



# **Burlington Junior School**

## **Private Transport Policy**

**Date of Policy: October 2020**

**Schedule for review: 4 yearly**

**Committee responsible: Finance and Resources**

**Date of Scheduled Review: October 2024**

## **Contents:**

### Statement of intent

1. [Legislative framework](#)
2. [Responsibilities](#)
3. [Licensing](#)
4. [Insurance](#)
5. [Vehicle requirements](#)
6. [Consent and safeguarding](#)
7. [Parents and volunteers](#)
8. [Policy adherence](#)
9. [Policy review](#)

### Appendices

- a) [Private Car Transport Policy Slip](#)

## Statement of intent

At certain times, private cars may be used to transport pupils. The following procedures have been established to ensure a consistent process regarding the transportation of pupils in private vehicles.

These procedures apply to all appropriately licensed volunteer drivers who occasionally drive pupils in private vehicles to school approved activities, including teachers, members of the school community and parents.

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Signed by:

**Head teacher** \_\_\_\_\_

Date: \_\_\_\_\_

**Chair of governors** \_\_\_\_\_

Date: \_\_\_\_\_

## **1. Legislative framework**

1.1. This policy has due regard to statutory legislation and national guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2014) 'Home to school travel and transport guidance'

## **2. Responsibilities**

2.1. Teachers or others who drive pupils in their own private vehicles are responsible for ensuring:

- That they have the appropriate license and insurance cover.
- That their vehicle is roadworthy.
- The safety of their passengers.
- They adhere to the Highway Code.
- That passengers use a seat belt and appropriate restraints.

## **3. Licensing**

3.1. All drivers must have a full and valid UK driving license, and be free of motoring convictions. They must be willing to present their driving licence for inspection if required.

## **4. Insurance**

4.1. The school business manager is responsible for checking annually whether or not the school's insurance policy covers all vehicles used to transport pupils, including parents'/carers' personal vehicles.

The school's insurance policy covers parents'/carers' use of personal vehicles to transport pupils; parents/carers are not required to extend their individual insurance policies.

## **5. Vehicle requirements**

5.1. All vehicles must conform to legal requirements.

5.2. Vehicles without seat belts must not be used.

5.3. The driver is responsible for ensuring that pupils use a seat belt and appropriate restraints.

5.4. Appropriate child restraints (booster seats) must be used according to the weight and height of the child.

5.5. No child should be transported in the front passenger seat, with the exception of the driver's own child at their discretion and in accordance with legal restrictions.

## **6. Consent and safeguarding**

- 6.1. Parental consent is required in writing for pupils to be carried in staff members' or other adults' vehicles.
- 6.2. The teacher in charge ensures that permission has been obtained from all parents and ensures that all parties are fully informed of the transport arrangements to and from events.
- 6.3. Drivers are not allowed to be alone with one pupil, unless it is their own child.
- 6.4. The teacher in charge ensures that a central dropping point is arranged, rather than home drops.

## **7. Parents and volunteers**

- 7.1. If the driver is not employed by the school, it is the school's responsibility to ensure that they are aware of their legal duties regarding the safety of pupils in their vehicles.
- 7.2. If the driver is a volunteer, they are carefully vetted before they are permitted to drive pupils in their car.
- 7.3. The school business manager gains written confirmation on the roadworthiness of the vehicle, and that the appropriate license and insurance is held.
- 7.4. The school keeps a list of approved volunteer drivers and does not use the services of unknown volunteers.

## **8. Policy adherence**

- 8.1. All drivers are required to read this policy and sign the attached slip consenting to the policy annually and to notify the school business manager of any changes which could affect their compliance to this policy..

## **9. Policy review**

- 9.1. This policy is reviewed every two years by the Finance and resources committee and the head teacher.
- 9.2. The scheduled review date for this policy is July 2020.

## Private Car Transport Policy Slip

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

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

I have a full and valid UK driving licence for the class of vehicle to be used and am free of any convictions and/or endorsements/penalties.

I agree to abide by Burlington Junior School's Private Car Transport Policy.

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

Name in block capitals: .....