

PS40 TRANSPORTING YOUNG PERSONS POLICY

Policy Number	PS40
Policy Name	Transporting Young Persons Policy
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Owner	Headteacher
Reviewing Body	Executive Team

Version	Amendments	Date	Initials	Publish on Website?
0.0	Original	July 2023	AH/ET	
1.1	3 year review			Yes

1.0 Purpose

1.1 The majority of schools will, from time to time, have the need to use some form of transport to enable young persons, staff and other accompanying adults to go on educational visits, sports competitions and to other events not held on the school premises. The 'vehicle' may be owned by the school, 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.

2.0 Duties and Responsibilities

2.1 The Headteacher 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 children should be required to wear seat belts for the duration of the journey. If necessary, appropriate booster seats must be used.

2.2 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. [See Approved Drivers List.](#)

2.3 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 school's plans.

2.4 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.

2.5 Children should be seated at all times and should not travel in the front seats of coaches or minibuses or in seats adjacent to the exit doors.

3.0 All Drivers Must:

- 3.1.1 Be approved, see 2.2, this approved process requires that approved employees;
- 3.1.2 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;
- 3.1.3 Be fit to drive and have no medical condition that affects their ability to drive;
- 3.1.4 Be free of any convictions and/or endorsements/penalties for speeding, drink/drug driving, talking on a mobile phone whilst driving, careless driving;
- 3.1.5 Inform the school of any material changes to their licence conditions since the copy was submitted during the course of the year;
- 3.2 Ensure children are seated in the back of the vehicle;
- 3.3 Ensure that all seat belts are in working order and worn by everybody in the vehicle;
- 3.4 Ensure that the vehicle 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.

4.0 All Vehicles Must:

- 4.1.1 Have a valid MOT Test Certificate;
- 4.1.2 Have current Road Tax,
- 4.1.3 Be roadworthy, and;
- 4.1.4 Conform to all legal requirements.
- 4.1.5 Tax and MOT status can be checked at www.vehicleenquiry.service.gov.uk
- 4.2 Every child must be restrained by a seat or lap belt. If necessary, given the height of the child, an appropriate booster seat should be used. Child-proof locks should be used where they are fitted. No child should be transported in the front passenger seat.
- 4.3 The driver should carry a mobile phone that should be kept on silent and out of sight whilst driving, and only used when safely parked.

5.0 Review

Every three years.

Related Documents:

GP14 Fleet Vehicle Policy