



Cayman Prep & High School

WHOLE SCHOOL

Transportation Policy

School Mission Statement:

At Cayman Prep and High School, we aim to provide a stimulating learning environment, firmly rooted in Christian principles, in which our Children become critical creative thinkers, responsible citizens and lifelong learners in an ever-changing world".

Core Values:

<i>Loyalty</i>	<i>Forgiveness</i>
<i>Self-Discipline</i>	<i>Empathy</i>
<i>Integrity</i>	<i>Friendship</i>
<i>Excellence</i>	<i>Caring</i>
<i>Respect</i>	<i>Communication</i>

This Policy:

1. Introduction

CPHS is committed to ensuring the safety, security, and well-being of all students during any form of transportation organised or facilitated by the school. This policy outlines guidelines for transportation to and from school-sponsored events, off-campus activities, and emergency situations, in alignment with best practice standards and safeguarding responsibilities applicable in the Cayman Islands.

2. This policy applies to:

This policy applies to:

- All staff, volunteers, and contractors.
- All students enrolled at CPHS
- Any transportation service arranged, contracted, or endorsed by the school.

3. Principles

- Student safety is the highest priority in all transportation decisions.
- Compliance with the Education Act, Traffic Act and Child Safeguarding regulations of the Cayman Islands and CPHS best practice guidelines.
- Proper vetting and licensing of third-party transportation providers.
- Clear protocols for emergency situations.



4. Use of School Staff for Student Transport

- During the school day, or where the transportation is for a school event, staff must not transport students in their personal or school-owned vehicles under any circumstances, except in an absolute emergency where no safer, reasonable alternative is available.
- Definition of Emergency:
An emergency includes, but is not limited to:
 - A situation where there is an immediate threat to the student's health or safety.
 - Medical emergencies requiring immediate transport to the nearest medical facility.
 - Natural disasters or urgent evacuations.
- Procedure in Emergencies:
 - Notify the school Leadership immediately (i.e. the Primary Leadership Team (PLT); the High School Leadership Team (HLT) or the Senior Leadership Team (SLT) as applicable).
 - Inform parents/guardians as soon as practicable.
 - Document the incident in full detail, including time, reason, route, and individuals involved.
 - Wherever possible, ensure that two adults are present in the vehicle for safeguarding purposes. In the event that it is not possible to avoid a 1:1 situation (due to the nature of the emergency) the following steps must be taken:
 - The parent/guardian of the child must provide approval in writing via email, hardcopy, or text/What's App message naming the driver to transport the child, unless the nature of the emergency prevents a parent/guardian from being able to do so; and/or
 - The driver must have accommodation to call the relevant Principal or if the Principal is not available the School Director (e.g. speakerphone, Bluetooth in the vehicle to connect the phone) and keep the line open while transporting the child.
 - Ensure appropriate seat belts and/or child seats are used.

5. Use of Private Bus Companies

- The school will contract only reputable, licensed private bus companies.
- All private bus companies must:
 - Hold valid Public Transport Licensing Board (PTLB) certification.
 - Ensure all drivers have appropriate police background checks and hold a valid Cayman Islands driver's license for passenger transport.
 - Maintain vehicles to meet safety and maintenance standards.
 - If possible, ensure working seat belts.
 - Provide appropriate insurance coverage, including public liability and passenger liability.
- Supervision:
For school trips, appropriate numbers of school staff will accompany students on the bus to ensure proper supervision and behaviour management. The driver will never be responsible for the supervision of children. This is in line with the Risk Assessment documentation that will have been completed and approved prior to the trip.
- Students should be counted on and off buses in line with risk assessment.



6. Use of Taxis

- Approved Use:

Taxis may be used for transporting students in certain approved circumstances, such as:

- When pre-arranged through a licensed taxi service.
- In the event of urgent but non-emergency needs (e.g., transporting a student home if a parent is unexpectedly unavailable).

- Requirements:

- Only use licensed taxis with Public Transport Board-approved operators.
- Where possible, two students should travel together or be accompanied by a school staff member (adhering to safeguarding policies).
- Parents/guardians must provide prior written consent for taxi use, except in emergency situations where verbal consent will be obtained and followed up in writing.

7. Parental/Guardian Responsibilities

- Parents/guardians are primarily responsible for the safe transport of students to and from school unless they participate in school-organised transportation.
- Parents must ensure the school has up-to-date emergency contact details.
- Parents are encouraged to familiarise themselves with this policy.

8. Policy Communication and Review

- This policy will be made available to all staff, parents, and transport providers.
- Training will be provided to staff regarding emergency transport protocols and safeguarding responsibilities.
- The policy will be reviewed annually, or as needed, to ensure ongoing compliance with Cayman Islands laws and best practices.

CAYMAN PREP AND HIGH SCHOOL TRANSPORTATION POLICY

I confirm that I have read and understood the Transportation Policy for Cayman Prep and High School and agree to abide by its contents.

Name: _____

Signature: _____ Date: _____

Capacity Involved with The School: _____