



Langdale Primary Private Car Transport Policy.

At certain times, private cars may be used to transport pupils; either by a teacher or a volunteer to a local school for a lesson, or away on a school event such as a sporting fixture or leadership activity.

The following procedures have been established so that there is a consistent process regarding the transportation of pupils in private vehicles.

These procedures apply to all appropriately licensed volunteer drivers, including teachers, members of the school community or parents, who occasionally drive pupils in private vehicles to school approved activities.

1. Teachers or others who drive pupils in their own private vehicles are responsible for ensuring:

- That they have the appropriate license and insurance cover.
- That their vehicle is roadworthy.
- Their passengers' safety.

2. All drivers must have a full and valid UK driving license and be free of motoring convictions. They must be willing to present their driving licence for inspection if required. New members of staff are asked to complete a form to indicate their insurance cover.

3. All drivers must adhere to the Highway Code.

4. The driver's insurance policy must cover use of the vehicle in connection with the policy holder's business. The school is responsible for checking the vehicle license and insurance annually which will be photocopied and kept on file.

5. All vehicles must conform to legal requirements.

6. The driver is responsible for ensuring that pupils use a seat belt and appropriate

restraints. Vehicles without seat belts must not be used.

7. The appropriate child restraint (baby seats, child seats, booster seats or cushions) must be used according to the weight and height of the child.

8. Regulations require that children under age 3 must use the appropriate child restraint for their weight in all cars, vans and good vehicles with the single exception of the rear of taxis.

9. No child should be transported in the front passenger seat, with the exception of the driver's own child at their discretion and in accordance with legal restrictions.

10. Parental consent is required in writing for children to be carried in staff or other adults' vehicles. The teacher in charge will ensure that permission has been obtained from the parent and to make sure that all parties are fully informed of the transport to and from events.

11. Drivers are not allowed to be alone with one pupil, unless it is their own child.

12. The designated person should make sure that a central dropping point is arranged rather than home drops.

13. If the driver is not employed by the school, it is the school's responsibility to ensure that they are aware of their legal duties regarding the safety of pupils in their vehicles.

14. If the driver is a parent/carer, they must be carefully vetted before they are permitted to drive pupils in their car. The school will ask them to sign the Volunteer driver's declaration form.

The school should keep a list of approved volunteer drivers and should not use the services of unknown volunteers.

15. All drivers are required to read this policy and sign the attached slip consenting to the policy annually.

Private Car Transport Policy Slip

I confirm that the vehicle(s) that I will use to transport children:

- 1) Conforms to legal requirements (tax, adequate insurance and MOT).
- 2) Is serviced regularly in accordance with the vehicle manufacturer's recommendations.

I have a full and valid UK driving licence for the class of vehicle to be used and am free of any convictions and/or endorsements/penalties.

I agree to abide by the Langdale Primary Private Car Transport Policy.

Signed: Date:

Name in Block Capitals:

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