

	Name of School	Corbets Tey School
	Policy Review Date	Autumn Term 2021
	Next Review Date	Autumn Term 2022
	Reviewed by	Governor Name: Paul Knight 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.

Where the school is referred to in this policy, the policy and the following procedures apply to all staff working for Corbets Tey School on both sites.

1. General Principles

This policy applies to all driving carried 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
- Dropping off a student's property (e.g.: 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 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.

- All staff are required to submit a Driver Declaration Google Form <https://forms.gle/PRZQ4jP49BJBG5878> annually to state their intention to drive for the school or not.
- Staff who intend to drive for the school will need to state if they want to use their own insurance or our school insurance.
- Staff who intend to use their own business use insurance will be required to provide driving licence number but no further information or checks will be required or carried out.
- Staff who intend to use the school insurance will need to complete required details including any driving cautions or convictions. They shall also notify the H & S Administrator of any factors which may affect their driving licence entitlement These could, but not exclusively, include these 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.
- The Health and Safety Administrator will get authorisation from the Headteacher for all drivers. Any issues will be communicated to the member of staff and this may result in the member of staff being not authorised for driving for the school.
- The above procedures are just the basic driving for the school and do not cover minibuss drivers or drivers transporting children which will have more rigorous checks and will be authorised separately.

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.

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).

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 3 below) which will require pre-authorisation and full documentation to be provided.

Corbets Tey School will have a completed Driving Declaration Google Form for every member of staff as required 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 any requested documentation <https://forms.gle/PRZQ4jP49BJBG5878>. It is the responsibility of the individual member of staff to notify the school in the event of a change in circumstances.

2. 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 whilst in charge of a school vehicle, 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.

3. Transporting Students

In order to transport students, a member of staff must have declared their intention to drive for the school by completing a Driving Declaration Google form <https://forms.gle/PRZQ4jP49BJBG5878>, obtained permission from the Headteacher to transport students by completing a permission request form (appendix 3) 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 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.

Once the headteacher has approved a request to transport students, an online check at www.gov.uk/view-driving-licence will be carried out to verify any driving endorsements/offences recorded on driving licences that may affect insurance cover (either private business use or school occasional business use)

If using a private vehicle to transport students 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.

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.

4. Driving School Minibuses

In order to drive the school minibus, a member of staff must complete an application to drive the school minibus (appendix 2) and obtain permission from the Headteacher (appendix 3), and:

- Pass 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 the 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.

5. 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. It is also 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:

- 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.
- Obtain permission from the Headteacher (or Deputy Headteacher in their absence) prior to transporting a student on their own.
- 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 an insurance policy in place that provides fully comprehensive insurance cover for staff, governors or authorised volunteers who are eligible to drive on behalf of the school using their private vehicles. This cover is provided through **Royal & Sun Alliance Insurance Plc**. Claims against this policy can only be made by the school if authorised by the Headteacher.

Subject to the general assumptions, the policy provides fully comprehensive insurance cover for:

- Any motor car owned by or hired or loaned to an employee, governor or volunteer of CTS.
- Any person provided they are an employee, governor or volunteer of CTS, provided that the person driving holds a licence to drive the vehicle or has held and is not disqualified from holding or obtaining such a licence

Including:

- 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 the school car park as this involves usual travel between home and school and not on additional school business)

The limitations to this policy are:

- The purpose of the trip is for school business only.
- 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.

General Assumptions

- All vehicles to be covered by this policy are in roadworthy condition.
- No person will drive the vehicles who has:
 - been convicted or have a prosecution pending of any motor offence with conviction codes AC BA CD DD DR IN UT TT or XX.
 - at any time been refused insurance or quoted an increased premium or had special terms imposed or a disqualification that prevents them from driving a vehicle.
 - suffered from any heart complaint, diabetes, fits or any other physical or mental infirmity that renders them incapable of driving an insured vehicle.
 - been regularly taking any prescribed medication, unless the condition has been notified to the DVLA and a licence to drive has been granted.

All staff are requested to complete a Driving Declaration Form annually to declare their intentions of using a private vehicle to drive on behalf of the school and to disclose any information that may impact the validity of the insurance cover <https://forms.gle/PRZQ4jP49BJBG5878>

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
➤ 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, and that I am not disqualified from driving, and I have declared all driving offences against me or any future prosecutions pending 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: _____

OFFICE USE ONLY	Headteacher authorisation	Signed: _____	Date: _____
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Headteacher Permission for Transportation of Students

Driver Details

Name of Driver: _____ Date of Birth: _____

I have obtained permission (see Appendix 2) 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: _____

Vehicle registration (if using private vehicle): _____

MOT End date: _____

Road Tax End date: _____

Please provide sight of your photocard driving licence or paper counterpart.

I declare that I am not disqualified from driving, and I have declared all driving offences against me or any pending 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: _____

OFFICE USE ONLY

Headteacher authorisation

Signed:

Date:



Transportation Policy Checking Procedures

