

Setting up a Walking Bus

Survey Parents to gain support for a walking bus at your school. (A sample letter can be downloaded from www.kmwalktoschool.co.uk)

Contact the KM Walk to School Team or KHS to arrange a date and time for a parent talk, which all potential volunteers and interested parents should attend. KHS Project Officer will supply a map.

Appoint a walking bus co-ordinator who will be the key point of contact between your walking bus and KHS / KM Walk to School Team. Schools should start to process enhanced CRB checks for all volunteers.

Plot your proposed route, including the start and finish points, pick up points (bus stops), suggested timetable and days of operation. Return the map to the KHS Project Officer asap.

The KHS Project Officer will contact you to organise a date and time for your route to be risk assessed. The walking bus co-ordinator should attend the risk assessment.

Subject to a satisfactory risk assessment and adequate volunteers, KHS will forward you an approved map of your walking bus route.

On receipt of your map you should forward details of all your volunteers, together with photographs, to the KHS Project Officer who will organise ID badges. Also advise the KM Walk to School Team of the number of jackets required and sizes.

The KHS Project Officer will let you know when everything is in place, at which point you should contact the KM Walk to School Team to organise a launch date and publicity for your bus!

LAUNCH YOUR BUS!

Your walking bus route may be monitored at any time by an appointed KHS safety advisor to ensure it is operating within the set guidelines. You will not be notified when this monitoring will take place.

