



## Transporting Pupils Policy

<b>Policy:</b>	Transporting Pupils Policy
<b>Approved by:</b>	Governing body
<b>Date:</b>	January 2025
<b>Review cycle:</b>	Three-yearly (or sooner if updates are required)

**VERSION CONTROL**

VERSION	DATE	AUTHOR	CHANGES
V1	January 2025	J Bailey	New Policy

## **RATIONALE**

St Mary's C of E Primary School will, from time to time, have the need to use some form of transport to enable pupils and staff to go on educational visits, to sports competitions and to other events not held on the school premises. The "vehicle" may be owned by the school, privately hired, on loan, free of charge, or public transport and be driven by a member of staff, a volunteer or come with a professional driver. It is anticipated that in most cases the range of vehicles used will be limited to coaches/buses, minibuses, taxis and private cars.

The Headteacher is responsible for ensuring that the choice of vehicle is suitable for the intended use and the needs of the passengers and that its design meets appropriate current standards.

### **Transporting children in hired coaches or minibuses**

Where the vehicle is being used on a self-drive basis (usually a minibus), members of staff and adult volunteers must be appropriately licensed to drive the vehicle and their total hours of work properly controlled. More guidance related to travel using the school minibus can be found later in this policy.

Parents will be advised in advance of the transport arrangements proposed. Any issues raised by parents will be taken into account in finalising plans. Suitable and sufficient checks will be made on the company providing the vehicle and driver.

At least one member of staff will accompany children on the minibus or coach. The member of staff will be contactable by mobile phone during the trip. Children will not travel in the front seats of coaches or minibuses without parent consent, or in seats adjacent to the exit door on coaches.

All children must be properly seated at all times whilst in the vehicle. The school will only book vehicles that have been fitted with seat belts. All pupils will be required to wear seat belts for the duration of the journey. If necessary, appropriate booster seats must be used.

### **Transporting children in private cars**

On occasion parents/carers or staff are kind enough to help with the task of transporting children to visits and off-site activities arranged by the school. (This is in addition to any informal arrangements made directly between parents for after school clubs etc.). In managing these arrangements, the school must put in place sensible measures to ensure the safety and welfare of children transported in volunteers' cars. This guidance applies equally to parents/carers or school staff using their cars on school business. Anyone transporting children in their car will need an up-to-date DBS check in place.

All volunteer drivers, whether staff or parents/carers, must read this policy and sign the Transport Policy Compliance Declaration annually. See Appendix 1. Drivers must inform the school if circumstances change and you can no longer comply with this policy.

The Headteacher or member of staff responsible for the trip/event will ensure that travel arrangements are clear to all parents. For those children that may be transported in private cars, explicit parental consent will be sought.

The Headteacher will ensure that parents/carers/staff volunteering to transport children other than their own are notified of their responsibilities:

- For the safety of children
- To maintain suitable insurance cover
- To ensure their vehicle is roadworthy.

The Headteacher or member of staff responsible for the trip/event must consider the suitability of volunteers to carry young people in their car and ensure they have a valid DBS check. Judgment will also be required about the likely behaviour and individual needs of the children being transported.

All children should be accompanied by two adults where possible, unless in exceptional circumstances and following an appropriate risk assessment it is judged that one adult is sufficient.

All drivers must:

- Have a full and valid driving licence for the class of vehicle that will be used, and have held this for a minimum of two years.
- Be fit to drive and have no medical condition that affects their ability to drive.
- Be free of any convictions and/or endorsements/penalties other than fixed penalty speeding endorsements. In circumstances where the volunteer driver has one or more fixed penalty.
- speeding endorsements, this should be discussed with the Headteacher before driving as a volunteer for the school.
- Drive safely, adhering to the Highway Code and speed limits.
- Ensure that all seat belts are working and worn by everybody in the vehicle.
- Maintain appropriate insurance cover when carrying children, as a minimum for third party liability.

Parent/carer volunteers must be willing to present their driving licence for inspection if requested. Staff volunteers must disclose any endorsements and be willing to present their driving licence for inspection if requested.

All vehicles must:

- Have a valid MOT Test Certificate (if over three years old)
- Have current road tax
- Be roadworthy
- Conform to all legal requirements.

Every child must be restrained by a seat or lap belt. If necessary, given the height of the child, an appropriate booster seat must be used. Child proof locks should be used where they are fitted. No child should be transported in the front passenger seat, with the exception of the driver's own child at their discretion, or if the child's parent has given permission. The volunteer driver must be contactable by mobile phone during the trip. If it is necessary to use a mobile phone to answer or make a call during the trip, this should only be done when not driving.

The member of staff responsible for the trip will carry a list of contact details for all participating volunteer drivers together with details of the children travelling in each car. No child should be transported on their own with a volunteer adult that is not their parent/carer, unless the volunteer driver has completed a DBS check and parental permission has been obtained.

All children should be accompanied by two adults, unless in exceptional circumstances and following an appropriate risk assessment it is judged that one adult is sufficient.

### **Charging for school trips**

Where costs are incurred directly by the school in arranging transport to school trips and events, the principles set out in the Charging and Remissions Policy will apply.

The school will not charge for transporting children in private cars owned by volunteer drivers. The school does not reimburse costs incurred by volunteer drivers, unless agreed prior to the journey taking place.

This policy should be read in conjunction with the school policies concerning:

- Charging and Remissions
- Health and Safety
- Safeguarding & Child Protection Policy

## **Guidance on the use of the school minibus**

### **Roles and responsibilities**

The School Office Manager is responsible for:

- Ensuring that a full MOT on the school minibus is carried out by the required date.
- Providing appropriate tax and licensing for the minibus.
- Ensuring that the minibus is appropriately insured, and roadside assistance is organised.
- Handling any maintenance reports

The Headteacher is responsible for:

- Ensuring that a second driver is available when appropriate.
- Setting minimum criteria for the minibus driver and ensuring they conform to it.
- Ensuring generic and specific risk assessments are in place.
- Establishing an emergency procedure in the event of accidents and breakdowns.
- Reviewing this policy.

The driver is responsible for:

- Ensuring that they are eligible to drive as per the eligibility requirements outlined in this policy.
- Adhering to all relevant road rules and laws, including driving hours regulations.
- Ensuring that all passengers are wearing seatbelts.
- Conducting additional safety checks on the minibus before leaving.
- Ensuring that the minibus is used for the purpose set out in the insurance policy.

Supervisors (additional adults) are responsible for:

- Taking headcounts when boarding and exiting the minibus to ensure everyone is accounted for.
- Keeping a record of names and contact numbers for pupils travelling in the minibus.
- Ensuring that passengers continue to wear their seatbelts throughout the journey.
- Ensuring that passengers model good levels of behaviour, and responding to any disruption appropriately.
- Ensuring that passengers do not consume food or drink on the minibus, unless pre-agreed.
- Ensuring there is at least one first aider on the minibus.

Passengers are responsible for:

- Following all instructions issued by the driver and supervisor.
- Wearing their seatbelt at all times during the journey.
- Conducting good levels of behaviour and not distracting the driver.
- Conducting good levels of behaviour towards the driver and other vehicles.
- Keeping all exits clear for the duration of the journey.
- Maintaining the exterior and interior of the vehicle and ensuring no damage is caused.

## Eligibility

A minibus is defined as a motor vehicle with between 9 and 16 passenger seats. It is described as a category D1 vehicle by the Driving Vehicle Licencing Authority (DVLA). To be eligible to drive a minibus for hire or reward, drivers will hold a full D1 (or D) passenger carrying vehicle (PCV) entitlement unless one of the following criteria applies. All drivers of the minibus will be between the ages of 21 and 70. Before any individual is permitted to drive the minibus, they are required to provide their driver's licence to the Office Manager, who will record confirmation of this and make a photocopy for school records.

If the headteacher is not satisfied that the driver's licence is sufficient, they will inform the driver that they are not eligible to drive the minibus. Drivers of the minibus are required to have at least two years' experience as a qualified driver. Drivers with more than three points on their license will not be eligible to drive the minibus, unless agreed by the Headteacher. All drivers are required to be competent and confident, before they are eligible to drive the minibus.

Drivers will also be eligible to drive a minibus if they passed their category B (car) driving test **before 1 January 1997**, provided the minibus is not being used for hire or reward. In these circumstances, there will be a passenger limit of 16 and no maximum weight restriction on the vehicle. Drivers with a D1 + E entitlement may also tow a trailer weighing up to 750kg.

Drivers will also be eligible to drive a minibus if they passed their category B (car) driving test on or **after 1 January 1997**, provided the minibus is not being used for hire or reward, and the following conditions are met:

- The driver is over 21 years old and has held a category B (car) driving licence for at least two years
- The minibus is used by a non-commercial body for non-commercial purposes, e.g. school sports team travelling to a fixture
- The driver receives no payment other than the recovery of their out-of-pocket expenses, e.g. fuel and parking costs
- The driver provides the service on a voluntary basis
- The gross vehicle weight of the minibus does not exceed 3.5 tonnes (or 4.25 tonnes if including any specialist equipment to carry disabled passengers)
- The driver does not tow a trailer

Drivers holding a category B (car) licence, obtained on or **after 1 January 1997**, are eligible to drive any vehicle weighing a maximum of 3.5 tonnes, with a maximum of eight passengers, and with a trailer weighing a maximum of 750kg, e.g. 'Lightweight Minibuses'.

Drivers may also apply for a minibus permit, also known as a section 19 permit scheme, via the LA if there is a need to charge passengers. Drivers holding either a category B (car)

licence or a category D1 (101) licence are entitled to drive a minibus operated for hire or reward if they also hold a section 19 permit.

To be eligible for a minibus permit, the following criteria will be satisfied:

- The vehicle carries between 9 and 16 passengers
- The vehicle is being driven for a voluntary organisation that benefits the community
- The minibus service is only available for members of that organisation, and not the general public
- Any charges are requested to cover running costs and not for personal profit
- The driver is 21 or older

### **Risk assessment**

The Headteacher will conduct a risk assessment for transporting pupils in private vehicles this will be reviewed annually and in response to any minibus services or following a breakdown/accident. The risk assessment will also cover factors such as supervising drivers, parental consent, journey planning and accident procedures.

Additional risk assessments will also be completed for specific journeys, in line with the school's Educational Visits Policy.

### **Procedures**

The keys for the minibus are held in the key box in the main School Office. These must be returned to the office on return to school.

The driver of the minibus will ensure that:

- They are legally entitled, and properly insured, to drive the minibus.
- The minibus is well-maintained and legally allowed on the road.
- The minibus has a valid MOT and insurance

A designated member of staff, the Office Manager, will carry out and record a termly maintenance check on the minibus using the 'Maintenance checklist' (Appendix 1). The checklist will also be updated following every service, with details of each of the checks.

If there are any concerns regarding the safety or roadworthiness of the minibus, the Headteacher must be informed so they can arrange appropriate action.

If the driver has any serious concern about the roadworthiness or safety of the minibus during the journey, e.g. a flat tyre, a call will be made to the School Office, and the breakdown procedures identified on the risk assessment will be followed.

If the driver notices any minor defects during the journey which do not compromise the safety of the driver or passengers, e.g. one broken windscreen wiper, these must be reported to the Office Manager after the journey.

The minibus will not be used in any situations where cause for concern has been identified by a qualified mechanic.

In addition to the checks, and before beginning the journey the driver will:

- Plan the journey so that it can be completed safely and comfortably in line with the passengers' needs.
- Conduct a visual inspection of the minibus and the pre-drive check list.
- Ensure they are fit and able to drive.

- Conduct a moving break test.
- Ensure that all rubbish is removed and that there is no damage to the inside or outside of the vehicle.
- Ensure that the passengers are aware that they must not consume food and drink on the vehicle.
- Ensure that, where possible, no passengers embark on the minibus with muddy shoes or damp, dirty clothing.

The driver of the vehicle will plan all routes accordingly, ensuring that the route is suitable and safe for use by minibuses.

Mobile phones are not permitted for use by the driver whilst they are driving the minibus. If the driver must make a call, they will pull over in a safe stopping place to do so. A mobile phone will be carried by at least one member of staff in case of an emergency. The member of staff will have the contact details for all children on the minibus, as well as emergency contacts for the school.

As part of the risk assessment, the school will be aware of the destination, route and expected time of arrival and return for the journey.

Smoking, drinking of alcohol and taking drugs is strictly prohibited by pupils, staff members and the driver at all times whilst on the vehicle.

The driver will ensure that the legal speed limits for minibuses are followed at all times during the journey.

Pupils will be required to maintain good levels of behaviour at all times whilst on the minibus, in line with the school's Behaviour Policy, and will avoid any behaviour that may distract the driver. Any disruption on the minibus will be dealt with appropriately by the supervisors and in accordance with the school's Behaviour Policy & Educational Visits Policy.

### **Health and safety**

If a driver is taking any prescribed drugs or medicine that may affect their ability to drive, they are not permitted to drive the minibus, in accordance with the Health and Safety Policy. In light of the above, if the driver feels unwell before or during the journey and that this may affect their ability to drive, they are not permitted to drive the bus. Another member of staff who holds a relevant license will be available to drive the minibus in such cases. If there is no suitable alternative driver, the trip will be postponed.

Drivers will not drive for longer than two hours without taking a break for at least 15 minutes. A second driver with a valid license will be available, where possible, to take over driving the minibus during driving breaks, or if the driver is ill.

A first aid kit will always be available on the minibus and will be fully stocked, and at least one member of staff on the minibus will be a qualified first aider. This will align with the First Aid Policy.

Additional medication may be taken for pupils with medical conditions, though only staff trained to administer medication will do so, in accordance with the school's Administering Medication Policy.

Seatbelts and seats will be fitted and worn in accordance with relevant seat belt laws. The minibus will also be fitted with child car seats for pupils between 3- and 12-years old, or those under 135cm tall, and in accordance with relevant child car seat laws. Additional seat belts will be fitted for pupils with SEND, for those that require additional postural support. The driver will instruct all pupils to wear their seatbelts throughout the journey; supervisors will ensure that they continue to do this whilst on the minibus. All members of staff aboard the vehicle will wear their seatbelts at all times. Passengers will ensure that all emergency exits are clear at all times.

### **Breakdowns**

In the event of a breakdown, the driver will move the vehicle off the road and switch on the hazard warning lights. Passengers will be moved out of the nearside of the vehicle, and as far away from it and other traffic as possible. If it is safer for passengers to remain in the vehicle, e.g. if there is not a safe place outside, the driver and supervisors will assess the situation and decide whether to stay on the minibus. The driver or a supervisor will contact the relevant breakdown cover company immediately. The driver or a supervisor will contact the school office after arranging a breakdown call out. Contact details for the relevant breakdown cover and insurance provider will always be kept in the glove compartment of the minibus. If the breakdown occurs on a motorway, the driver or a supervisor will use the roadside emergency telephone, and will provide the police with the breakdown service, the vehicle's location, and if any pupils on board have SEND.

All passengers will be kept together in one group and pupils will be constantly supervised. If necessary, the driver will seek help, leaving the pupils with the supervisors. If the driver is the only adult present, pupils will not be left alone.

The driver, supervisors and pupils will all wait in the safe place until it is safe to return on the minibus. If passengers are unable to return on the minibus, appropriate transport will be arranged by staff in the school office to collect pupils, supervisors and the driver.

### **Accidents**

An emergency procedure will be established by the Headteacher prior to beginning the journey, and a copy will be kept inside the glove compartment in the minibus. The emergency procedure will be communicated to the driver and all supervisors on the journey, to ensure they are fully aware of the process to be followed.

In the event of an accident, emergency services will be contacted immediately, and supervisors will remain with pupils at all times. The driver or a supervisor will contact the school office as soon as possible after calling the emergency services.

All passengers will remain at the scene of the accident in a safe place until the emergency services and any additional transport has arrived. If injuries are sustained, the names of those involved will be reported to the school office and an accident log will be completed upon return to the premises. If no injuries are sustained and the vehicle is not damaged, the driver will ensure that the vehicle is roadworthy and safe before continuing the journey. An accident log will be completed upon return to the school.

### **Monitoring and Review**

This policy is monitored by the Governing Body and will be reviewed three yearly or sooner to be in line with any updates or changes.

**SCHOOL TRANSPORT POLICY APPENDIX 1**

**Transport Policy Compliance Declaration for Volunteer Drivers**

Name of Volunteer Driver:

Address:

Home Telephone No.:

Mobile Contact No.

(to be used if necessary to make contact when transporting children):

Registration number of the vehicle(s) that will be used:

Details of any endorsements or penalties:

Declarations:

1. I do hereby declare that I am/am not over 25 years of age (please state age if 25 or under .....)
2. I confirm that the vehicle(s) that I will use to transport children conforms to legal requirements for road tax and roadworthiness. If older than three years, the car has a valid MOT Certificate.
3. The vehicle is well maintained and safe.
4. Either the vehicle, or driver, is covered by appropriate insurance, including third party liability as a minimum, for journeys undertaken for St Mary's C of E Primary School
5. The name of the insurance Company (not the broker) with which the vehicle is insured is.....
6. I have not been refused insurance or had special terms imposed.
7. I have a full and valid driving licence for the class of vehicle that I will use for purpose of transporting children. I have held this licence for at least two years.
8. I have not been convicted nor do I have a prosecution pending of any motor offence with conviction codes AC BA CD DD DR IN UT TT or XX.
9. I am not restricted in any way by the DLVA from driving due to medical conditions.
10. I do not suffer from any heart complaint, diabetes, fits or any other physical or mental infirmity that renders me incapable of driving.
11. I have read and agree to abide by St Mary's C of E Transporting pupils Policy.

Signed:

Date:

For school use:

Reviewed by:

Date:

## MAINTENANCE CHECKLIST

### Yearly Maintenance Check for School Minibus Checklist

Check	Completed (Yes/No)	Arising Actions	Completed (Dated)
Check vehicle registration, tax, and MOT documents			
Inspect vehicle exterior for any damage or issues			
Check all lights (headlights, taillights, indicators) are functioning properly			
Inspect tyres for adequate tread depth and proper inflation			
Check fluid levels (oil, coolant, brake fluid, windscreen wash) and top up if necessary			
Inspect wiper blades and replace if needed			
Test horn, windscreen wipers, and washers			
Check seatbelts and seats are in good condition			
Ensure first aid kit, fire extinguisher, and other safety equipment are present and in working order			
Review driver's licence and insurance details for all authorised drivers			
Schedule a professional service and safety inspection with an approved mechanic			
Ensure vehicle is cleaned and presentable for use			
Update the school's vehicle maintenance log with all checks and actions taken			

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### Pre-Drive Checklist

Check	Completed (Yes/No)
Check exterior of minibus for any damage or defects	
Inspect all lights (headlights, taillights, turn signals) to ensure they are functioning properly	
Verify that all mirrors are properly adjusted and not cracked or damaged	
Check that the windshield and all windows are clean and free of cracks or damage	
Inspect the tyres for proper inflation and adequate tread depth	
Check that the wipers and wiper fluid are functioning correctly	
Ensure that the licence plate is securely attached and clearly visible	
Verify that the emergency equipment (first aid kit, fire extinguisher, reflective triangles) is present and in good condition	
Check that the seatbelts are in working order and accessible for all passengers	
Inspect the interior of the minibus for any damage, cleanliness, and the presence of necessary items (e.g., child safety seats)	
Ensure that the fuel level is sufficient for the planned journey	
Check the engine oil level and top up if necessary	
Verify that the brakes, steering, and other mechanical systems are functioning properly	
Ensure that the minibus registration and insurance documents are valid and available	
Familiarise yourself with the minibus's safety features and emergency procedures	

This checklist covers the key visual and safety checks that the designated driver should perform before operating the school minibus. It is important to ensure that the minibus is in good condition and safe for transporting children. Any issues identified during the checks should be addressed before the minibus is used.

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_