



**POLICY DOCUMENT
ON THE TRANSPORTATION OF PUPILS BY ALP
SCHOOL STAFF**

**The Stonehill School
Stonehill Avenue
Leicester
LE4 4JG**

This policy only applies to school activities. The transportation of learners by parents other than their own, should be actively discouraged.

1. The transportation of learners in the vehicles of staff, executive board members, or other appointed agents should be avoided whenever possible. However, it is recognised that this is sometimes unavoidable. In such cases it is the responsibility of the driver to:
 - Ensure they are a fully vetted member of staff with full DBS check.
 - Complete and comply with all details in the Driving at Work Policy
 - Allow the school to hold copies of your driving license, motor insurance and most recent MOT certificate.
 - Hold valid insurance for such an event
 - The vehicle must be well maintained and roadworthy.
 - Obtain explicit permission from the parent prior to the journey. This is preferable in writing. If permission is given verbally the driver must obtain clearance from an SMT member personally before making the journey.
 - It is desirable to avoid transporting learners with only one adult present. While every effort should be made to avoid such an event, the school recognises that it is sometimes unavoidable.
 - Ensure all Risk Assessments and Educational Visit forms are completed before leaving school premises
 - When transporting learners the journey must be undertaken without deviation of any kind. The departure and arrival times should be noted.
 - In the event of an accident, claim by the learner concerning inappropriate behaviour, etc, the driver should immediately:
 - Inform the Head Teacher
 - Provide a report at the earliest possible opportunity
 - Inform the Police

It is the responsibility of the driver to check with the relevant SMT member/HLT/Tutor regarding the character of a learner if that learner is to be transported on their own by a member of staff driving alone. Please refer to the PHP, pupil/school risk assessment

2. Please also refer to the following Policies:
 - Safeguarding and Child Protection
 - Code of Conduct
 - Risk Assessments
 - Lone Working
 - Driving at Wor