



Transporting pupils Policy

Why might we need to transport pupils?

In order for students to gain a well balanced and varied curriculum, there will be times when they need to be transported to other sites or places of interest/study. Should authorised hired vehicles not be available or viable, at Nenegate School we advocate the use of the school mini bus, in the first instance and appropriate staff personal vehicles as a secondary measure.

Who can transport pupils and in what vehicles?

Only staff with a full mini bus licence (category D1) can drive the school, or any mini bus.

Only staff with a full driving licence and 'business use' insurance for their personal vehicle can transport students.

What qualification/documentation will they need?

Those staff driving their own personal vehicles will be required to ensure that their vehicles comply with all legal requirements, including:

- Having a vehicle registration document
- Valid insurance document (including business use)
- Valid MOT certificate (if applicable)
- Valid road tax displayed (vehicle excise duty)
- The driver will require a full, valid driving licence

What about drugs, alcohol and medication?

Drivers are reminded that it is an offence to drink and drive, or drive whilst under the influence of drugs. For prescribed drugs it is the responsibility of the driver to ensure they are suitable to drive with – if in doubt seek medical advice.

How do we manage risks?

All decisions to use private staff vehicles must be approved by the Head Teacher; with consideration given to number of pupils being transported, any special needs, their age and gender. Drivers must ensure that vehicles are properly serviced and maintained. Seat belts must be worn at all times. Students below 12 years and below 135cm must use appropriate child restraint (booster seat). Drivers must adhere to the laws of the road, including speed limits and the use of mobile phones etc. Drivers must also be mindful of weight limits and stick to manufacturers guidelines at all

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times. Staff may not tow a trailer whilst transporting students in personal cars. Staff with mini bus licence must also have D1 + E to tow a trailer.

Emergency/unforeseen circumstances:

Unless totally unavoidable, 2 members of staff must accompany students at all times in both the mini bus and private vehicles.

Drivers should have telephone contact details of the school and contact the school as soon as possible in the case of accident or break down.

Warning triangles and florescent vests are not a legal requirement, but the carrying of these are seen as good practice.

Authorisation:

Signed:

Name:

Date:

Chair of the Governing Body

Date for Review:

Revision History:

| Rev. No. | Date | Changes | Sign |
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