



Travelling Policy

September 2023

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Statement of intent

At certain times, private cars may be used to transport pupils. The following procedures have been established to ensure a consistent process regarding the transportation of pupils in private vehicles.

These procedures apply to all appropriately licensed volunteer drivers who occasionally drive pupils in private vehicles to school approved activities, including teachers, members of the school community and parents.

1. Legislative framework

1.1. This policy has due regard to statutory legislation and national guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2014) 'Home to school travel and transport guidance'

2. Responsibilities

2.1. Teachers or others who drive pupils in their own private vehicles are responsible for ensuring:

- That they have the appropriate license and insurance cover.
- That their vehicle is roadworthy.
- The safety of their passengers.
- They adhere to the Highway Code.
- That passengers use a seat belt and appropriate restraints.

3. Licensing

3.1. All drivers must have a full and valid UK driving license, and be free of motoring convictions. They must be willing to present their driving licence for inspection if required.

4. Insurance

4.1. The **school business manager** is responsible for checking **annually** whether or not the school's insurance policy covers all vehicles used to transport pupils, including parents'/carers' personal vehicles.

4.2. The school's insurance does not cover parents'/carers' use of personal vehicles to transport pupils; parents/carers are required to seek advice individually from their insurance providers to ensure that their policy protects them when transporting pupils. If their policy does not cover this, they are required to extend their insurance to 'business use' before transporting pupils.

5. Vehicle requirements

5.1. All vehicles must conform to legal requirements.

5.2. Vehicles without seat belts must not be used.

5.3. The driver is responsible for ensuring that pupils use a seat belt and appropriate restraints.

- 5.4. Appropriate child restraints (baby seats, child seats, booster seats or cushions) must be used according to the weight and height of the child.
- 5.5. Regulations require that children under the age of three must use the appropriate child restraint for their weight in all cars, with the single exception of the rear of taxis.
- 5.6. No child should be transported in the front passenger seat, with the exception of the driver's own child at their discretion and in accordance with legal restrictions.

6. Consent and safeguarding

- 6.1. Parental consent is required in writing for pupils to be carried in staff members' or other adults' vehicles.
- 6.2. The **teacher in charge** ensures that permission has been obtained from all parents and ensures that all parties are fully informed of the transport arrangements to and from events.
- 6.3. Drivers are not allowed to be alone with one pupil, unless it is their own child.
- 6.4. The **designated person/teacher in charge** ensures that a central dropping point is arranged, rather than home drops.

7. Parents and volunteers

- 7.1. If the driver is not employed by the school, it is the school's responsibility to ensure that they are aware of their legal duties regarding the safety of pupils in their vehicles.
- 7.2. If the driver is a volunteer, they are carefully vetted before they are permitted to drive pupils in their car.
- 7.3. The **headteacher** gains written confirmation on the roadworthiness of the vehicle, and that the appropriate license and insurance is held.
- 7.4. The school keeps a list of approved volunteer drivers and does not use the services of unknown volunteers.

8. Policy adherence

- 8.1. All drivers are required to read this policy and sign the attached slip consenting to the policy **annually**.

9. Policy review

- 9.1. This policy is reviewed every **two** years by the **chair of governors** and the **headteacher**.
- 9.2. The scheduled review date for this policy is **September 2025**.

Private Car Transport Policy Slip

I confirm that the vehicle(s) that I will use to transport children:

- 1) Conforms to legal requirements (tax, adequate insurance and MOT).
- 2) Is serviced regularly in accordance with the vehicle manufacturer's recommendations.

I have a full and valid UK driving licence for the class of vehicle to be used and am free of any convictions and/or endorsements/penalties.

I agree to abide by **St George's Catholic School's** Private Car Transport Policy.

Signed: Date:

Name in block capitals:

Private Car Transport Policy Slip

I confirm that the vehicle(s) that I will use to transport children:

- 3) Conforms to legal requirements (tax, adequate insurance and MOT).
- 4) Is serviced regularly in accordance with the vehicle manufacturer's recommendations.

I have a full and valid UK driving licence for the class of vehicle to be used and am free of any convictions and/or endorsements/penalties.

I agree to abide by **St George's Catholic School's** Private Car Transport Policy.

Signed: Date:

Name in block capitals:
