



Transport and Vehicles Policy

Policy written:	July 2025
Policy review date:	July 2026
Signed by Director:	<i>E. Barnett</i>

The policy will be reviewed annually as a minimum, unless lessons learnt or new legislation, national or local guidance suggests the need for an earlier date of review.

Policy review dates and changes

Review date	By whom	Summary of changes made	Date ratified by directors	Date implemented

Aims

Vehicles by law must be in roadworthy condition, Health and Safety Law 1974 requires employers to ensure as far as is reasonably practicable the health and safety welfare of all employees at all times.

Employers also have a responsibility to ensure others are not put at risk by work related driving activities – that is our young people in education, staff and the general public.

Procedures to ensure vehicle safety

- Vehicles are checked every week to ensuring oil water and screen wash are at the correct levels, and lights, wipers and seatbelts are functioning correctly. A visual tyre check and tread must also be undertaken. Staff must also ensure the jack, wheel brace and protective equipment are present in any vehicle used to transport Young people.
- Staff must check the lights, fuel consumption, mileage and visual check weekly and record.
- Tyres are changed when tread depth is at a minimum of 2mm.
- All Phoenix ND Education Ltd vehicles will be serviced every 20000 miles or 2 times per year if sooner and are MOT'd annually.
- Any faults whilst checking or driving the vehicle are recorded and reported to the Director.
- It is the Director's responsibility to maintain all company vehicles and to obtain authorisation for vehicles to be repaired, taxed and MOT'd.
- It is the individuals responsibility to ensure their personal vehicles used to transport young people is checked and up to standard and 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 must use the correct **child car seat** until they **are either 135 cm in height or 12 years old** (which ever they reach first). After this they must use an adult seat belt. Therefore, all staff must abide by this procedure.
- Young people should not travel in staff vehicles unless staff are covered by business insurance, the journey is unavoidable, and no other transport is available. For staff that hold business insurance, a copy of their valid insurance certificate must be held on their personnel file on BrightHR and in the vehicle file on site.
- If staff are authorised to use their own vehicles mileage will be paid at 45p per mile for the first 10 miles then 25p per miles for any additional miles used for each day.
- Mileage forms are to be submitted by 24th of each month from the previous month and will be paid at the same time as salary payments, provided the mileage has been signed and authorised by Eloise Barnett.

- Copies of staff licenses are kept on their personnel files on Bright HR and in the vehicles file on site.
 - Staff are responsible for informing the manager of any conviction to their licence.
 - Protective equipment in the event of a breakdown is provided in each vehicle (a torch, triangle sign and a reflective vest). It is the driver's responsibility to check they are in the vehicle when leaving the site.
 - All vehicles used to transport young people is to carry a fully stocked first aid kit (can be provided if not present).
 - All staff must state which vehicle they are taking off site, their destinations and the passengers they are taking each time they go off site. This must be recorded on the vehicle checklist.
 - Phoenix ND Education Ltd will abide by the law regarding passengers and seat belts and will ensure workers and young people are safely restrained.
 - The speed limit in the car park must not exceed 5mph.
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- All staff must not exceed any speed limits whilst driving a company vehicle, whether they are escorting a young person or not. Staff are responsible for any speeding or parking fines or any other related offence. The company will not pay any speeding fines incurred by staff.
 - Employees are required to drive responsibly, according to the law and to take every possible precaution to drive safely, taking terrain, area and weather conditions into account. Employees must also ensure they take adequate rest stops on long journeys.
 - Staff must never give any vehicle keys to any young people.