

Transport and Vehicles

Aims

Vehicles must be roadworthy by law. The Health and Safety Law 1974 requires employers to ensure the health and safety welfare of all employees as far as is reasonably practicable. Employers are also responsible for ensuring others are not put at risk by work-related driving activities—that is, our students in education, staff, and the public.

Procedures to Ensure Vehicle Safety

- Vehicles are checked regularly to ensure that oil, water, and screen wash are at the correct levels and that lights, wipers, and seatbelts are functioning correctly. A visual tyre check and tread must also be undertaken. Staff must also ensure that the jack, wheel brace, and protective equipment are present in any vehicle used to transport students.
- Staff must check the lights, fuel consumption, mileage and visual check weekly and record.
- The tyres are changed when the tread depth is at least 3mm.
- All cars used for transport must have regular services.
- Any faults whilst checking or driving the vehicle are recorded and reported to the director.
- It is the individual's responsibility to ensure that their personal vehicles used to transport students are checked and up to standard and that relevant records are kept.

Procedures to Ensure Driver and Passenger Safety

- The law requires all children travelling in the front or rear seat of any car, van, or goods vehicle to use the correct child car seat until they are either 135 cm in height or 12 years old (whichever they reach first). After this, they must use an adult seat belt. Therefore, all staff must abide by this procedure.
- Young people should only travel in staff vehicles if staff are covered by business insurance, the journey is unavoidable, and no other transport is available. For staff who hold business insurance, a copy of their valid insurance certificate must be kept in their personnel file and in the vehicle file on site.
- Copies of staff licenses are kept on their personnel files and in the vehicle's files on site.
- Staff are responsible for informing the manager of any conviction to their licence.
- Each vehicle is equipped with protective equipment (a torch, triangle sign, and reflective vest) in the event of a breakdown. It is the driver's

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responsibility to check that the equipment is in the vehicle when leaving the site.

- All vehicles used to transport students are to carry a fully stocked first aid kit (can be provided if not present).
- SWP Training will abide by the law regarding passengers and seat belts and ensure workers and young people are safely restrained.
- All staff must **not** exceed any speed limits whilst driving a company vehicle, whether they escort a student or not. Staff are responsible for speeding, parking fines, or other related offences. The company will not pay any speeding fines incurred by staff.
- Employees are required to drive responsibly, per the law and take every possible precaution to drive safely, considering terrain, area and weather conditions. Employees must also ensure they take adequate rest stops on long journeys.
- Staff must never give any vehicle keys to any young people.

COVID-19

If COVID numbers are high in the area

- All cars need to be deep cleaned before and after use.
- One student and tutor in a 5-seater car
- If it is a 7-seater car, then 2/3 students can travel.
- In a 5-seat car, the students sit behind the passenger seat in the back.
- In a 7-seater car, the students are to be evenly spread.