

Taxi booking protocol including extra costs

Arrival and departure taxis

If you require a taxi for the start and end of terms/half terms then taxi requests must be completed 7 days in advance via the arrival and or departure form.

The travel office is open for 2 days after a school holiday begins and is closed after that. An out of hours office is available in an emergency. A booking through the out of hours office will include an additional £50 per person charge for the taxi booking.

A 24 hour change of taxi time due to flight or train delays are exempt from the above however these should be emailed in but followed up with a phone call to the travel coordinator to ensure that the change has been logged and actioned.

All taxi requests will be followed up with a taxi confirmation. Unless you have a taxi confirmation form from Buckswood – the taxi has NOT been booked.

Your child will need to travel with a copy of the taxi transfer form as this may be asked for at the UK border gate.

Buckswood only use approved school divers and must only travel in the taxi that has been booked for them.

Students must follow the rules and regulations set by the taxi driver.

Arrival to school

<https://www.buckswood.co.uk/permissions-forms/arriving-to-school/>

Departing from school

<https://www.buckswood.co.uk/permissions-forms/departing-from-school/>

Anti-social hours for leaving school or arriving to school

A charge will be made for anti-social arrival/departure times. These are before 6am and after 11pm. This covers staffing an early/ late staff start.

Leave of absence from school form

All leave forms with taxi requests need to be submitted before a Thursday 9am for the forthcoming week so approval can be sought by SMT.

Leave forms and taxi requests

<https://www.buckswood.co.uk/permissions-forms/>

Taxi driver protocol

All drivers are expected to only collect from the pre-booked collection point and only drop off at the pre-booked destination - there should be no un-scheduled stops

All drivers are expected to report any concerns about their passengers to staff members upon arrival or via telephone to the main school line in an emergency

All drivers are expected to ensure that all passengers have been signed out of school by a member of staff before departing the school grounds

All drivers are expected to ensure that all passengers have signed back in with a member of staff upon arrival

All drivers are to be aware that whilst in transit, they are responsible for safeguarding all passengers

All drivers are expected to communicate only with the School concerning bookings and are not permitted to communicate with students directly via any messaging platform or associated forum

All drivers are expected to not assist with or witness passengers purchasing alcohol, cigarettes or any other uncontrolled drug. Any incidents of this nature must be reported to a member of school staff