



Up-Grade Training and Therapy Ltd
Transportation policy
Adopted 13/04/2023
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Introduction

This policy provides a clear framework for staff or volunteers when transporting young people, in their own vehicles. This can be for the purposes of offsite education or other education related activities.

These guidelines must be followed to ensure that the duty of care to staff and young people is being fulfilled by assessing and managing the associated risks and implementing appropriate control measures, where necessary.

Drivers Staff are not specifically required to transport young people in their own vehicles unless it is part of their job description or they have indicated that they are willing to do so.

It is the responsibility of the member of staff/volunteer to hold the appropriate licence and ensure that their vehicle is road worthy.

Staff transporting pupils must notify the headteacher of any impending disqualification or conviction.

Drivers must ensure that their insurance stipulates use of car for work purposes and transportation of pupils.

Drivers must be at least 21 years of age and less than 70 years of age and should have at least 1 year's previous driving experience.

Drivers must be in good health and be physically capable of driving safely. If drivers are on any medication they must ensure that the preparation does not affect their ability to drive, if in doubt they should seek medical advice.

Where volunteer drivers are using their vehicle for transporting young people, it is good practice to request that they complete a "Volunteer Driver's Form". (See Appendix B) NB: Soft tops on cars must be kept down at all times when pupils are travelling in the car.

Transportation Members of staff should discuss any proposals for transporting young people in their own vehicles with their manager and agree appropriate arrangements. A risk assessment must be completed.

It is advised that drivers are accompanied by another adult when transporting young people as this significantly reduces the risk of distraction, accident and injury and allegation of misconduct or abuse. If this is not practically possible the risks must be assessed and measures put in place to ensure that the risks are reduced to the lowest level.

Emergency transportation of pupils

Circumstances may sometimes arise where the risk of not transporting a young person is greater than doing so, for example where a child is left at school without transport and the distance to home is too far or too dangerous to walk or where the pupil is unwell and requires medical attention at a level below the threshold for an ambulance callout.

Parental Permission.

Parents must give their permission for pupils to be transported in a staff member's vehicle. Where it is not practically possible to gain written consent then verbal consent should be recorded noting date and time. If no type of consent is obtained then transportation should not be permitted. (See Appendix A for Parental Consent Form).

Risk assessment and management.

A risk assessment must be completed for all journeys except where there is an emergency, where a standard risk assessment is available.

Risk assessments should consider individual pupil needs such as known tendency to abscond and/or increased risk of allegations.

Staff must take time to explain to pupils the risks posed by unsafe behaviour whilst travelling in a moving vehicle prior to embarking upon any journey.

Clear behavioural expectations must be provided before any journey together with an understanding of actions that will be incurred by failure to comply. If there are any concerns during the journey a dynamic "on the spot" risk assessment should be carried out to determine if there is a significant risk to the driver or passenger and appropriate action taken.

Young people should never be left in the vehicle unattended. The driver is responsible for ensuring that all passengers are wearing suitable restraints at all times. A mobile phone should be available for use when stationary, in the event of an emergency.

Pupils with Medical Needs.

If a pupil has a known medical condition that is likely to require additional support/medication, a copy of their Care Plan plus appropriate medication must be available.

A parent or member of staff who has received training in administering support/medication should accompany the young person in the vehicle. The risk assessment should reflect medical needs.

Vehicles

It is the responsibility of the driver to have the correct insurance and to notify their insurers that the vehicle may be used for the transportation of young people on employer's business.

It is also the driver's responsibility to ensure that the vehicle is in a roadworthy and serviceable condition and has a current and valid tax certificate and MOT.

Drivers must ensure that the number of passengers carried safely is in accordance with – manufacturer's recommendations or specifications – the number of available seat belts

Exceeding the vehicle specification on the number of passengers carried may invalidate insurance policies and expose passengers to unacceptable risk.

Vehicle and Driver Documentation

Up-Grade Training and Therapy Ltd is required to check that staff who have agreed to transport pupils in their own vehicles have the following documentation at the commencement of employment and then annually.

- Current MOT certificate (if vehicle is over 3 years old)
- Valid road fund licence (tax disc)
- Appropriate insurance to cover transporting young people on employer's business
- Full driving licence

Insurance

Accidents/Incidents In the case of a road traffic accident, these must be reported by the driver to their own insurance company and passengers must be advised of the name and address of the insurance company, if wishing to make a claim.

Child Restraints

When staff are transporting pupils they should ensure that the correct type of restraint/seat belt is used and that it meets the required standards. Restraints should also be checked before use to ensure that they are well-maintained and fit for purpose, with no defects.

Child restraints are the collective term in the seat belt wearing legislation for baby seats, child seats, booster seats and booster cushions. Modern child restraints are designed for specific weight ranges of child. They have to meet UN ECE Regulation 44.03 (or subsequent) type approval standard and be marked with a label showing an 'E' and 44.03 or .03 and the weight range of child, for which it is designed. These are approved for use in forward-facing or rearfacing seats.

From 18 th September, 2006, legislation requires all young people in cars, vans and other goods vehicles to be carried in the correct child restraint from birth until either they are 135 cm (4'5") tall or have reached the age of 12 years (whichever comes first). They must then use a seat belt.