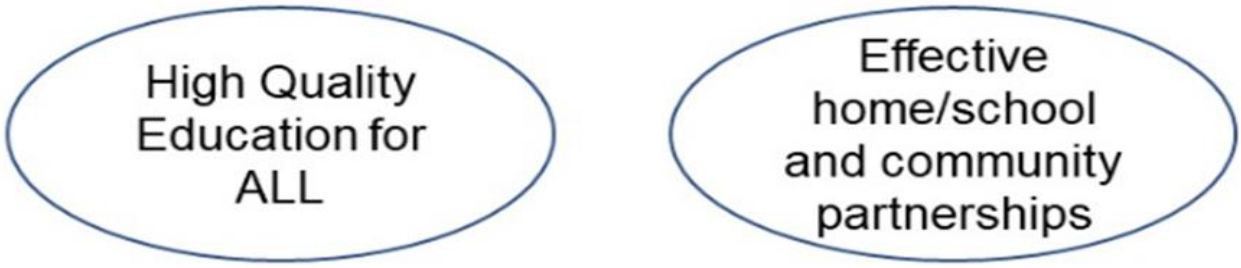
Use of Transport Policy

Our Shared Vision

Striving for excellence in everything we do



Equality Mission Statement

We are committed to ensuring equality of educational opportunity and support for all pupils, parents, carers, staff and visitors irrespective of age, sex, race, disability, religion or belief, sexual orientation, pregnancy, gender reassignment, and socio-economic background. We aim to provide a fully inclusive school in which every person feels proud of their identity and is able to participate fully within the school community. We believe that a diverse school community is a strength which should be respected and celebrated by all those who learn, teach and visit here.

Approved by: Site & Financial Management Committee	**Date:**
Signature (Chair of Governors):	**Signature (Headteacher):**

Last reviewed on: June 2025	**Next review date:** June 2026

This policy covers many of the articles from the UN Convention on the Rights of the Child. Some key ones are listed below.

Article 3 Best Interests of the Child

The best interests of the child must be a top priority in all decisions and actions that affect the child.

Article 6 Life, Survival and Development

Every child has the right to life. Governments must do all they can to ensure that children survive and develop to their full potential.

Article 24 Health and Health Services

Every child has the right to the best possible health.

Rationale:
This document provides guidance on safe practices for staff using their own vehicles during the working day.

Purpose:
To keep all members of the school community safe by ensuring they understand the risks associated with organising transport (including in private vehicles) for:

- Pupils
- Staff
- Other adults

Related policies/procedures:

- Health & Safety Policy
- Staff Induction

Definition:
Staff vehicles includes all cars, vans, scooters, motorbikes, etc.

Common situations which require use of transport
There are many reasons that the school any need to organise transport, the most common are:-

- Pupils and staff on a school trip
- Staff travelling to meetings, training courses or visiting other schools, etc during the working day but excluding whole day venues (which would equate to a normal commute)
- Taking pupils to events, such as competitions, festivals, prize giving awards, etc
- Taking pupils to sporting events; such as matches, galas or athletics events, etc

Other situations which may require use of transport

- Car-sharing with other staff to training, meetings or on home visits, etc
- Transporting other staff if they should become ill
- Staff travelling to the bank, post office or other work-related 3rd party
- Transporting parents/carers or other adults in the event of an emergency
- Taking pupils in event of an emergency; attending A&E if an ambulance is not available
- Collecting children from a local school trip if they should be unwell or unable to remain with group
- Taking pupils to visit or attend other schools or alternative provision; for example, for induction to secondary school or where a child is being transferred to a behaviour unit
- Transporting pupils, as part of a school trip
- Taking pupils home or to The Vibe (or other designated 'drop-off' site), if left uncollected after school
- Transporting pupils, in the event of a Child Protection issue

The dangers associated with using private vehicles
Owners of private vehicles would need to satisfy the following safety criteria, which are not only impractical but very difficult to keep updated: -

- Valid licence
- Up to date and relevant vehicle insurance to cover the driver for using it for business purposes
- Up to date MOT and Tax
- Vehicle is roadworthy, especially tyres

- Vehicle is fitted with suitable child / booster seats (appropriate to age and height/weight of child)

Other issues to be considered: -

- Unaccompanied child or adult may suffer or make an allegation of abuse
- Child or adult may become unwell and require first aid whilst driver is driving the vehicle
- Child or adult may become violent or cause a dangerous distraction whilst driver is driving the vehicle

Guidelines to be followed for transporting pupils

Due to the nature of carrying pupils in private vehicles and the risks involved (as outlined above), ***NO staff; regardless of position within the school will carry a pupil in a private vehicle, unless a Risk Assessment has been undertaken by the Headteacher*** (or a member of SLT in their absence), which will include a decision of what action should be taken.

A minicab or taxi will be called (pre-booking is recommended where possible). The child(ren) are always accompanied by a member of staff. If the child is not returning (ie taken to A&E or home), then the minicab will wait and bring the member of staff back to school.

The cost of the minicab/taxi will be met by the school. An emergency pack will be kept in the safe in the office – this will hold £50 in cash and a list of emergency contacts for senior staff, so that it is readily available in an emergency.

The member of staff will always let the school office staff know where they are going and when they are leaving and due back. They will also carry a mobile phone and the office staff will have the number to raise the alarm if they do not return on time.

Guidelines to be followed for transporting adults

As above, the member of staff will always let the school office staff know where they are going and when they are leaving and due back. They will also carry a mobile phone and the office staff will have the number to raise the alarm if they do not return on time.

It is acceptable for staff to car share, if that would be considered to be a personal favour between colleagues. Other adults, such as parents or carers, should use a minicab or taxi. Staff attending the bank, post office, etc will ***NOT carry large amounts of cash.***

Claiming expenses

Staff using their vehicle and/or using public transport as part of the working day will be able to claim mileage expenses/travel costs (where all or part of this journey would be considered beyond the usual commute), together with any parking, toll and/or congestion charge fees also incurred. Any of the above MUST be agreed in advance and staff MUST provide proof of the incurred cost and submit the required claim form.