

	Name of School	Corbets Tey School
	Policy Adopted Date	25 September 2019
	Next Review Date	Autumn 2020
	Reviewed by	Governor Name: Jeff Stafford 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 student'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 Headteacher 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 licences are renewed before the expiry of the current licence and that their driving licence is up to date i.e. current address. Driving licences are to be renewed every 10 years (if it is a photocard version).

Once an application to drive has been approved, the Health and Safety (H&S) 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 students (see section 2 below) which will require pre-authorisation 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 Headteacher.

2. Transporting Students

In order to transport students, a member of staff must have obtained prior permission from the Headteacher (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 students 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 Headteacher of any medical or other circumstances which may affect their ability to drive.
- They advise students 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 Headteacher.
 - Provide a report at the earliest possible opportunity.

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

NB: It is highly desirable to avoid transporting students 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 parental consent and obtain permission from the Headteacher (or Deputy Headteacher in their absence) prior to transporting a student on their own. The staff member must ensure they have read the lone working policy, with particular reference to the off site visits (home visits or transporting student home alone) section, which includes added controls. Staff must also check the relevant risk assessments e.g. the Lone Working RA and the Transporting Student's RA and implement the relevant controls associated with the task.

3. Driving School Minibuses

In order to drive the school minibus, a member of staff must have obtained prior permission from the Headteacher (appendix 4) and:

- 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 Headteacher).*
- Complete an Online Assessment arranged by the H&S Administrator prior to driving test.
- Hold category D1 on their licence (if licence acquired before 1997).
- 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 to transport students

The transportation of students 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 Headteacher before the journey is undertaken.
- Ensure that their vehicle is well maintained, roadworthy and in a fit and serviceable condition.
- Ensure that, when transporting students, the journey is undertaken without deviation of any kind.
- Check the relevant risk assessments e.g. the Lone Working RA and the Transporting Student's RA and implement the relevant controls associated with the task.

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 Headteacher.

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 students 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.

The policy excess is NIL.

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 rendering any claims null 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 Headteacher to drive on school business (see appendix 2 and to disclose this information and any changes that occur in the future.

**Headteacher Permission for Driving on School Business
including Transportation of Students**

Driver Details

Name of Driver: _____ Date of Birth: _____

I have obtained permission (*see Appendix 4*) to drive a school minibus ____ Yes/No

Any factors affecting your driving licence 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 students 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 Photocard 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: _____

Headteacher 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 students, 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.

Application to drive school minibus

Name of Driver: _____ **Date of Birth:** _____

Driver Licence number: _____

Please provide a copy of the front and back of your driving licence

In order to transport students in the school minibus, a member of staff must: Please circle correct answer

➤ Have passed the Local Authority minibus driving test and retake this every 5 years.	Yes / No
➤ Complete an Online Assessment arranged by the H&S Administrator prior to driving test.	Yes / No
➤ Hold category D1 on their licence (if licence acquired before 1 January 1997).	Yes / No / N/A
➤ 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.	Yes / No
➤ Meet the 'Group 2' medical standards if you're over 70 - check with your GP if you're not sure you meet the standards	Yes / No / N/A

The insurer requires further information from any drivers who answer yes to any of the following questions:

Any motoring/non-motoring convictions – if the driver has had any motoring/non-motoring convictions then we would need to know the conviction code (i.e. SP20 – Exceeding Statutory Speed Limit), how many points the driver received & the date of the conviction.	
Has the driver made any claims in the last 5 years (including any claims on their personal car insurance) – if there has been any claims then we would need to know full details, for example – if the driver was at fault or non-fault / date of the incident / claims costs / any injury caused?	
Any medical conditions (have the DVLA been notified?)	
If they have held their licence less than 2 years	
Is the driver aged between 21-24 years OR over 75 years old?	

***Important information** – please read before proceeding with your application to drive a school bus. If you answer 'Yes' to any of the questions above please note that we are required to refer the information to the school's insurer for confirmation of insurance cover. If accepted, the insurer requires to hold copies of the employee's driving licence (front & back), and the driver will be noted on the policy within the endorsements or noted on the policy as a declared driver, sometimes they will apply a higher excess for a younger driver. If the insurer does not accept the driver, they will endorse an exclusion on to the policy.

I declare that the information given in this form is true, complete and accurate, 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: _____

Headteacher Authorisation

Signed _____ Date: _____



Transportation Policy Checking Procedures

