet drivers before they drive school buses?

- All drivers must be members of Disclosure Scotland's PVG Scheme and provide a PVG record to Council for consideration on suitability. The Council will make an assessment and all drivers must be approved by the Council prior to being utilised on school transport.

7) How many school bus seats do you provide?

- 1222

8) How many of these seats have a seat belt?

- 972 (250 seats are on supported bus services which are operated by local bus service vehicles and are open to the general public.)

9) If seatbelts are provided, do you have a policy on wearing seatbelts?

- Yes, other than on the supported bus services on all other contracted school transport seatbelts must be worn, this is enforced by:
 - o This is required by Law.
 - o Our Terms and Conditions set out the requirements for seatbelts with service providers.
 - o Policy handbooks are provided to Drivers and Escorts to ensure they are aware of their role.
 - o Policy handbooks are provided to Parents and Guardians to make them aware of their/their children's responsibilities.

10) Is this enforced?

-
- Yes

11) If so, how?

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- Contract Monitoring Checks
- Use of Passenger Transport Assistants
- Children will be refused transport if they will not wear their seatbelts.

We hope this helps with your request.

Yours sincerely,

Information Compliance Team

INFORMATION ABOUT THE HANDLING OF YOUR REQUEST

ACC handled your request for information in accordance with the provisions of the Freedom of Information (Scotland) Act 2002. Please refer to the attached PDF for more information about your rights under FOISA.

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