**ASL School Transport - Pupil Drop Off and Pick Up Responsibilities**

Following a recent ASL school transport incident, this is an important reminder for all parents/carers with home to school transport arrangements in place for their child (bus or taxi), of their parental responsibilities relating to these arrangements.

As the parent/carer, it is your responsibility to ensure your child is taken out to the bus or taxi at the start of the day and collected from the bus or taxi when they are returning home.

You must ensure that your child has boarded and alighted the bus or taxi safely.  It is also important that you ensure your child understands the importance of always securing and wearing the available seat belts during their journey to and from school, to help avoid injury whilst travelling.  Where there is a School Travel Assistant (Escort) travelling with the child, they will assist with this.

When your child is returned home at the end of the school day, it is equally important that a responsible adult comes to meet the bus or taxi and collect your child.  It is essential that the escort/driver observes children being picked up by their parent/carer or a designated responsible adult before moving away.

Please also ensure that if you change address that the school office staff are informed in good time to allow address details to be updated with the school transport team to avoid any unnecessary confusion for bus or taxi drivers and School Travel Assistants (Escorts).

To ensure your child’s safety, it is essential that you follow the above guidance at all times please.

Should you have any questions relating to your child’s transport arrangements you can contact the school directly or CITU at [CITU@glasgow.gov.uk](mailto:CITU@glasgow.gov.uk) or call 0141 287-1056.

Yours sincerely

Adele Bowman

Education Support Services Manager