

# The Willow Centre

## Transport Policy



<b>Review Date</b>	<b>Review body</b>
October 2024	Full Governing Body
October 2025	Full Governing Body

### **Rationale**

From time to time, it may be necessary to transport children between school sites or to venues within the local community. The vehicle used to do this may be owned by the school, privately hired or on loan. On occasion, it may be necessary for staff members to use their own vehicle to transport children. For example, if the school vehicle is unavailable or if there are too many children to be transported in the one vehicle.

This policy ensures all members of staff and children in their care are kept safe during such times.

### **When using their own vehicles, adults must ensure:**

- Their car insurance covers them for transporting children other than their own. This is usually covered in Business Insurance.
- Their driving licence covers them to drive the category of vehicle they are driving.
- Their vehicle is fully taxed and insured.
- There are no endorsements for driving offenses that would be considered unsafe.
- The car seats and seatbelts comply with legal obligations for the heights of the pupils carried.
- They do not travel alone with a child/children. At least two members of staff must be present in the vehicle.
- They carry at least one mobile phone (to be kept on silent and out of sight) to be used in the case of emergencies once parked up.

Copies of insurance documents must be provided to the School Business Manager. In addition, Risk Assessment must be completed and shared with parents by the visit lead/Provision lead prior to any transportation.

### **When using the school vehicle, adults must:**

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- Use the DVLA's Share My Driving Licence Service to share information about their driving licence with the school. This must be completed every 21 days (for those driving the vehicle on a regular basis) or each time they drive the vehicle (for those who only occasionally drive the vehicle).
- Never travel alone with a child/children. At least two members of staff must be present in the vehicle.
- Ensure all children are seated in the back of the vehicle (never in the front)
- Ensure all seat belts being used are fully working at the start of each journey.
- Carry at least one mobile phone (to be kept on silent and out of sight) to be used in the case of emergencies once parked up.