

Milton Road Primary School



"We want our children to be happy and healthy today, fulfilled in the future and able to make their world and even better place."

Transporting Pupils Policy

1. INTRODUCTION

At Milton Road Primary School, we recognize that from time to time, the use of transportation is necessary to facilitate educational visits, sports competitions, and other events held off-site. Transportation may include vehicles owned by the school, privately hired transport, vehicles on loan, or cars driven by staff or volunteers. Given that travel can sometimes pose a greater risk than the activities themselves, the safe transportation of pupils is a top priority and requires careful planning and oversight.

2. TRANSPORTING CHILDREN IN COACHES

The Headteacher is responsible for ensuring that:

- The choice of vehicle is appropriate for the intended use and meets all current safety standards.
- Only vehicles fitted with seat belts are used, and all pupils must wear seat belts for the duration of the journey.
- Parents are informed in advance of transport arrangements, and any concerns they raise are considered in finalizing plans.
- At least two members of staff accompany pupils on a coach or minibus. Staff must be contactable via mobile phone during the trip.
- Pupils are seated at all times and are not allowed to sit in the front seats of coaches or minibuses or next to exit doors.
- Ensure the vehicle is free from inappropriate materials, including unsuitable music or news on the radio.
- Staff are advised that they are the responsible adult on any coach or bus journey and have the power to intervene if they are concerned that the driver is not driving responsibly or safely.

3. TRANSPORTING CHILDREN IN PRIVATE CARS

On some occasions, staff or parents/carers may volunteer to transport children to events. These arrangements require:

3.1 Volunteer Driver Requirements:

- Volunteers must read this policy and sign the Transport Policy Compliance Declaration (Appendix A).
- Drivers must notify the school of any changes in circumstances affecting their ability to comply with this policy.

3.2 Parental Consent:

- Parents must provide explicit consent if their child is to be transported in a private car.
- Travel arrangements, including collection and return procedures, must be communicated clearly to parents.

3.3 Driver Responsibilities:

Volunteers transporting children other than their own must:

- Maintain suitable insurance cover (business use for staff).
- Ensure the vehicle is roadworthy, taxed, and holds a valid MOT certificate (if over three years old).
- Have a clean, valid driving licence held for a minimum of three years, free from serious endorsements.
- Be medically fit to drive.
- Ensure children are seated in the back, with seat belts fastened at all times.
- Use booster seats where required.
- Avoid transporting a single child unless the child is their own; when transporting more than one child (including their own), a minimum of three children is recommended.
- Ensure the vehicle is free from inappropriate materials, including unsuitable music or the radio.
- Using mobile phones while driving is strictly forbidden and is illegal

3.4 Safety Checks and Documentation:

- The Headteacher or visit leader will determine if vetting (e.g., DBS checks) is necessary for volunteers.
- Evidence of vehicle insurance, MOT status, and driver licence validity may be requested and retained.
- Contact details of all volunteer drivers and lists of pupils in each vehicle will be held by the visit leader.

3.5 Emergency Procedures:

- Drivers will be provided with the route and an emergency plan in case of breakdowns or accidents.
- Where multiple vehicles are used, a convoy system is encouraged.

3.6 Insurance

We have been assured by the school's Local Authority Insurance provider of the following. "Insurance for the actual journey in the car would be covered on the parent's motor insurance – the pupils would be insured as passengers. If the parent is receiving any payment for this, they should advise their motor insurers."

"In the event of an accident and qualifying injuries the personal accident cover under the school journey insurance would operate."

4. CHARGING FOR SCHOOL TRIPS

- Where the school incurs costs for transportation, the Charging and Remissions Policy applies.
- No charges will be made for children transported in private cars by volunteer drivers.
- The school will not reimburse volunteer drivers for transportation costs.

5. RELATED POLICIES AND GUIDANCE

This policy should be read alongside the following:

- Health and Safety Policy
- Safeguarding Children in Education Policy
- Lone Working Policy

APPENDIX A: Transport Policy Compliance Declaration

(Template for volunteers to acknowledge understanding and compliance with this policy.)

Parent Volunteer Driver Agreement

Thank you for your willingness to support our school's activity as a volunteer driver



In order to comply with our safeguarding and insurance standards and maintain the "Good Practices" approach to the use of parent drivers recommended by OEAP, we ask you to read and sign this form.

My signature assures the school that:

- ☐ I hold a valid, current driver's licence
- ☐ I have not been banned from driving for any period in the last 10 years
- ☐ The vehicle that I will use is fully roadworthy and has a current MOT certificate (if needed)
- ☐ I hold a valid, current insurance policy
- ☐ I will abide by all aspects of the Highway Code and laws governing driving and road use, keeping within speed limits and not using a mobile phone while driving.

My signature confirms that I understand my duty of care whilst transporting children, specifically:

- ☐ I will ensure children wear seatbelts and use booster seats (if needed) throughout the journey
- ☐ I will ensure I am never alone with an individual child (other than my own)
- ☐ I will oversee the safety of all children as they enter and exit the vehicle
- ☐ I will follow all instructions and safety advice given by the visit leader

My signature also confirms that if there is any change to any of these details, I will inform the school immediately.

Name: _____ **Date:** _____

I agree to provide the school with original documentation, which will be photocopied at the school office, and I agree to them holding these copies securely on file for safeguarding purposes.

Signature: _____

Review and Approval

This policy will be reviewed every two years or as required in response to regulatory changes or incidents.

Date of Approval:

Next Review Date: