
	Name of School	Corbets Tey School
	Policy Adopted Date	06/02/2019
	Next Review Date	06/02/2020
	Reviewed by	Governor Name: Julie Lamb Governor Signature: 

Transportation Policy

Equality Impact Assessment

The school aims to design and implement services, policies and procedures that meet the diverse needs of our provision, population and workforce, ensuring that none are placed at an unreasonable or unfair disadvantage over others. We are confident that this policy does not place anyone at an unreasonable or unfair disadvantage, and is compliant with relevant equalities legislation.

1. General Principles

This policy applies to all driving that you are carrying out that is connected to the business of the school. This could include (but is not an exhaustive list):

- Driving to an off site training venue
- Driving to collect school deliveries from the post office
- To drop off a pupil's property (eg: medication) to their home after school
- Travelling by car between the main site and the Avelon site
- Driving to local shops to purchase refreshments for a school event
- Driving to a shop to purchase ingredients for a food technology lesson

All driving of personal vehicles on behalf of the school is covered on the school occasional business use insurance policy through **Royal & Sun Alliance Insurance Group PLC**. See *Appendix 1* for further details. However if you also have 'business use' on your own personal insurance policy this will also cover driving in connection with school business.

Anyone driving on any journeys connected to the business of the school who do not already have, or do not intend to use 'business use' insurance on their own personal policy will need to get authorisation from the headteacher to drive under the school occasional business use policy and agree to the required checks being carried out and provide any requested documentation.

Any member of staff intending to make a mileage claim for the journey will need to get prior headteacher authorisation and agree to the required checks being carried out and provide any requested documentation.

They shall also agree to notify the Head Teacher of any factors which may affect their driving licence entitlement including, but not exclusively, the following situations:

- Where a notice of intended prosecution has been received.
- Where a fixed penalty endorsement has been accepted e.g. speed camera.
- Where court proceedings have commenced by way of summons or charge including the result of any court proceedings.

Drivers must ensure that their driving licenses are renewed before the expiry of the current license and that their driving license is up to date i.e. current address. Driving licences are to be renewed every 10 years.

Once an application to drive has been approved, the Health and Safety Administrator will carry out the necessary online checks to ensure that the driver has a current MOT certificate and car tax.

NB: An online check on the tax and MOT status of a vehicle can be carried out at <https://www.vehicleenquiry.service.gov.uk/> using a vehicle registration number and vehicle make.

Annually an online check at www.gov.uk/view-driving-licence will also be carried out to check on any driving endorsements/offences recorded on driving licences.

The H&S Administrator will keep an up to date list, including expiry dates, which will be checked termly for regular drivers or on an individual basis for occasional or new drivers.

Any member of staff who has not provided a valid driving licence or cannot verify that any other requirements are in place should not drive in any capacity in connection with school purposes unless they have their own 'business use' insurance in place and take full responsibility for any insurance claims. This will not apply to transporting pupils (see section 2 below) which will require pre-authorization and full documentation to be provided.

Corbets Tey School will hold a Driving Declaration on file for every member of staff as agreed by the Borough's Internal Audit department. This declaration confirms that either the member of staff will NOT use their car for business purposes or if they WILL use their car for business purposes, also that they will produce the relevant documentation (appendix 3). It is the responsibility of the individual member of staff to notify the school in the event of a change in circumstances.

Penalty Notices or Fines

If a driver incurs a speeding penalty notice while driving for the school, the school will identify the driver to the authorities and the driver must take full responsibility for any fines or penalty points awarded. If a driver incurs a parking fine, in certain circumstances, the driver may be asked to reimburse the school for the cost of the fine. This decision will be made by the Head Teacher.

2. Transporting Pupils

In order to transport pupils, a member of staff must have obtained prior permission from the Head Teacher (appendix 2) and have made their driving licence available to the H&S Administrator for recording prior to the journey.

Also the driver must ensure that:

- The vehicle never carries more passengers than its design permits.
- The vehicle must have seat belts fitted to all seats used.
- There is no-smoking in the vehicle at any time.
- The driver and all passengers wear the correct child restraint/seat belts at all times.
- They do not transport pupils in a vehicle which they are not qualified to drive.

- They do not drive under the influence of alcohol or drugs.
- They do not drive if undergoing treatment or taking prescribed medication, which may affect their driving awareness or ability.
- They take rests from driving if suffering with fatigue, or should be replaced by another driver. Avoid driving for long periods and ensure that rests are taken when needed (recommended 30 min break after 2 hours driving).
- Take into consideration the effects of teaching and the working day.
- They abide by the road traffic laws at all times governing the use of the vehicle they are driving.
- They notify the Head Teacher of any medical or other circumstances which may affect their ability to drive.
- They advise pupils as to the behaviour expected in the car, staying in seats, noise level.
- They know what to do in an emergency. In the event of an accident the driver should immediately:
 - Inform the police and other emergency services (if needed).
 - Inform the Head Teacher.
 - Provide a report at the earliest possible opportunity.

Specific circumstances surrounding any incidents/accidents whilst transporting pupils will be reviewed by the Head Teacher. If it was felt necessary, a member of staff may be asked not to continue to transport children. This decision will be made by the Head Teacher.

NB: It is highly desirable to avoid transporting pupils with only one adult present. While every effort should be made to avoid such an event, the school recognises that it is sometimes unavoidable. It is the responsibility of the driver to check with the Head Teacher regarding the character of a pupil, if that pupil is to be transported on their own by a member of staff driving alone.

3. Driving School Minibuses

In order to transport pupils in the school minibus, a member of staff must:

- Have passed the Local Authority minibus driving test and retake this every 5 years. *(NB: During this time it may be felt necessary to ask a member of staff to re-take the Local Authority approved test. This decision will be made by the Head Teacher).*
- Complete an Online Assessment arranged by the H&S Administrator prior to driving test.
- Hold category D1 on their licence and have completed the borough mini-bus test or has PCV licence.
- Staff member must be over 21 years of age and have 2 years driving experience with no accidents or claims and no disqualifications in the last 5 years.

4. Driving Own Vehicles

The transportation of pupils in the vehicles of staff, governors, or other appointed agents should be avoided whenever possible. However, it is recognised that this is sometimes unavoidable.

It is the responsibility of the driver to:

- Obtain explicit written permission from parents/carers prior to the journey. Verbal consent may be obtained in emergency situations (i.e. if a child is sick and needs to be taken home) but this must be approved by the Head Teacher before the journey is undertaken.
- Ensure that their vehicle is well maintained, roadworthy and in a fit and serviceable condition.
- Ensure that, when transporting pupils, the journey is undertaken without deviation of any kind.
- Ensure that, if the vehicle has front airbags, smaller children should travel in the rear of the vehicle wherever possible. However, if it is essential that a child travels in the front of the vehicle, set the seat in the furthest back position.

Occasional Business Use Insurance

The school has a stand-alone insurance policy in place that provides comprehensive annual cover for staff or authorised volunteers who are eligible to drive on behalf of the school using their own cars on school business. This cover is provided through **Royal & Sun Alliance Insurance Group PLC**. Claims against this policy can only be made by the school, authorised by the Head Teacher.

The policy provides automatic insurance cover included for

- Any motor car belonging to an employee of the school or his/her spouse or a member of the governing board or a volunteer while being used in connection with the policyholders business.
- Accidental Damage - protection against third party legal liability for accidental injury or damage, including costs and expenses incurred and fire and theft for your vehicle
- Legal liability for injuries to other persons (including passengers) or damage to their property following an accident.
- Full windscreen damage cover is included with no excess.

(please note that this does not include cover for any damage incurred whilst parked in our car park as this involves usual travel between home and school and not on additional school business)

This policy means that staff will not need to have 'business use' on their own individual car insurance to drive for the school (transporting pupils or running errands) or to drive to and from training courses, where this involves extra journeys, as had been the case previously. Staff and volunteer drivers will however still need:

- A current, valid driving licence that allows them to legally drive the vehicle
- To not be disqualified from holding or obtaining a driving licence

The limitations to this policy are:

- The purpose of the trip is for school business only.
- Is not for social, domestic or pleasure purposes.
- Not for travel directly between home and normal place of work (school).
- Not for racing, speed testing, pacemaking or competitive driving or the carriage of passengers for hire or reward.

There is an excess of £25 which applies to all claims against this policy. This is £100 for any driver under age 23 who makes an accidental damage claim. Staff who use their cars should be aware that the school may expect that this is covered by the member of staff as would have been the case previously with their own private insurance cover. However, any required contribution towards this will be decided by the Head Teacher and will depend on the individual specific circumstances of the case.

As the policyholder, we have a duty to disclose details of

- any motoring convictions or future motoring prosecutions of any motoring offence (except parking).
- any medical conditions such as epilepsy, diabetes, a heart condition or any other disease or physical infirmity for any person driving a vehicle on school business.
- Failure to do so could cause the schools business Insurance to be invalid and therefore any claims nil and void.

Any staff driving in this capacity under this policy must therefore ensure that they have completed a form to gain permission from the Head Teacher to drive on school business (see appendix 2 and to disclose this information and any changes that occur in the future.

UNCONTROLLED

**Head Teacher Permission for Driving on School Business
including Transportation of Pupils**

Driver Details

Name of Driver: _____ Date of Birth: _____

My driving licence includes D1 category (minibus driving only) _____ Yes/No

Any factors affecting your driving license entitlement _____ Yes/No

Details: _____

Any medical or other circumstances which may affect ability to drive (diabetes, epilepsy, a heart condition or any other disease or physical infirmity) _____ Yes/No

Details: _____

If transporting students - Event/Activity Information

Dates/times when pupils will be transported:

Reason: _____

Name(s) of children transported: _____

Names of additional adults present: _____

MOT

Start date: _____ End date: _____

Road Tax

Start date: _____ End date: _____

Please provide sight of your driving licence with (paper counterpart).

I declare that I am not disqualified from driving, and that I have declared all driving offences against me or any future prosecutions of which I am aware. I can confirm that there is no medical reason for me not to drive and I have fully disclosed any conditions that may affect this.

Signed _____ Date: _____

Head Teacher Authorisation

Signed _____ Date: _____

Driving Declaration Form

I understand that if I use my vehicle for work purposes (other than driving directly between home and work) my employer is required to check that I am legally qualified to do so. These checks must be carried annually and if I do use my vehicle for work purposes.

I do currently hold a driving licence

I do not currently hold a driving licence.

I **DO USE** my vehicle for work purposes, (this can include training off-site)

If ticked above,

I have my own insurance with ‘business use’ included in my cover.

I understand that it is my responsibility to ensure that I am insured under this policy and that there are no changes to my circumstances that would prevent me from driving or affect my insurance cover.

I do not have my own insurance with ‘business use’ included in my cover.

I will need to use the occasional business use insurance cover provided by the school and will get the required authorisation from my headteacher to do so.

If I will be transporting pupils I will get signed authorisation from my headteacher and will produce any required documentation.

I **DO NOT** use my vehicle for work purposes (*You must advise immediately if this changes*).

This applies to all driving that is connected to the business of the school (see section 1 of the Transportation Policy for some examples).

Signed..... Dated:

Your Name: (PLEASE PRINT)

Job Title:

Failure to ensure that you either have the required personal ‘business use’ insurance cover on your own policy or obtain authorisation, provide the required documentation or notification of any changes in circumstances could result in the above named person not having the required insurance cover in the event of an accident.

Please return this form to [Karen Hoffman](#)

Thank you.



Transportation Policy Checking Procedures

