

# Transport and use of School Vehicles

1 June 2017 Version Number:1

Review Date: Summer Term 2018

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Northern  
House  
School



## TRANSPORT AND USE OF SCHOOL VEHICLES

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It is our responsibility to ensure that there are appropriate arrangements in place for the safeguarding and promotion of the health, safety and welfare of the pupils registered at the school in every part of the school's land and buildings. This includes ensuring the safety pupils when being transported in schools vehicles.

## **Expectations of staff (drivers/escorts):**

Staff must ensure that they are fully aware of and adhere to the risk assessment relevant to the activity/journey planned.

Staff should not use vehicles they deem not to be roadworthy. They must complete the visual vehicle checklist required. Staff must ensure that any damage/faults to the vehicle are reported immediately to the Main Office.

Staff should be aware that the driver/escorts are jointly liable for ensuring that the vehicle is left in an acceptable condition, with litter removed.

Vehicles must be booked in advance by contacting the Main Office who will enter this into the school diary. Staff must ensure they check the school diary before taking any keys to avoid unnecessary delays for staff who have pre-booked vehicles.

Staff should check that there is a fully stocked first aid kit in the vehicle, and if not, that this should be reported.

Keys must be returned to the Main Office once the journey /activity has been completed.

Staff are required to present their driving license to the Office Manager on an annual basis (or at other times at their request) for auditing / insurance purposes.

Staff should ensure that they immediately inform their Line Manager of any driving cautions and/or convictions.

Staff must inform their Line Manager of any other relevant information that may impact on their ability to drive safely, ie prescribed medication, recent alcohol or substance use and or illness.

On return to work from sickness/absence, staff must confirm to their Line Manager that they are fit to drive.

Staff must ensure that they are familiar with the individual risk assessment and positive handling plan any specific risk assessment pertaining to particular health issues (such as a tendency to travel sickness, chronic/acute health issues) for the young people they are transporting.

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If only one member of staff is available to escort a pupil in a school vehicle, the member of staff must use a dashcam.

Staff should ensure that they have sufficient monies to cover any unexpected expenditure/emergencies that may arise during the journey.

It is the responsibility of the driver to ensure that any congestion charges are paid prior to the journey. In circumstances where they enter a congestion charge area and it has not been paid in advance they must as soon as possible that day notify the main school office.

Staff who park illegally or enter restricted areas are responsible for payment of any fines.

## Positioning of young people and escorts within school vehicles

It is generally accepted that the safest place for a child is in the rear of a car, but some sources do suggest that if there is just a driver and one child in the car, it might be best to sit the child in the front if this leads to less driver distraction, and when this enables more effective safeguarding, this would be deemed acceptable.

Escorts in vehicles should always sit in the back seats to position themselves between young people so as to be as effective as possible in supervising the young people and thus supporting the driver.

Staff should ensure that booster seats are used where appropriate, a summary of the mandatory requirements being:

	Front seat	Rear seat	Who is responsible?
Driver	Seatbelt must be used.		Driver
Child under 3 years of age	Correct child restraint must be used.	The correct child restraint must be used.	Driver
Child aged 3 to 11 and under 1.35 metres (approx 4ft 5ins) in height	Correct child restraint must be used.	Correct child restraint must be used.	Driver
Child aged 12 or 13, or over 1.35 metres (approx 4ft 5ins in height)	Adult seatbelt must be used.	Adult seatbelt must be used.	Driver
Children aged 14 years or more and adult passengers	Seatbelt must be used.	Seatbelt must be used.	Passenger

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## Behaviour Management on School Journeys

All relevant staff will undertake Team Teach to support in the appropriate management of challenging behaviour displayed by pupils on School journeys. In addition, staff should refer to young people's individual risk assessments and positive handling plans.

## School campus / parking

**Staff must use the School one-way system appropriately and adhere to the 5mph speed limit at all times. Staff should only park in designated areas, and ensure that they use the marked spaces.**

The driveway and emergency exits must not be blocked in any way by vehicles.

## Journeys by Public Transport/ Walking

All staff must be fully aware of the young people's Individual Risk Assessments/Positive Handling Plans prior to the journey commencing.

Prior to the trip commencing staff must ensure that they have a working mobile phone with sufficient credit on it. They must also ensure that they have an in-date staff ID card. Staff should ensure that they have sufficient monies to cover any unexpected expenditure/emergencies that may arise during the journey.

Approved by Governors