

Example protocol for a school trip by coach

Version of 10 October 2026 - busoffer.com/en-nl/guides/school-trip-protocol-by-coach

This is an example from BusOffer.com for you to adapt. It is not an official document and not legal advice. The rules with a source are summarised in our own words; the text that applies is at the source.

This protocol covers the part of a school trip or excursion in which the group travels in a hired coach with driver. A school's pupil transport protocol often also covers parents who drive, cycling and public transport; in that case, include this as the part about the coach. Each point says whether it is a legal rule, with the source, or an agreement you make yourself as a school.

Rule [n]: a legal rule, with the source at the bottom under number n. Agreement: something you agree yourself as a school and can adapt.

Name of the school and the trip: _____

1. Agreements with the coach company

Put this on record before you book, and include it in your request or the confirmation.

- | | |
|------------------|---|
| Rule [1] | A coach company that provides coach transport in the Netherlands or elsewhere within the European Economic Area needs a Community licence for it, and a certified copy of it for every coach. |
| Agreement | Ask the coach company about that licence, or look the company up in the public register of Kiwa Register. |
| Agreement | Put on record: the date, the departure and return times, the pick-up and drop-off address, the number of pupils and supervisors, and whether every seat has a seat belt. |
| Agreement | Ask on which phone number the coach company can be reached on the day itself, and who the driver is. |
| Rule [2] | A driver drives at most 9 hours a day, and takes a 45-minute break after 4.5 hours of driving. |
| Agreement | Plan the programme so that this break fits in. If the day gets long, ask the coach company whether a second driver has to come along. |
| Rule [1] | If the trip goes abroad, the coach company has a completed journey form (reisblad) in the coach before departure, with the destination, the route and the number of passengers. |
| Agreement | For a trip abroad, give the coach company the final number of passengers in good time. |

2. Seat belts and sitting

- | | |
|------------------|---|
| Rule [3] | If the seat has a seat belt, everyone aged 3 and over uses it as soon as they are seated and the coach is moving. That applies to the pupils, the supervisors and the driver. |
| Rule [3] | The passengers are told that the seat belt is mandatory: by the driver, the tour leader or a designated group leader, or by an announcement, a sign or a pictogram on every seat. |
| Rule [3] | The driver himself may only carry passengers under 12 as article 59a prescribes: with the seat belt on, if the seat has one. |
| Rule [4] | The child seat rule up to 1.35 metres is in article 59 and applies to cars, not to coaches. In law a coach is a vehicle for more than eight people, not counting the driver. |
| Agreement | Assign a supervisor per row or per part of the coach who checks at departure and after every stop that everyone has their seat belt on. |
| Agreement | Pupils stay seated as long as the coach is moving, and only stand up when the coach has stopped and a supervisor says so. |

Agreement Explain the rules to the pupils in class beforehand, with the reason.

3. Supervision

Agreement How many supervisors come along is up to you as a school. A park may itself ask for a number of supervisors per group of pupils; check that with the destination.

Number of supervisors per coach: _____

Agreement One teacher per coach has final responsibility. Parents and other supervisors follow his or her instructions.

Teacher with final responsibility: _____

Agreement Supervisors sit spread through the coach: at the front, by the middle door and at the back. Every supervisor has their own small group and knows the names.

Agreement Include the supervisors in the number of seats you request from the coach company.

4. The attendance list

Agreement Make one list per coach with the names of all pupils and supervisors. Count when getting on, after every stop and on returning home, and tick each name.

Agreement The list exists twice: one with the person with final responsibility on the coach, one at school with whoever stays behind.

Agreement Do not put medical details on the list that goes round the coach. The person with final responsibility keeps those separately.

Rule [5] If a pupil under 18 travels abroad with the school, the consent of the parents with parental authority is needed. There is a consent form for this, which they fill in together.

5. Emergency numbers

Fill these in before you leave, and give every supervisor a copy.

Rule [6] Call 112 if it is life-threatening, or for a crime that is happening at that moment. For the police without urgency, for example to report a crime, it is 0900-8844.

Coach company, reachable on the day itself: _____

Driver: _____

Teacher with final responsibility (mobile): _____

School, whoever stays behind: _____

Destination (desk or group reception): _____

GP out-of-hours service near the destination: _____

6. In case of a breakdown, an accident or illness

Rule [7] Rijkswaterstaat advises in case of a breakdown on the motorway: if possible, drive on to an emergency lay-by, car park or petrol station. If that is not possible, put the vehicle as close to the crash barrier as possible, get out on the right and go with all occupants as quickly and as far as possible onto the verge or behind the crash barrier.

Rule [7] If there is acute danger, for example on an open rush-hour lane, call 112; for another unsafe situation 0800-8002. Say where you are, with the number on the nearest hectometre marker.

Agreement The driver decides about the coach. The supervisors follow his instructions, keep the group together and count after every move.

Agreement	At departure, ask the driver where the first aid kit, the fire extinguisher and the emergency exits are in the coach, and tell the supervisors.
Agreement	If a pupil gets ill or injured, one supervisor stays with them. The person with final responsibility calls the parents and the school.
Agreement	Agree in advance when a pupil goes home early, who then collects or accompanies them, and that the group can carry on in the meantime.
Agreement	Bring your own first aid kit, and know which of the supervisors has first aid training. For medicines, follow your school's medicines protocol.
Agreement	Have pupils who easily get travel sick sit at the front, and bring bags.

7. On returning home

Agreement	Count once more on arrival at school. A pupil only leaves after being signed out with their supervisor.
Agreement	Let parents know roughly what time the coach will be back, and how they will hear if it is later.
Agreement	Check together with the driver that nothing has been left behind in the coach, and give the coach company your comments afterwards.

Adopted

Adopted by: _____

Date: _____

Review again on: _____

Sources (in Dutch)

[1] Ondernemersplein (overheid), Vergunning, reisblad of attest voor busvervoer, read on 10 October 2026.

<https://ondernemersplein.overheid.nl/wetten-en-regels/vergunning-reisblad-of-attest-voor-busvervoer/>

[2] Rijksoverheid, Wat is er wettelijk geregeld voor de rijtijden en rusttijden bij wegvervoer?, read on 9 October 2026.

<https://www.rijksoverheid.nl/onderwerpen/werktijden/vraag-en-antwoord/rijtijden-en-rusttijden-wegvervoer>

[3] Reglement verkeersregels en verkeerstekens 1990 (RVV 1990), artikel 59a, read on 9 October 2026.

https://wetten.overheid.nl/BWBR0004825/2026-07-01#HoofdstukII_Paragraaf27_Artikel59a

[4] Reglement verkeersregels en verkeerstekens 1990 (RVV 1990), artikel 58a, 59 en 1, read on 9 October 2026.

https://wetten.overheid.nl/BWBR0004825/2026-07-01#HoofdstukII_Paragraaf26a_Artikel58a

[5] Rijksoverheid, Moet ik een toestemmingsformulier invullen als mijn kind alleen naar het buitenland reist?, read on 10 October 2026.

<https://www.rijksoverheid.nl/vraag-en-antwoord/reizen-met-kinderen/moet-ik-een-toestemmingsformulier-invullen-als-mijn-kind-alleen-naar-het-buitenland-reist>

[6] Rijksoverheid, Wanneer moet ik 112 bellen?, read on 10 October 2026.

<https://www.rijksoverheid.nl/onderwerpen/alarmnummer-112/vraag-en-antwoord/wanneer-112-bellen>

[7] Rijkswaterstaat, Pech op de snelweg of spitsstrook, read on 10 October 2026.

<https://www.rijkswaterstaat.nl/wegen/ongeval-en-pech/pech-op-de-snelweg>

Rules change. Before your next trip, check busoffer.com/en-nl/guides/school-trip-protocol-by-coach for a newer version, and check the sources.