

Sent via email to all Headteachers for  
distribution to Parents/Carers

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our reference

your reference:

please ask for:

date: 11<sup>th</sup> September  
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Dear Parent/ Carer

Now that we are at the start of the new school year, it is timely to remind you of a few important points regarding your child's transport.

Your child's transport is arranged by the Council's 'Transport Commissioning' team. They ensure that:

- All Drivers and Passenger Assistants have undergone an enhanced DBS check and wear a Cheshire West and Chester identification badge every day that they transport your child.
- Transport contractors always use a vehicle specified to meet your child's individual needs.
- Any changes to Drivers and Passenger Assistants are agreed in advance with the Transport Commissioning team and are communicated to you immediately.

Transport contracts for this school year are now in place and you should be aware of, and have met, your regular Driver and Passenger Assistant(s). Each company will have provided to the Transport Commissioning team, details of any staff who will cover for sickness or any other absence, and those staff will also have undergone the enhanced DBS check and wear a Cheshire West and Chester contract identification badge every day.

The Transport Commissioning team will tell you before there is any change of company providing transport (either directly or via your child's school). Should a different driver/transport company arrive to collect your child, you will already know in advance who it will be.



# Cheshire West & Chester Council

Inevitably last minute changes sometimes do occur due to unforeseen circumstances. If this is the case and a different driver/transport company arrives than the one you are expecting, please ensure you:

- Check that the Driver and Passenger Assistant have an up to date ID badge (each badge has a photograph and expiry date).
- Telephone 01244 973637 or 01244 973564 to confirm that they have agreed the transport changes before allowing your child to travel .

Your child's school will also ensure ID badges are checked each afternoon prior to allowing your child to travel home.

These checks are a very important part of our safeguarding and transport contract monitoring arrangements and so it is vital that you contact us on 01244 973637 or 01244 973564 if you are unsure about anything at all before your child gets into the vehicle.

Yours sincerely



Mark Parkinson  
Director of Education

