



Lawford CE Primary School

Transporting Pupils & Travelling for Work Policy

Policy Date: February 2025

Annual review

The terms 'child' and 'young person', used throughout this document refer to any person who under 18 years of age.

Travelling for Work:

1. All staff when travelling for work, for example to offsite meetings and training courses, must have business insurance – ideally fully comprehensive. If they have an accident while travelling for work and do not have business insurance they will not be covered by their insurer. Their travel is not indemnified by the school or the local authority.
2. Furthermore, the school will not pay mileage claims unless proof of business insurance has been recorded. Insurance details and MOT and VED must be checked bi-annually. The office staff will keep a record and this will be kept for 6 years rolling and 6 years after a staff member leaves the school – to be placed on their folder in the HT office for archiving.

Transporting Pupils:

3. The school uses a range of methods to facilitate participation in school trips, sports and other enrichment activities. Primarily this will involve the use of trains, minibuses or coaches. However, in some circumstances the school may need additional volunteers either from the school staff or the parent community.

a. Parent transport

i. Informal arrangements

- 1) The school notifies the parents or carers of the location where the children would need to be taken and the time. It is then the responsibility of the parents or carers to make the arrangements. It is important that a child is not excluded if the parents cannot arrange transportation. In these circumstances the school will make the necessary arrangements.

ii. Formal arrangements

- 1) When the school is making the arrangements for parents to drive young people to and from school activities, it is important that it ensures robust checks are conducted in advance. These include:
 - a) an insurance certificate for the vehicle. Fully comprehensive insurance is required. Parents must ensure that the nature of the journey, i.e. transporting young people to a school activity at the request of the school, is covered by their insurance.
 - b) a valid MOT and vehicle excise duty (VED). These can be checked at

the government [vehicle enquiry service](#).

- c) the driver generating a sharing code so the school can check convictions through the government [driving licence service](#). Where there are serious offences such as drink driving, dangerous driving or where they have six or more points on their licence they should not be allowed to transport children.
- d) the driver being 21 years old or over with at least three years driving experience.
- e) a Disclosure and Barring Service check (DBS) where the activity is deemed regulated, or the frequency is more than once a week or more than four days in a 30-day period.

2) Additionally, the school must ensure that:

- a) parents are informed of the arrangements and explicit parental consent is given.
- b) Seatbelts/child restraints / booster seats are used by all the child passengers as required by law.
- c) the vehicle should not carry more passengers than there are seats with working seatbelts and in any event does not carry more than eight passengers.
- d) unless due to an emergency situation, or where there is a specific job requirement, a staff member or volunteer should not be in a position where they are alone with a single young person. Parents will always be transporting their own child among a group of children.
- e) careful consideration is given to the behaviour and needs of the group travelling in cars as the driver cannot supervise the child whilst driving. If deemed necessary, an additional adult should travel with the driver to provide appropriate supervision.
- f) all adults are issued with guidance about appropriate contact with children.
- g) the departure and collection point is the school.
- h) the vehicles travel in convoy where possible.
- i) there is a signed statement from the parents using their cars for school activities (See Appendix A).

- 3) The school will at the start of the school year, in order to reduce the level of checks to be carried out, advertise for parents to assist in the transportation of pupils on off-site visits during the school year. The checklist can be completed along with a DBS check if this will be a regular activity.

b. Private car use: staff and leaders

i. The process for staff to use their own vehicle will include:

- 1) Staff may use their vehicles where agreed by the headteacher and noted and approved on the EVOLVE risk assessment.
- 2) They have business insurance – fully comprehensive is recommended.
- 3) The vehicle has a valid MOT and Vehicle Excise Duty (VED).
www.vehicleenquiry.service.gov.uk
- 4) The insurance certificate should be checked by the school office and a copy retained and signed. This should be checked every six months, or an auditable record kept.
- 5) The Employee enables their line manager to check their driving licence online via a sharing code www.gov.uk/view-driving-licence. This would need to be checked bi-annually. A signed copy of the driving licence should be retained on file. Where there are serious offences such as, but not limited to, convictions for dangerous driving, drink driving or if the driver has six or more points on their licence, then they should not be allowed to transport young people.
- 6) The driver must be 21 years old or over and have at least three years driving experience.
- 7) Risk assessment to be completed for the journey on EVOLVE, taking into account the journey and the needs of the group.

ii. The school will also ensure:

- 1) no money for reward or hire is paid, only payment for running costs.
- 2) parents have been informed of the arrangements.
- 3) seatbelts or correct child restraints must be worn by all children.
- 4) the vehicle cannot carry more than eight passengers.
- 5) careful consideration is given to the behaviour and needs of the group travelling in cars as the driver cannot supervise the child whilst driving.

4. Links to other policies:

This policy should be read and reviewed in conjunction with the Child Protection Policy to ensure that all related Child Protection implications are taken into account in both policy and practice. Other relevant policies include:

- Educational Visits Policy
- Health and Safety Policy
- SEN Policy



4.5c-Transport-in-private-cars.pdf

Appendix A - A checklist for the use of parents' cars for pupil transport

Parent Name:

Destination: Date:.....

(Answer yes or no)

1. Insurance certificate is valid and has been seen.
2. The driving licence has been checked and seen.
3. The vehicle has a current MOT and VED.
4. DBS is in place if required
5. Driver is 21 or older and has at least three years driving experience.
6. Parents have been informed of the use of parents' cars for this offsite activity.
7. The vehicle cannot carry more than eight passengers.
8. A signed statement from parents using their cars for school activities.

'I can confirm that I have checked with my insurers and am covered to transport children to and from school activities Furthermore, I confirm that my vehicle is in good condition.'

Signed:

Parent:

Office staff:

All parents and volunteers are issued with a copy of the safeguarding summary for visitors.

Appendix B - **Staff checklist and letter**

Dear Headteacher

I confirm that I do have a motor vehicle insurance policy for the vehicle in which I intend to drive.

Name of insurance company:

Policy number:

Dates valid from and to:

I understand that I am not indemnified by the Council in the use of my vehicle.

I have checked with my insurance company and confirm that the activity is covered by them.

I can confirm that my vehicle has a current MOT and Vehicle Excise Duty (VED) and that the vehicle is in good condition.

Signed:..... Date:.....

