

The Trinity Catholic Primary School TRANSPORT POLICY

SIGNED:

DATE:

POSITION:

This Policy will be reviewed every three years and whenever significant changes to the systems and arrangements take place.

REVIEW DATE	SIGNATURE
FEBRUARY 2015	

Introduction

The Trinity Catholic Primary School will, from time to time, have the need to use some form of passenger carrying transport.

The “vehicle” may be owned by the school, hired taxis, 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.

The Head teacher has a responsibility to ensure 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.

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

As the passengers are children or young persons, consideration will be given to parental concerns and wishes.

The following procedures are designed to assist in establishing suitable and sufficient arrangements.

Buses and Coaches

When organising bus / coach transport for an educational visit, the school should ensure that suitable and sufficient checks are made with the company providing the vehicle and driver. Issues to address include suitability of the vehicle (capacity, seatbelt provision, etc.) and insurance arrangements. This is usually through using a recognized firm such as Community Transport or a company that is well known to the school.

Staff must take a mobile phone with them on all journeys.

Children are not to travel in the front seats of coaches or in seats adjacent to the exit door. All children must be properly seated at all times whilst in the vehicle - no legs in aisle, no standing up.

Seatbelts

The school will only book minibuses, coaches, both single and double-decker, that have been fitted with seat belts. All pupils will be required to wear seat belts for the duration of the journey.

Taxis

The majority of taxis used are for the purposes of transporting “Special Needs” pupils to/from school and the service is managed by Pupil Services. All the operators are licensed by the Local Authority and have to meet their licensing standards.

In the event of school using a taxi service a member of staff will always accompany the pupils.

Private Cars

On occasion, the use of private cars for transporting small numbers of people may be the preferred option, either for ease of availability or the low cost, e.g. two or three pupils being taken by a teacher to a neighbouring school for a lesson or the football team being taken by volunteers/parents to an away match.

All permanent staff will have complied with an Enhanced CRB check and all volunteers will sign a Screening Document which will be kept in the central system in the office (The Single Central Record). They must also have a copy of the Safeguarding Policy, Procedures for Reporting a Safeguarding Concern and have access to the Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings.

Booster seats must be used for children under 135cm. Where only one child is being transported the driver must be accompanied by another adult known to the school. All drivers and accompanying adults details will be kept on the Single Central Record.

All volunteer drivers must read this policy and sign the transport policy slip annually consenting to the policy - Appendix 1.

All drivers must have a full and valid driving licence for that class of vehicle, and be willing to present their driving licence for inspection if requested. Should the licence show any convictions and/or endorsements it will be at the discretion of the Headteacher whether, or not, they will be allowed to drive.

All drivers must have fully comprehensive insurance cover when carrying children. Members of staff are asked to check that their car insurance covers business use, which will then allow them to transport pupils in their own private cars. New members of staff are asked to complete a form to indicate their insurance cover.

All vehicles must conform to all legal requirements.

Each child must be restrained by a seat or lap belt and no child should be transported in the front passenger seat, with the exception of the driver's own child at their discretion.

Further Reading:

"Driving at work – Managing work-related road safety" – HSE (pdf file)

Refer to www.education.gov.uk/departamental advice.

The Trinity Catholic Primary School Minibus Policy.

The Trinity Catholic Primary School

APPENDIX 1

School Transport Policy Slip

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

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

I have a full and valid driving licence for the class of vehicle to be used.

I have completed a Screening Document (volunteer)

I have read and agree to abide by The Trinity Catholic Primary School's Transport Policy and Safeguarding Policy and Procedures.

Signed: Date:

Name in Block Capitals:

.....