



Transporting pupils and travelling to work Policy

Policy Date	September 2025
Policy Review Date	September 2026
Lead Person for Policy	V Balls

Transporting Pupils and Travelling for work

Transporting Pupils

On occasion, it is necessary for members of staff to use their own vehicles to transport pupils, for example on educational visits in an emergency, or when there are too many children to travel of the Harmony cars.

This policy ensures that the adults taking part in such activities, and the pupils in their care, are safe in respect of the checks taken to ensure that all drivers are covered to undertake such activities.

Adults must ensure:

- That their car insurance covers them for taking children, other than their own, to and from venues. This is usually considered business insurance.
- Their driving licence covers them to drive the category of vehicle they are driving.
- The vehicle is fully taxed and insured.
- There are no endorsements for driving offences that would be considered unsafe, i.e. dangerous driving.
- That car seats and seat belts comply with legal obligations for the height of the pupils carried.
- That any special seating is securely installed to the regulatory standards.
- That they do not travel alone with a child, ideally there should be two adults, or there may be more than one child.

The school will, through the V4 form and other precautions, ensure that the above checks are correct and:

- That the driving licence is valid in date, name and endorsements.
- That all adults transporting pupils will complete a Validation Form (V4) for use of a private vehicle and retain the original for our records and a copy for themselves.

Travelling for Work

Staff must be aware that ANY travel which is not to their usual place of work is deemed as travelling for work i.e. training courses, meetings etc;

In the event of an accident, insurance companies will not pay claims unless the driver is insured for the purpose of "travelling for work." This is deemed business use.

In order to ensure the safety of all employees and pupils staff must comply with the above and the following:

- **All** staff must complete the V4 and the additional section for employees. The original to be retained by the school and the staff member to keep a copy.
- Inform Sarah Baker/Victoria Balls if there are circumstances which change during the period of one year from completion to the next form.

This policy does not cover every eventuality that may occur. It is considered good practice to:

- Always have the contact number of the school in case support is required.
- That the correct ratio of adult to pupil is adhered to.
- Any pupil illness is known in advance.

VALIDATION FORM (V4) FOR USE OF PRIVATE VEHICLE

Your offer of support to transport young people to offsite activities and events that are organised by the school/establishment is greatly appreciated. To safeguard everyone involved, all drivers of private vehicles are asked to provide the following information and assurances by placing a tick or cross in each box below and adding comments where appropriate. Managers/Head teachers can then use this information to assess the suitability of drivers and vehicles for transporting young people. (N.B. a crossed box does not necessarily mean that you cannot be used as a driver, but managers need to be aware of all relevant issues to make informed decisions). Thank you for your assistance and support.

NAME OF DRIVER	MAKE AND MODEL OF VEHICLE(S)	REGISTRATION NUMBER(S)

- ☐ The vehicle has a valid MOT certificate (where required – i.e. all vehicles over 3 years old);
- ☐ The vehicle is regularly serviced, and kept in safe roadworthy condition;
- ☐ I understand that I am not covered under the establishment's insurance for the use of my vehicle;
- ☐ I have current motor vehicle insurance covering the vehicle(s) and myself;
- ☐ My vehicle insurance cover includes the voluntary transport of young people (parents/adult helpers);
- ☐ My motor vehicle insurance includes business cover (employees) – also complete section overleaf;
- ☐ I am aged 23 years or over;
- ☐ I have a valid full driving licence suitable for the type of vehicle;
- ☐ I am an experienced driver who has held a full driving licence for at least 2 years;
- ☐ I have not had past convictions (in the last 5 years), and am not facing impending prosecution, for any significant driving offences (e.g. drink driving) ;
- ☐ I have no points or endorsements on my driving licence (if yes, please state details below);

- ☐ I have no previous convictions or ongoing investigations regarding offences against young people;
- ☐ I am healthy and fit to drive, and will not drive under the influence of alcohol or drugs;
- ☐ I shall ensure that all passengers wear correctly fastened seatbelts;
- ☐ I am aware that any formal payment for petrol or mileage cost could invalidate my insurance unless it had been previously declared to the insurance company;
- ☐ I will not transport a young person on their own (other than my own child) as part of any journey;
- ☐ I agree to show supporting documentation of the above to relevant managers, if requested;

Further information provided by the driver (continue on a separate sheet if necessary):

☐ I will immediately notify the Manager/Head teacher in writing of any changes to the information provided above, and will not transport young people until further written approval has been given.

Signed..... (driver)

Date.....

VALIDATION FORM (V4) FOR USE OF PRIVATE VEHICLE

Recommended checks:

	Date checked	Copy taken?	Signed by
Driving licence			
Vehicle MOT			
Vehicle insurance			

I am satisfied that this driver is suitable to transport young people using their private vehicle

Signed..... (Headteacher/Manager)

Date.....

ADDITIONALLY, FOR EMPLOYEES:

My insurance includes business use in addition to social, domestic and pleasure.

The vehicle I shall be using is/is not* insured in my name. (N.B. If you are driving as a “named driver” on someone else’s insurance, the cover is usually restricted to social, domestic and pleasure purposes. As an employee, you will need to check that you may use the car for business.) As a named driver and an employee, I confirm that the insurance covers me for business use.* (* Delete as appropriate or if not applicable).

Signed..... (driver)

Date.....

I am satisfied that this driver fulfils the necessary requirements to transport young people by private vehicle

Signed..... (Head teacher/Manager)

Date.....

