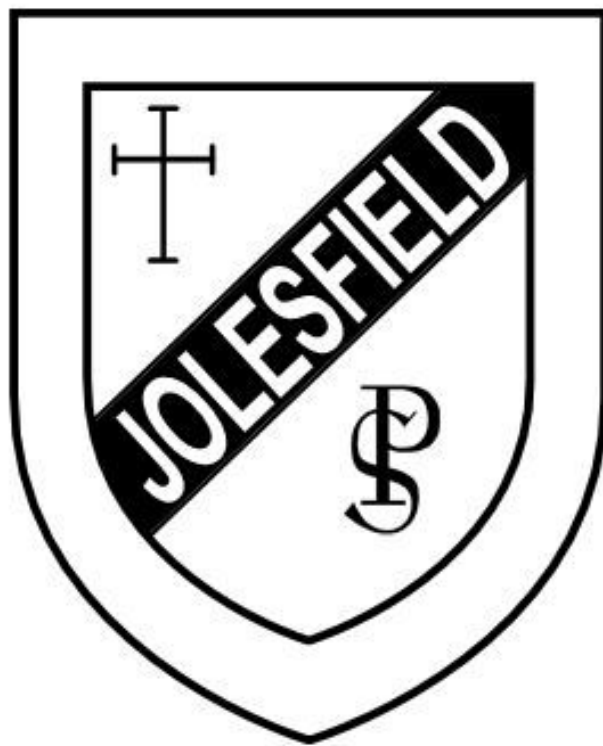


JOLESFIELD C.E .PRIMARY SCHOOL



Transport Policy

Effective : June 2019

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1. INTRODUCTION

This policy for the transportation of pupils has been produced to define clearly when pupils may be transported in the cars of parents and staff for school related purposes. There are many reasons why a child may be required to be transported from one place to another, such as sporting activities or events, clubs and societies, or for medical emergencies. This policy is designed to safeguard not only the people being transported, but also to safeguard those in the position of having to transport children under these circumstances.

2. PARENTS' RESPONSIBILITY

It is the parents' responsibility to make their own arrangements to ensure that pupils are delivered to and collected from school on time. If a pupil wishes to stay after school for extra curricular activities, or attend any other school function outside the normal school day, the school wholeheartedly supports that pupil's wish, however the parent of that pupil must make arrangements for the pupil to be collected.

3. TRANSPORTING CHILDREN IN HIRED COACHES OR MINI BUSES

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

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

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

3.4 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.

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

3.6 All children must be properly seated at all times whilst in the vehicle. The school will only book 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.

4. TRANSPORTING CHILDREN IN PRIVATE CARS

4.1 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.

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

4.3 All volunteer drivers, whether staff or parents/carers, must read this policy and sign the Transport Policy

Compliance Declaration before transporting any child. See Appendix 1. Drivers must inform the school if circumstances change and you can no longer comply with this policy.

4.5 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.

4.6 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.

4.7 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.

4.8 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.

4.9 All drivers must:

- Have a full and valid driving licence for the class of vehicle that will be used, and have held 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.
- Parent/carer volunteers must be willing to create a licence 'check code' to share your driving record if requested. Staff volunteers must disclose any endorsements and be willing to create a licence 'check code' to share your driving record. 'Check codes' can be created at <https://www.gov.uk/view-driving-licence>
- 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.

4.10 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.

4.11 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.

4.12 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.

4.13 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.

4.14 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. The school may require parents or volunteers who have regular or unsupervised access to young people to complete a DBS check.

5. CHARGING FOR SCHOOL TRIPS

5.1 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.

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

5.3 The school does not reimburse costs incurred by volunteer drivers other than for parking by prior agreement.

6. EMERGENCY TRANSPORTATION OF PUPILS

In the event of an emergency, the Headteacher and his staff will in the first instance contact the parent or carer, if they cannot be contacted then it may be necessary for a member of staff to transport a pupil in their car. If such a situation should arise, members of staff may use their car to take a child home, to a doctor or to hospital provided they are authorised to do so and their insurance cover entitles the driver to use their car on school business. At least two adults should be in the car with the pupil, and the appropriate booster seat and restraint should be used whenever such an incident occurs. However, in the eventuality of a serious medical emergency, a pupil will only be moved by car (and not ambulance via a 999 call) where first aid has been administered and a qualified first aider has judged it to be more appropriate for the child to be moved immediately rather than wait for an ambulance.

APPENDIX 1

TRANSPORT POLICY COMPLIANCE DECLARATION FOR VOLUNTEER DRIVERS

Safeguarding statement

At Jolesfield CE Primary 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.

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
- 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 occasional conveys children on school activities. (This is unlikely to affect the cost of your insurance premium.)

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

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:	
<p>1 I do hereby declare that I am/am not over 25 years of age (please state age if 25 or under)</p> <p>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.</p> <p>3 The vehicle is well maintained and safe.</p> <p>4 Either the vehicle, or driver, are covered by appropriate insurance, including third party liability as a minimum, for journeys undertaken for Jolesfield CE Primary School. The name of the insurance Company(not the broker) with which the vehicle is insured is:.....</p> <p>You have not been refused insurance or had special terms imposed.</p> <p>5 I have a full and valid driving licence for the class of vehicle that I will use for the purpose of transporting children. I have held this licence for at least two years.</p> <p>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.</p> <p>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.</p> <p>8 I have read and agree to abide by Jolesfield CE Primary School's School Transport Policy.</p>	
Signed:	
Date:	
For school use:	
Reviewed by:	
Date	