



BURLINGTON JUNIOR SCHOOL

Private Car Transport Policy

Written By	Head teacher
Frequency of Review	4 years
Date reviewed and approved by Governing Body	Autumn 2026
Date of next review	Autumn 2030
Display on Website	✓
Purpose	The following procedures have been established to ensure a consistent process regarding the transportation of pupils in private vehicles
Consultation	Governors ✓
	Parents ✓
	Pupils x
	Staff ✓
Links with other policies	Safeguarding and Child Protection Educational Visits Health and safety Staff code of conduct

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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 to:

- School trips and educational visits.
- Sporting fixtures and competitions.
- Off-site activities and events.
- Transport to or from school activities outside normal school hours.
- Emergency or exceptional transport arrangements authorised by the school.

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.

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'
- <https://www.gov.uk/government/publications/home-to-school-travel>

2. Responsibilities

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

- Holds a valid driving licence appropriate for the vehicle.
- Has appropriate motor insurance covering the intended use of the vehicle, including business use where required.
- Has a roadworthy and appropriately maintained vehicle with valid MOT.
- Has provided the school with the required driver and vehicle information.
- Has completed any safeguarding or other checks required by the school.
- Has disclosed any relevant driving convictions, restrictions or medical conditions that may affect safe driving.
- Understands and agrees to comply with this policy.

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.

4.2. 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.

6. Using a child car seat or booster seat. Children must normally use a child car seat until they're 12 years old or 135 centimetres tall, whichever comes first. Children over 12 or more than 135cm tall must wear a seat belt

6.1. Regulations require that children under the age of three must use the appropriate child restraint for their weight in all cars, with the single exception of the rear of taxis.

6.2. 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.

7. Consent and safeguarding

7.1. Parental consent is required in writing or verbally when called by the office team (to be recorded in writing by office member and date/time added) for pupils to be carried in staff members' or other adults' vehicles.

7.2. 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.

7.3. Drivers are not allowed to be alone with one pupil, unless it is their own child.

7.4. The designated person ensures that a central dropping point is arranged, rather than home drops.

7.5. Drivers should use appropriate navigation equipment without allowing it to distract them from driving. They should not transport pupils while under the influence of alcohol or illegal drugs, or where medication or another substance may impair their ability to drive safely.

7.6. Smoking or vaping should not take place in the vehicle while pupils are present.

8. Parents and volunteers

8.1. 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.

8.2. If the driver is a volunteer, they are carefully vetted before they are permitted to drive pupils in their car.

8.3. The Office team gains written confirmation on the roadworthiness of the vehicle, and that the appropriate license and insurance is held.

8.4. The school keeps a list of approved volunteer drivers and does not use the services of unknown volunteers.

9. Journey Planning

Before transporting pupils, the responsible member of staff should consider:

- The purpose, route and expected duration of the journey.
- Traffic, weather and road conditions.
- The number and age of pupils travelling.
- Any medical, mobility, behavioural or additional needs.
- Appropriate collection and drop-off arrangements.
- Emergency contact information.
- Whether more than one vehicle or adult is required.
- Any foreseeable safeguarding or supervision risks.

10. Policy adherence

The school leadership is responsible for approving appropriate arrangements, ensuring safeguarding considerations are addressed and taking action where concerns arise. All drivers are required to read this policy and inform the Headteacher they agree.

11. Policy review

This policy is reviewed every four years by the Headteacher.