



School Events Transport Policy

Version	Date	Author/Role	Ratified by	Review Date
1	Jan 2019	Ms Shelpa Patel: Interim Headteacher	F&P	Jan 2021

BHAKTIVEDANTA MANOR PRIMARY SCHOOL

SCHOOL EVENT TRANSPORT POLICY

1. Introduction

1.1 The majority of schools will, from time to time, have the need to use some form of transport to enable pupils and staff to go on educational visits, to sports competitions and to other events not held on the school premises. The "vehicle" may be owned by the school, privately hired, on loan, free of charge, or public transport and be driven by a member of staff, a volunteer/parent or come with a professional driver. It is anticipated that in most cases the range of vehicles used will be limited to coaches/buses, minibuses, taxis and private cars.

1.2 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.

2. Transporting children in hired coaches or mini buses

2.1 Where the vehicle is being used on a self-drive basis (usually a minibus), members of staff and adult volunteers will be appropriately licensed, MiDAS trained and certificated to drive the vehicle and their total hours of work properly controlled.

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

2.3 Suitable and sufficient checks will be made on the company providing the vehicle and driver.

2.4 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.

2.5 Children will not travel in the front seats of coaches or minibuses, or in seats adjacent to the exit door on coaches.

2.6 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.

3. Transporting children in private cars

3.1 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.) The school is very grateful for this help.

3.2: In managing these arrangements the school will put in place sensible measures to ensure the safety and welfare of children transported in volunteers' cars. This is based on National and local guidance from the local authority and applies equally to parents/carers or school staff using their cars for school business.

3.3 All volunteer drivers, whether staff or parents/carers, must read this policy and sign the Transport Policy Compliance Declaration annually (See Appendix 1) Drivers must inform the school if circumstances change and they can no longer comply with this policy.

3.4 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 is required from parents whose child is to be transported by a teacher or another parent..(See Appendix 2)

3.4 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 Evidence that adequate insurance cover is in place may be requested
- To ensure their vehicle is roadworthy.

3.5 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 whether vetting is necessary. Judgment will also be required about the likely behaviour and individual needs of the children being transported..

3.6 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.

3.7 All drivers must:

- 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. Evidence that they (teachers and parents) are medically fit to drive and that they have had eye tests to determine if driving glasses are required may be requested

- 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. Evidence that they (teachers and parents) have a clean and valid driving license without points for speeding, drink/drug driving, talking on a mobile whilst driving, careless or dangerous driving. Parent/carer volunteers must be willing to present their paper driving licence for inspection if requested. Staff volunteers must disclose any endorsements and be willing to present their paper driving licence for inspection if requested.
- Drive safely, adhering to the Highway Code and speed limits.
- Maintain appropriate insurance cover when carrying children, as a minimum for third party liability. School has an insurance policy that provides a level of coverage for staff driving on school business for occasional use. Further details are available from the School Office on request. Parent/carer and other volunteer drivers must check with their insurance company that their level of insurance is appropriate. Ensure that all seat belts are working and worn by everybody in the vehicle.

3.8 All vehicles must

- Have a valid MOT Test Certificate (if over three years old) Evidence that the car is road worthy may be requested by taking copies of the MOT certificate, records of how often the car is serviced, checking tyres are safe and correctly inflated.
- Have current road tax
- Be roadworthy
- Conform to all legal requirements

3.9 The school will ensure that drivers understand and are familiar with seat belt legislation and that all passengers will be secured properly. Every child must be restrained by a seat or lap belt. If necessary given the height of the child (if they are under 12 years of age or under 135cms in height, whichever they reach first) an appropriate booster seat must be used. The staff leading the trip/event will ask the children's parents to ensure they bring their booster seat/cushion with them if they own one or will use the school booster cushions/seats for use in cases where parents have not provided them and the child's participation in a trip is likely to be jeopardised. 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.

3.10 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.

3.11 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. (See Appendix 3)

3.12 No child should be transported on their own with a volunteer adult that is not their parent/carer, unless the Head teacher has agreed and the volunteer driver has completed a DBS check. The school may require parents or volunteers who have regular or unsupervised access to young people to complete a DBS check.

3.13 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.

3.14 The member of staff responsible for the trip should ensure the volunteer drivers knows how to get to the destination and not drive in convoy. They should ensure that drivers are given an emergency plan to follow in the event of breakdown or road traffic collision.

4. Charging for school trips

4.1 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.

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

4.3 The school does not reimburse costs incurred by volunteer drivers.

5. Further information

5.1 Further reading and advice is available from:

- *National Guidance for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom*
- "Health and Safety of Pupils on Educational Visits" published by the DfE. Although no longer current, this document contains good practice guidance and is worth referencing.
- *DfT guidelines on incidental driving of minibuses* (www.dft.gov.uk/dvla/forms)

- *RoSPA Safety of School Transport* (www.rospace.com/roadsafety/info/schooltransport.pdf)

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

- Charging and Remissions and with any local Hertfordshire guidance documents on Transporting Children and Young People
- Health and Safety
- Safeguarding Pupils

6. Monitoring and Review

6.1 This policy is monitored by the Governing Body and will be reviewed annually

APPENDIX 1: Transport Policy Compliance Declaration for Volunteer Drivers

Dear Parent / Volunteer

On occasions parents and volunteers 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.) The school is very grateful for this help. In managing these arrangements the school would like to put in place sensible measures to ensure the safety and welfare of pupils carried in parents and volunteers cars. This is based on guidance from the local authority and follows similar procedures for school staff using their cars on school business.

Where parents/volunteers cars are used on school activities the Head should notify parents/volunteers of their responsibilities for the safety of pupils, to maintain suitable insurance cover and to ensure their vehicle is roadworthy.

The Head or Party Leader will need to consider the suitability of parents or volunteers to carry young people in their car and whether vetting is necessary. It is advisable that parents or volunteers are not put in a position where they are alone with a young person.

All parents are therefore asked to complete and return the attached declaration form to the school before they offer to use their car to help with transporting pupils.

This form will only need to be completed once for each driver. However, please inform the school if your circumstances change and you can no longer comply with these arrangements.

Many thanks, once again, to all parents and volunteers who have been able to help with the provision of transport. Naturally our primary concern is the safety and welfare of pupils. However, we also want to maintain a wide range of opportunities for young people to participate in off-site activities and visits.

Signed

Head Teacher

BHAKTIVEDANTA MANOR PRIMARY SCHOOL
Transport Policy Compliance Declaration for Volunteer Drivers

Safeguarding statement

At this school, we strongly recognise the need for vigilant awareness of safeguarding issues. It is important that all staff have appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out. Staff, pupils, parents and governors should feel secure that they could raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of safeguarding and promoting the welfare of children and young people and protecting staff. This is supported by clear behaviour, anti-bullying and child protection policies, appropriate induction and training, briefing and discussion of relevant issues and relevant learning in line with current legislation and guidelines.

The school may require parents or volunteers who have regular unsupervised access to young people to be checked through arrangements with the Disclosure and Barring Service.

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:

All drivers must:

- Hold a valid driving licence for the type of vehicle being driven
- Be fit to drive
- Have no medical condition which affects their ability to drive and must not be restricted in any way by the DLVA from driving due to medical conditions.
- Have a valid MOT for any vehicle older than 3 years old
- Ensure that any vehicle is roadworthy, including brakes, lights, tyres, bodywork, wipers, mirrors etc
- Ensure that any vehicle used has current road tax
- Ensure that they adhere to the appropriate speed limit
- Ensure that all seat belts are working and worn by everybody in the vehicle

Insurance:

- Maintain valid insurance, as a minimum, for third part liability
- Check with their insurance company and inform them that the driver occasionally conveys children on school activities. (This is unlikely to affect the cost of your insurance premium.)

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

Safety:

- Be familiar with, and drive in accordance with, the Highway Code at all times
- Drive safely and observe the speed limit
- Before driving not to consume alcohol or drugs which may impair driving
- Ensure that all passengers wear seat belts as appropriate
- Use child proof locks on rear doors where necessary
- Child seats such as booster seats are to be used at all times according to the height of each child in the vehicle

I have read and understood the above requirements and agree to comply with them. I agree to inform the school if circumstances change and I can no longer comply with these arrangements.

Signed

Date

FOR SCHOOL USE

Reviewed by:

Name, Signature, Role

Date:

APPENDIX 2: School Events Transport Policy: Parental Consent for Pupils Being Transported in Other Parents' Cars

BHAKTIVEDANTA MANOR PRIMARY SCHOOL

Parental Consent for Pupils Being Transported in Other Parents' Cars

I give permission for my child to be transported to the event listed below, in another parent's/ teacher's car

Name of my child:

Event:

Date of event:

Time of event:

Please circle as appropriate

I will provide a booster seat for my child OR My child will need to borrow a booster seat

Parent Signature:

Parent printed name:

Date:

APPENDIX 3: School Events Transport Policy: Contact and Travel Details for Transporting Pupils in Private Cars

BHAKTIVEDANTA MANOR PRIMARY SCHOOL Driver Contacts and Travel Details for Transporting Pupils in Private Cars			
To be completed by the person organising the event			
Name of staff organising the event:			
Name of event			
Date of event			
Venue details			
Start time			
End time			
Name and mobile contacts for ALL volunteer drivers helping at the event			
Driver 1 details Name & mobile	Driver 2 details Name & mobile	Driver 3 details Name & Mobile	Driver 4 details Name & Mobile
Names of children with driver 1	Names of children with driver 2	Names of children with driver 3	Names of children with driver 4
Completed form to be passed to the Headteacher for review and authorisation well in advance of the event (5 days before)			
Headteacher Signature:			Date: