

ALTERNATIVE PROVISION

Transport Policy

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Approved by: [RAISE-AP Educational Directors](#)

Approval Signatures

*RAISE-AP
Directors*

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Introduction

RAISE-AP will have the need to use some form of transport to enable students, staff and other accompanying adults to go on educational visits, enrichment activities and to other events not held on the premises. The 'vehicle' may be owned by the **RAISE-AP**, privately hired, on loan, driven by a member of staff, or come with a professional driver.

Statistics tell us that travelling to an activity can present a greater risk than engaging in the activity and so transporting young people requires careful consideration.

Coaches and Minibuses

The Head of Provision 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. Only vehicles with seat belts fitted should be used and all individuals should be required to wear seat belts for the duration of the journey.

Where the vehicle is being used on a self-drive basis (usually a minibus), members of staff must be appropriately licensed and certified to drive the vehicle and their total hours of work properly controlled.

Parents should be advised in advance of the transport arrangements proposed and any issues raised by them must be taken into account in finalising the provision's plans.

A minimum of two members of staff should accompany children on a coach or minibus and must be contactable by mobile phone during the trip.

Students should wear seat belts and be seated at all times.

RAISE-AP Vehicles

RAISE-AP staff have access to provision vehicles for enrichment activities as well as supporting students in transportation to and from the provision where pre-arranged.

RAISE-AP are responsible for the maintenance and safety checks of the vehicles used.

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

It is the responsibility of the driver to complete a visual check of the roadworthiness of the vehicle before any trip is taken.

All drivers must:

- Have a clean and valid driving licence for the class/ type of vehicle to be used, and have held this for a minimum of three 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 for speeding, drink/drug driving, talking on a mobile phone whilst driving, careless driving. In circumstances where the staff member has one or more fixed penalty speeding endorsements, this should be discussed with the Head of Provision before driving
- Inform the provision of any material changes to their licence conditions since the copy was submitted during the course of the year
- Staff must declare any endorsements and be willing to present their driving licence for inspection if requested

Drivers must adhere to the Highway Code and to any speed limits.

Any driver must maintain appropriate insurance cover when transporting students, as a minimum for third party liability. Staff **must possess business use cover**.

Any driver must ensure seat belts are in working order and worn by students in the vehicle.

Any driver must ensure that the car does not contain any materials that may be deemed as inappropriate or unsuitable for children including choice of music if played during the journey. Care should be taken to recognise how differing cultures may perceive certain musical choices.

Tax and MOT status can be checked at www.vehiclenquiry.service.gov.uk

Driver licence details can be checked at www.gov.uk/check-driving-information if the driver provides a check note (from www.gov.uk/view-driving-licence).

Private Cars

On occasion parents/carers or staff may volunteer their help with the task of transporting students to visits and off-site activities arranged by the provision. In this instance drivers should be engaged as volunteers and the considerations below should apply. This is separate to any informal arrangements made directly between parents, in which case **RAISE-AP** will make it clear that it will not be involved in making these arrangements and will not have any responsibility for them.

In managing the volunteer driver arrangements the school must put in place reasonable and sensible measures to ensure the safety and welfare of students transported in volunteers' cars. This applies equally to parents/carers or school staff using their cars on provision business. All volunteers, whether staff or parents/carers, should read this guidance and sign the Transport Policy Compliance Declaration. Drivers must inform the provision if circumstances change and they can no longer comply with our policy.

The Head of Provision should ensure that travel arrangements are made clear to parents, including arrangements for the collection/ return of children at the end of the event. For those children that may be transported in private cars, explicit parental consent must be sought.

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

- For the safety of students
- To maintain suitable insurance cover
- To ensure the vehicle is roadworthy

The Head of Provision must consider the suitability of volunteers to carry children in their car and whether vetting is necessary. Judgement will also be required about the likely behaviour and individual needs of the students being transported.

Best practice highlights that children should preferably be accompanied by at least two identified adults, and there should be more than one child being transported at any one time so that an adult and young person are not alone. An exception to this would be where the volunteer driver is transporting solely their own child. If, however, a volunteer driver is transporting more than one child including their own, a minimum of three children in total is strongly recommended.

All drivers must:

- Have a clean and valid driving licence for the class/ type of vehicle to be used, and have held this for a minimum of three 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 for speeding, drink/drug driving, talking on a mobile phone whilst driving, careless driving. In circumstances where the volunteer driver has one or more fixed penalty speeding endorsements, this should be discussed with the Head of Provision before driving as a volunteer for the provision
- Inform the school of any material changes to their licence conditions since the copy was submitted during the course of the year
- Parent/ carer and staff volunteers must declare any endorsements and be willing to present their driving licence for inspection if requested

All volunteer drivers must adhere to the Highway Code and to any speed limits.

Any driver must maintain appropriate insurance cover when transporting students, as a minimum for third party liability. Staff must possess business use cover.

Any driver must ensure seat belts are in working order and worn by students in the vehicle.

Any driver must ensure that the car does not contain any materials that may be deemed as inappropriate or unsuitable for children including choice of music if played during the journey. Care should be taken to recognise how differing cultures may perceive certain musical choices.

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

Tax and MOT status can be checked at www.vehiclenquiry.service.gov.uk

Driver licence details can be checked at www.gov.uk/check-driving-information if the driver provides a check note (from www.gov.uk/view-driving-licence).

It is advisable for establishments to keep evidence of these checks having been carried out.

The volunteer driver should carry a mobile phone that should be kept on silent and out of sight whilst driving and only used when safely parked.

The visit leader or member of staff responsible for the trip should carry a list of contact details for all participating volunteer drivers together with details of the students travelling in each vehicle.

The visit leader should ensure that all volunteer drivers know the route to get to the destination and that drivers are given an emergency plan to follow in the event of breakdown or road traffic accident. Best practice would support the use of a 'convoy' system where more than one vehicle is being used.

Risk Assessment

A risk assessment must be completed for the specific journey and RAISE-AP require two members of staff, unless in a specific emergency where the Head of Provision has risk assessed a single member of staff to go. This should not be the normal operating process, where instead two adults accompany any student in case:

1. A member of staff is injured in an accident.
2. A student is injured in an accident, and a member of staff needs to take them to hospital, so there would need to be another adult to stay with the rest of the students.

Staff should not normally be asked to drive individual children alone in private cars and minibuses. This is because the provision has a responsibility to protect staff against unfounded allegations. Such a situation could increase the likelihood of this and could be problematic.

The risk assessment should be completed in good time before transporting students. It should be based on the following considerations:

- The number of students
- The age, behaviour and maturity of students
- The experience, competence and level of training of staff
- The kinds of potential hazard
- The existing safety measures
- The emergency procedures

First Aid

When traveling, the [RAISE-AP](#) vehicle first aid box which is clearly marked must be available, in good condition and taken at all times.

This first aid box contains, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages – individually wrapped and preferably sterile
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors
- Disposable gloves
- A leaflet giving general advice on first aid

Up-to-date information about the specific medical needs of students and emergency contact details of parents and carers should be printed and taken in the transportation pack.

Transportation Pack

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Raise Values

Our [RAISE-AP values](#) (Resolve, Attitude, Invest, Social Skills and Education) are key in everything we do, specifically with attitudes (modelling and expectations), invest (tailoring setup for our young people) social skills (becoming part of a community) which are linked to our Transport policy.

Appendix I

Driving Declaration

Name:

Emergency Contact Number:

Vehicle:

Vehicle Registration:

Details of Endorsements of Penalties:

Declaration

I confirm that the vehicle(s) that I will use to transport students conforms to legal requirements for road tax and road worthiness. If older than three years, the vehicle has a valid MOT certificate	
The vehicle will be well maintained and safe to transport students	
I have checked with my insurance company, and the vehicle and driver are covered by appropriate insurance for journeys undertaken for the provision. The name of the insurance company with which the vehicle is insured is below:	
I have a full and valid driving licence for the class of vehicle that I will use to transport students. I have held this licence for a minimum of three years.	
I have a clean and valid driver's licence without points for speeding, drink/drug driving, talking on a mobile whilst driving, careless driving and have not been convicted or have a prosecution pending for any motor offence, or received a fine for any offence other than a fixed penalty speeding.	
I am not restricted in any way by the DVLA from driving due to a medical condition.	
I have read and agree to abide by the school's policy on transporting children	

Signed:

Date: