

CHALFORD HILL PRIMARY SCHOOL

Transporting Children Policy



Date of policy: March 2025
Policy to be reviewed: March 2028

The purpose of this policy is to provide guidance and clarify expectations surrounding the transportation of children involved in off-site school related activities. Such activities may include day trips, swimming lessons, sports events/competitions and residential visits.

Transporting children in hired coaches

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.

Adults in charge will wear a high-vis when transporting children on and off coaches/buses.

Children will not travel in the front seats of coaches or minibuses.

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 occasions, the use of private cars for transporting small numbers of children may be required. For example, they may be taken by a teacher to a local school for a lesson or the sports team may be taken by parents/carers to an away sporting match. In the first instance, parents/carers will be requested to arrange transport for their child to and from off-site events. However, in the case that a child cannot get to and/from the venue, there may be occasions when assistance by a member of staff member may be required. In such an event:

- All staff drivers must read this policy and sign the transport policy slip annually consenting to the policy.
- All drivers must have a full and valid driving licence for the class of vehicle they own, have current road tax, hold a valid MOT Test Certificate (if vehicle is over 3 years old) and be free of any motoring convictions, and be willing to present their driving licence for inspection if requested.

- All staff drivers must have fully comprehensive insurance cover when carrying children. Members of staff are asked to check that their car insurance covers business use, which will then allow them to transport pupils in their own private cars.
- All drivers must adhere to the Highway Code.
- All vehicles must conform to all legal requirements.
- All drivers must be fit to drive and have no medical condition that affects their ability to drive.
- All drivers must ensure that all seat belts are working and worn by everybody in the vehicle.
- Parents must supply booster seats for their child if under 135cm tall and have given permission for them to travel in a staff member's car for a school organised event. It is the driver's responsibility to see the seat is used.
- No adult should be 1:1 with a child unless it is their own. A staff member can transport two or more children without another adult present but must have another adult if 121 (child's parent or member of staff)
- The teacher in charge will ensure that permission has been obtained from the parent to ensure that all parties are fully informed of the transport to and from events.

APPENDIX 1 Transport Policy Compliance Declaration for Drivers

Dear

Our children are fortunate to have many opportunities to enrich the curriculum by engaging in activities at other venues and/or with other schools. We appreciate the support that parents provide in facilitating this, so thank you for kindly agreeing to assist with the transportation of children to off-site events. In line with our safeguarding policy, all volunteers are requested to complete this annual declaration. Thank you for your time.

Name of 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, are covered by fully comprehensive insurance, for journeys undertaken for Chalford Hill Primary School.
5. The name of the insurance Company(not the broker) with which the vehicle is insured is:..... (checked by SBM)
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 or 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. I do not suffer from any heart complaint, diabetes, fits or any other physical or mental infirmity that renders me incapable of driving.
10. I have read and agree to abide by Chalford Hill Primary School's School Event Transport Policy.

Signed: _____

Date: _____