

Support roles

School staff

School staff are the first people to speak to if you have questions about your child's transport.

- Help pupils get to/from vehicles safely.
- Make sure pupils wear seatbelts.
- Support good behaviour.
- Report changes that affect transport.

Travel escorts

Some pupils may have a Travel Escort if extra support is needed for safety. This is decided by the school and support team.

- Help pupils at pick-up and drop-off.
- Make sure pupils are safe and behave.
- Check seatbelts and restraints are used properly.
- Make sure pupils are left with a responsible adult in emergencies or bad weather.

Drivers

All drivers are background checked and carry photo ID.

- Only transport approved pupils.
- Help with pick-up/drop-off if no escort is present.
- Secure wheelchairs and seats correctly.
- Follow the planned route—they can't make changes unless approved by the Council.

Further information

If you have any issues or queries relating to your child's transport arrangements please speak with your child's school.

School transport information, related documents and contact details can be found on the Fife Council website at www.fife.gov.uk/schooltransport

Transport provider

Contact details

Pick up time

Assisted School Transport

A quick guide about school transport for children and young people with Additional Support Needs



Fife Council wants to make sure all pupils travel safely to and from school. This guide explains what you, as a parent or carer, need to know about school transport.

Fife Council policy is to provide transport to the catchment school for:

- Primary aged pupils who live more than 1 mile from their catchment school.
- Secondary aged pupils who live more than 2 miles from their catchment school.

These rules apply to all pupils, including those with additional support needs.

Pupils living closer may still get help if agreed through a planning meeting. This is arranged through your school.

For looked-after children, transport is arranged by their social worker.

Transport is chosen based on the pupil's individual needs. It goes between home and school only – not to other addresses or for respite care.

Transport arrangements

You should receive a letter before August with details about your child's transport, including pick-up times, the driver or escort's name, and contact information.

If transport starts during the school year, or there are changes to transport arrangements, your child's school will give you the details.

Your responsibilities

- Make sure your child goes to school full-time.
- Help your child behave well on the transport.
- Be at the pick-up point to hand over and collect your child.
- Be ready on time – the vehicle will only wait 5 minutes.
- Help your child into their seat or car seat if needed.
- Make sure your child wears a seatbelt.
- Arrange for someone else to help if you can't be there.
- Have a back-up plan if your child misses the transport.
- Tell the school if you move house or no longer need transport.
- Provide any documents needed for transport applications.

Special equipment

If your child uses a wheelchair, car seat, or harness:

- You must give details about the equipment to the school.
- Equipment must be safe and used properly.
- Booster seats for posture will be provided by the Council, but you must fit them correctly.

If transport doesn't arrive

- Wait 5 minutes after the expected time.
- Then call the transport provider.

If your child is ill

- Let the school and transport provider know as soon as possible.
- If your child doesn't travel to school, transport won't return for them unless you've arranged it with the school.

Delays or disruptions

- Pupils will stay on the vehicle until help arrives.
- If it's unsafe, they'll be moved to a safe place and alternate transport will be arranged if needed.

School closures

If schools need to close due to bad weather or for any other reason:

- You'll be told by groupcall message. Information may also be broadcast on local radio.
- If schools close early, transport will try to take pupils home.
- Drivers will decide if roads are safe. If not, pupils will be returned to the pick-up point.