

Equals Trust Policy for Events Transport

Version control

| Scope: Applicable to all Trust Schools | |
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| Union Consultation Status: | Autumn Term JCC |
| Statutory or non-statutory: | Statutory |
| Author/Reviewer: | Phil Palmer – CEO |
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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 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 minibuses

2.1 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.

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

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 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.

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 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.

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

3.4 The 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.

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
- 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 An individual child being transported will be accompanied by two adults, unless in exceptional circumstances and following an appropriate risk assessment it is judged that one adult is sufficient.

3.6 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.
- Be free of any convictions and/or endorsements/penalties (other than fixed penalty speeding endorsements).
- Parent/carer volunteers must present their driving licence for inspection when requested. Staff volunteers must disclose any endorsements and be willing to present their 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. Staff transporting children must have appropriate business cover on their insurance. Further details are available from the School Office on request.
- Ensure that all seat belts are working and worn by everybody in the vehicle.

3.7 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.

3.8 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.

3.9 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.

3.10 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.

If transport is for the purposes of sporting fixtures outside of the school day, parents are encouraged to arrange transport between themselves as a private arrangement. When this is the case, this policy does not apply. However, parents are encouraged to read and adhere by the guidance within.

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.

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

- Charging and Remissions policy
- Health and Safety
- Safeguarding Pupils

6. Monitoring and Review

This policy is monitored by the Governing Body and will be reviewed every three years.

APPENDIX 1

Transport Policy Compliance Declaration for Volunteer Drivers

Name of Volunteer Driver:

Address:

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 (only declare a fixed penalty speeding endorsement if there are two or more):

Declarations:

1 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.

2 The vehicle is well maintained and safe.

3 Either the vehicle, or driver, are covered by appropriate insurance, including third party liability as a minimum, in order to undertake journeys for Brookside Primary School

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.

4 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.

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

6 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.

7 I have read and agree to abide by Equals Trust Event Transport Policy.

Signed:

Date:

For school use:

Reviewed by:

Date:

Appendix 2



Monday 1st September 2023

Dear Parent/Carer,

Your child has been selected to take part in the *girls Year 5&6 Gedling 7-a side football Autumn tournament* on Wednesday 30th September. The tournament will be held at *Bluevale Primary School (NG48 8NG)* commencing at 4.00 and finishing at around 6.00pm.

We would welcome your support and please indicate on the slip below if you can help with transport to the tournament - unfortunately if we don't have enough parent/carers volunteers for driving, we will not be able to attend! We will be leaving school at 3.40 and we ask that you arrange to collect your child from *Stanhope Primary School*.

Please could you complete the permission slip below and indicate who will be collecting your child from *Bluevale* no later than Friday 25th September.

Best Regards,

✂-----

Year 5&6 7-aside Football Tournament

I would like my child Class

to take part in the *Gedling District 7-aside Football Tournament* on Wednesday 30th September at *Bluevale Primary School* (Please tick)

1. I can help with transport. Name of Volunteer Driver: _____
2. If helping with transport, I agree to reading the school's Events Transport Policy.
3. I agree to have my child transported to the event by another parent/carers. (The parent/carers will have read and will comply with the school's Events Transport Policy.)
4. My child will be collected from *Bluevale Primary School* by: _____

Emergency Contact Number: _____

Signed

Date