



**Head Office
42-46 Harmer Street
Gravesend
Kent
DA12 2AX**

This is an all school Policy

Introduction:

This policy sets out guidance and procedures on ensuring safe and purposeful transportation of learners by school staff in their own vehicle. This policy only applies to school activities. The transportation of learners by parents other than their own, should be actively discouraged. Guidance on transporting learning in a school vehicle can be found in the driving at work policy.

1. Compliance of staff transporting learners in their own vehicle

When a company vehicle is available, this option should be used ahead of staff using their own vehicles.

The transportation of learners in the vehicles of staff, Governors, volunteers or other appointed agencies should be avoided whenever possible and only used as a last resort when other modes of transport are not available. It is recognised that this is sometimes unavoidable and the use of staff vehicles may be the only option or best option to get learners to approved provision, activities and placements associated with their education.

In such cases it is the responsibility of the driver to:

- Complete and comply with all details in the Driving at Work Policy
- Read the school driving for work risk assessment
- Agree to use their vehicle for the requested transportation
- Allow the school to hold copies of your driving license, motor insurance and most recent MOT certificate.
- Hold valid insurance for such an event and use this insurance in the event of any form of accident or incident that results in a claim
- Ensure the vehicle is well maintained and roadworthy.
- Ensure that a routine vehicle check has been conducted before use and the driver deems the vehicle fit for purpose
- Ensure the journey is undertaken without deviation of any kind. The departure and arrival times should be noted.
- Check with the relevant SMT member 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 within pupil passports. It should be noted that when a driver takes a learner with no other adult present the learner is classed as unsupervised and this safeguarding risk should be considered by the schools SMT and the driver.

It is the responsibility of the Headteacher with support from the school administrator and HR to:

- Ensure they are a fully vetted member of staff with a full DBS check.
- Ensure the driver has signed and agreed to the driving at work policy
- Ensure the school holds a valid copy of the drivers business

- insurance
- Ensure the school holds a valid copy of the vehicle MOT certificate
- Ensure the school holds a valid copy of the employees driving licence
- Obtain explicit permission from the parent prior to the journey. This is preferable in writing. If permission is given verbally the driver or a member of SMT must obtain clearance from an SMT member personally before making the journey.
- 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 or risk assessed not to be necessary. Whilst the driver should check on the suitability, the Headteacher must approve adults transporting learners with no other adult support as this is a safeguarding risk
- Ensure all Risk Assessments and Educational Visit forms are completed before leaving school premises

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 where necessary

2. First Aid

When transporting pupils it is essential to make sure the vehicle is equipped with a clearly marked first aid box that's readily available and in good condition. The school reception should hold a portable first aid box or bag which can be taken. This must contain, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages – individually wrapped and preferably sterile
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

You may also want to consider including:

- Disposable gloves
- A leaflet giving general advice on first aid
- Information about the specific medical needs of pupils
- Parents' contact details

3. Staff members transporting students in their own vehicles must have also read the following Policies:

ALP Schools Transporting Learners Policy - November 2024

This policy applies to all ALP Schools and has been approved a member(s) of our Executive Board

- Safeguarding and Child Protection
- Code of Conduct
- Risk Assessments
- Lone Working
- Driving at Work

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