

Workshop Priory C of E Primary Academy



Transport Policy

January
2024

Introduction

Children at Worksop Priory C of E Primary Academy regularly enjoy learning away from the school building. This includes educational visits, community initiatives and sporting events.

For the most part, the school utilises their own transport, in the form of two minibuses, owned by the school. Such vehicles are driven by a member of staff. It is anticipated that on rare occasions, the range of other vehicles used will be limited to coaches/buses, taxis and private cars.

The Headteacher is responsible for ensuring that the choice of vehicle is suitable for the intended use and the needs of the passengers and that its design meets appropriate current standards.

Transporting children in hired coaches or minibuses

When the minibus is being used, members of staff and adult volunteers must be appropriately licensed, to drive the vehicle and their total hours of work properly controlled. More guidance related to travel using the school minibus can be found in the following policies:

- ✓ Minibus Risk Assessment
- ✓ Transport Risk Assessment

Parents will be advised in advance of the transport arrangements proposed. Any issues raised by parents will be taken into account in finalising plans.

At least one member of staff will accompany children on the minibus or coach. The member of staff will be contactable by mobile phone during the trip.

Children will not travel in the front seats of coaches or minibuses without parent consent, or in seats adjacent to the exit door on coaches.

All children must be properly seated at all times whilst in the vehicle. The school will only use vehicles that have been fitted with seat belts. All pupils will be required to wear seat belts for the duration of the journey. If necessary, appropriate booster seats must be used.

Transporting children in private cars

On occasion, parents/carers or staff are kind enough to help with the task of transporting children to visits and off-site activities arranged by the school. (This is in addition to any informal arrangements made directly between parents for after school clubs etc.).

In managing these arrangements the school will ensure it puts in place sensible measures to ensure the safety and welfare of children transported in volunteers' cars. This guidance applies equally to parents/carers or school staff using their cars on school business. Anyone transporting children in their car will need an up to date DBS check in place. Where members of staff are driving their own cars with children, they must ensure they have appropriate business insurance. The school is obliged to check this information initially, and staff members are obliged to inform school if their level of insurance changes from that point.

The Headteacher or member of staff responsible for the trip/event will ensure that travel arrangements are clear to all parents. For those children that may be transported in private cars, explicit parental consent will be sought.

The Headteacher will ensure that parents/carers/staff volunteering to transport children other than their own are notified of their responsibilities:

- For the safety of children
- To maintain suitable insurance cover
- To ensure their vehicle is roadworthy.

The Headteacher or member of staff responsible for the trip/event must consider the suitability of volunteers to carry young people in their car and ensure they have a valid DBS check. Judgment will also be required about the likely behaviour and individual needs of the children being transported.

All children should be accompanied by two adults where possible, unless in exceptional circumstances and following an appropriate risk assessment it is judged that one adult is sufficient.

All drivers must:

- Have completed and signed Appendix 1 (see bottom of policy) and this be authorised by the Headteacher
- Have a full and valid driving licence for the class of vehicle that will be used, and have held this for a minimum of two years.
- Be fit to drive and have no medical condition that affects their ability to drive.
- Be free of any convictions and/or endorsements/penalties other than fixed penalty speeding endorsements. In circumstances where the volunteer driver has one or more fixed penalty speeding endorsements, this should be discussed with the Headteacher before driving as a volunteer for the school.
- Drive safely, adhering to the Highway Code and speed limits.
- Ensure that all seat belts are working and worn by everybody in the vehicle.
- Maintain appropriate insurance cover when carrying children, as a minimum for third party liability

All vehicles must:

- Have a valid MOT Test Certificate (if over three years old)
- Have current road tax
- Be roadworthy
- Conform to all legal requirements.

Drivers must inform the school if circumstances change and they are no longer able to comply with the requirements of insurance or licensing as above. Parent/carer volunteers must be willing to present their driving licence for inspection if requested. Staff volunteers must disclose any endorsements and be willing to present their driving licence for inspection if requested.

Every child must be restrained by a seat or lap belt. If necessary given the height of the child, an appropriate booster seat must be used. Child proof locks should be used where they are fitted. No child should be transported in the front passenger seat, with the exception of the driver's own child at their discretion, or if the child's parent has given permission.

The volunteer driver must be contactable by mobile phone during the trip. If it is necessary to use a mobile phone to answer or make a call during the trip, this should only be done when not driving.

The member of staff responsible for the trip will carry a list of contact details for all participating volunteer drivers together with details of the children travelling in each car.

No child should be transported on their own with a volunteer adult that is not their parent/carer, unless the volunteer driver has completed a DBS check and parental permission has been obtained.

All children should be accompanied by two adults, unless in exceptional circumstances and following an appropriate risk assessment it is judged that one adult is sufficient.

Charging for school trips

Where costs are incurred directly by the school in arranging transport to school trips and events, the principles set out in the Charging and Remissions Policy will apply.

The school will not charge for transporting children in private cars owned by volunteer drivers.

The school does not reimburse costs incurred by volunteer drivers, unless agreed prior to the journey taking place.

This policy should be read in conjunction with the school policies concerning:

- Charging and Remissions
- Health and Safety
- Safeguarding & Child Protection Policy
- Minibus Risk Assessment

Monitoring and Review

This policy is monitored by the Governing Body and will be reviewed in line with any updates or changes.

SCHOOL TRANSPORT POLICY APPENDIX 1

Transport Policy Compliance Declaration for Volunteer Drivers

Name of Volunteer Driver:

Address:

Home Telephone No.:

Mobile Contact No.

(to be used if necessary to make contact when transporting children):

Registration number of the vehicle(s) that will be used:

Details of any endorsements or penalties:

Declarations:

1 I do hereby declare that I am/am not over 25 years of age (please state age if 25 or under)

2 I confirm that the vehicle(s) that I will use to transport children conforms to legal requirements for road tax and roadworthiness. If older than three years, the car has a valid MOT Certificate.

3 The vehicle is well maintained and safe.

4 Either the vehicle, or driver, are covered by appropriate insurance, including third party liability as a minimum, for journeys undertaken for Leverton Church of England Academy.

The name of the insurance Company (not the broker) with which the vehicle is insured is.....

You have not been refused insurance or had special terms imposed.

5 I have a full and valid driving licence for the class of vehicle that I will use for purpose of transporting children. I have held this licence for at least two years.

6 You have not been convicted or have a prosecution pending of any motor offence with conviction codes AC BA CD DD DR IN UT TT or XX.

7 I am not restricted in any way by the DLVA from driving due to medical conditions. You do not suffer from any heart complaint, diabetes, fits or any other physical or mental infirmity that renders you incapable of driving.

8 I have read and agree to abide by Worksop Priory C of E Academy School Transport Policy.

Signed:

Date:

For school use:

Authorised by:

Date: