

# FINHAM PARK MULTI ACADEMY TRUST



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## **TRANSPORTATION OF PUPILS IN PRIVATE VEHICLES POLICY & DECLARATION**



## 1 Transporting pupils in private cars

1.1 On occasion staff may be asked to transport pupils to visits and other off-site activities arranged by the school.

1.2 In managing these arrangements, the school must put in place sensible measures to ensure the safety and welfare of children transported in staff vehicles.

1.3 All staff intending to transport pupils in private vehicles must read this policy and sign the Transport Policy Compliance Declaration annually (see appendix 1). Staff must inform the school if circumstances change and they can no longer comply with this policy.

1.4 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 vehicles, explicit parental consent will be sought.

1.5 The Headteacher will ensure that staff volunteering to transport children are notified of their responsibilities:

- for the safety of children
- to maintain suitable insurance cover
- to ensure their vehicle is roadworthy

1.6 The Headteacher or member of staff responsible for the trip/event must consider the suitability of staff to transport pupils in their vehicles and whether vetting is necessary. Judgment will also be required about the likely behaviour and individual needs of the pupils being transported.

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

1.8 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 driver has one or more fixed penalty speeding endorsements, this should be discussed with the Headteacher.
- disclose any endorsements and be willing to present their paper driving licence for inspection if requested.
- drive safely, adhering to the Highway Code and speed limits
- maintain appropriate motor insurance cover when carrying children. Finham Park MAT has an insurance policy that provides cover to employees who rarely need to use their own private vehicle



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on school business, for example, taking a pupil to hospital in an emergency or attending a meeting on an annual basis.

- Ensure that all seat belts are working and worn by everybody in the vehicle.

#### 1.9 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.

1.10 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.

1.11 The 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.

1.12 The driver is not permitted to use a hands-free mobile device whilst operating the vehicle – this includes, but is not limited to, making or receiving phone calls, sending or receiving text messages, and using voice-activated commands.

1.13 The member of staff responsible for the trip will carry a list of contact details for all participating drivers together with details of the children travelling in each car.

1.14 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.



**APPENDIX 1**

**Transport Policy Compliance Declaration - for staff transporting pupils in their own vehicle**

<b>Name of Driver:</b>	
<b>Address</b>	
<b>Home Telephone No:</b>	
<b>Mobile Contact No:</b> (to be used if necessary to make contact when transporting children):	
<b>Registration number of the vehicle(s) that will be used:</b>	
<b>Details of any endorsements or penalties:</b>	
<b>Declarations:</b>	

1. 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.

2. The vehicle is well maintained and safe.

3. I have appropriate motor insurance, including third party liability as a minimum, for journeys undertaken for Finham Park MAT. The name of the insurance Company (not the broker) with which the vehicle is insured is: .....

I have not been refused insurance or had special terms imposed.

4. I have a full and valid driving licence for the class of vehicle that I will use for purpose of transporting children and have held this for a minimum of two years.

5. I have not been convicted or have a prosecution pending of any motor offence with conviction codes AC BA CD DD DR DG IN UT TT or XX.

6. I am not restricted in any way by the DVLA from driving due to medical conditions that renders me incapable of driving.

7. I have read and agree to abide by Finham Park MAT's Transportation of Pupils in Private Vehicles policy.



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<b>Signed:</b>	
<b>Date</b>	
<b>For school use:</b>	
<b>Reviewed by:</b>	
<b>Date:</b>	

# **TRANSPORTATION OF PUPILS IN PRIVATE VEHICLES POLICY & DECLARATION**

Written by Rachel Canning

July 2021

Revised by Rachel Canning

June 2024

Next review date:

June 2027

Approved by Trustees:



FINHAM PARK  
MULTI ACADEMY TRUST

Signed:

MARK BAILIE  
Executive Headteacher

Date: 11 June 2024

Signed:

PETER BURNS MBE  
Chair of Board of Trustees

Date: 11 June 2024