



# Transport Policy

## 1. INTRODUCTION

This policy will provide guidelines to:

- ensure that each mentor, parent/ guardian and tutor Program Coordinator understands that ATS allows staff to transport mentees in their own private vehicles and/or via public transport.
- ensure that they understand and follow the relevant transportation procedures to ensure the safety of themselves and the young person.

## 2. GUIDING PRINCIPLES

ATS is committed to:

- the provision of quality services to vulnerable young people and children in a safe environment
- ensuring that all safety checks and licences are valid prior to a young person travelling with ATS staff
- Providing transportation by ATS staff where possible and where required to ensure pupils can attend the provision on their allotted days
- ensuring that ATS is notified of any concerns regarding the wellbeing or safety of the young person as a result of travelling with ATS staff

## 3. REQUIREMENTS AND RESPONSIBILITIES

### A) General

- No pupil transport needs will be addressed by ATS staff without a completed and up-to-date Travel Permission Form signed by the young person's parent, carer or legal guardian.
- No pupil transport needs will be addressed by ATS staff without the completion of a pupil risk assessment which includes risks associated with transport and travel.
- Exact mileage will be required for reimbursement associated with pupil travel costs – this will not include the distance between the staff member's place of abode and the pupil's place of abode, but will cover the distance the child is transported to The Quay in Sharpness.

**B) Transport by private car**

- It is the responsibility of the car owner to ensure they are insured for business use, that they are legally fit to drive, and that the car meets all requirements in relation to current British law. Any ATS staff involved in the transport of pupils must provide a copy of their driving license and proof of insurance to ATS directors to be kept on file.
- Staff are responsible for obeying all road rules and traffic laws, including the use of seat belts, and must ensure they avoid taking medication or any other substances that may impair their ability to drive.
- Staff are responsible for informing ATS directors of any circumstance changes that may impact their ability to provide transport to pupils.
- Staff must inform ATS directors of any well-being or safety concerns (including incidents and accidents) arising as a result of travelling with ATS staff members as soon as is possible.

**C) Use of public transport.**

- ATS staff are responsible for ensuring all laws relating to the use of public transport are upheld when travelling with a pupil
- ATS staff should carry their personal ATS identification pass with them at all times when off-site or using public transport, and be prepared to share details of potential issues relating to pupils with the driver or relevant official if this has been outlined in the outings risk assessment.
- Costs for public transport will be met by ATS unless specific arrangements have been made either with parents or funding authorities.

**4) RELATED POLICIES**

ATS Safeguarding Policy

Policy created by	Dean Frances-Hawksley
Date	17-06-2024
Due for review on:	17-06-2025