

HARMONY ALTERNATIVE EDUCATION LTD

Transporting Pupils and Travelling for Work Policy

Policy date	September 2026
Review date	September 2027
Approved by	Victoria Balls / Harmony AE Ltd

September 2026 compliance update

- Drivers must hold a valid license, suitable motor insurance including business use where required, a roadworthy/MOT-compliant vehicle, and use legally compliant seat belts/child restraints. Journey-specific safeguarding and lone-transport risks must be assessed.

Transporting pupils and travelling to work Policy

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.
- Harmony 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) or similar 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.

Monitoring and review

This policy will be reviewed at least annually and sooner where legislation, statutory guidance, commissioning requirements, organisational arrangements or identified risks change. The next scheduled review is September 2027.

Signed: _____ Date: _____