

CRICK PRIMARY SCHOOL

TRANSPORT POLICY

Introduction

The majority of schools will, from time to time, have the need to use some form of passenger carrying transport.

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.

Head teachers have 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. Advice should be obtained from the County Councils’ Fleet Transport Manager, Sustainable Transport, PO Box 221, John Dryden House, Northampton, NN4 7DE. Tel: 01604 237155.

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 (full information contained in the County Councils’ Standard for Drivers Using Vehicles at Work and Drivers Guide and Minibus Guidelines).

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

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

Buses and Coaches

When organising bus / coach transport for an educational visit, schools should ensure that suitable and sufficient checks are made on the company providing the vehicle and driver. Issues to address include suitability of the vehicle (capacity, seatbelt provision, etc.) and insurance arrangements. Advice should be obtained from the County Councils’ Fleet Transport Manager.

School mobile phone must accompany journeys. Staff are asked to bring their own mobile phones also.

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 within the Schools Service 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 Councils’ and have to meet their licensing standards. Advice should be obtained from the County Councils’ Fleet Transport Manager.

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 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 free of any convictions and/or endorsements/penalties, and be willing to present their driving licence for inspection if requested.

All drivers must adhere to the Highway Code.

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.

An alternative approach in some circumstances is that the school asks the parents of the children concerned to make travel arrangements between themselves. This informal method means that the transport is not part of the activity and therefore the volunteer parents would not need to sign the transport policy slip previously mentioned.

Further Reading:

“Health and Safety of Pupils on Educational Visits” – DfES
Standard for Drivers Using Vehicle at Work. - NCC.

“Drivers Guide” (2002 version) - NCC

“Minibus Guidelines and Vehicle Records” (June 2001 version) - NCC

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

Date: November 2005

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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 and am free of any convictions and/or endorsements/penalties.

I have read and agree to abide by Crick School's Transport Policy.

Signed: Date:

Name in Block Capitals: