

Private Car Transport Policy

This policy provides a clear framework for staff or volunteers when transporting pupils in their own vehicles for the purpose of education related activities.

The aims of this policy are firstly, to ensure that the school complies with current legislation and guidance. Secondly, to ensure that the safety of users (both drivers and passengers), other road users and pedestrians is paramount at all times. Thirdly, to ensure that the school meets its health and safety and safeguarding obligations towards all members of the school community.

All drivers are required to read this policy and sign the declaration found in Appendix A before transporting pupils in private vehicles.

Drivers

Staff are not specifically required to transport pupils in their own vehicles unless it is part of their job description or they have indicated that they are willing to do so.

Drivers must be at least 21 years of age and less than 70 years of age and should have at least 2 years previous driving experience.

Drivers must be in good health and physically capable of driving safely. If drivers are on any medication, they must ensure that the preparation does not affect their ability to drive, if in doubt they should seek medical advice.

Before driving for the School, all volunteer drivers **must**:

- Hold a full and valid driving licence and agree to a DVLA driving licence information check. Drivers who have more than 6 points on their licence or if their driving offence was serious (e.g. dangerous driving) will not be allowed to drive.
- Confirm that the vehicle to be used to transport pupils conforms to legal requirements by providing their car number plate for the Compliance Administrator to check MOT and Tax status online and a screenshot of their current car insurance policy.
- Confirm that the vehicle to be used to transport pupils is fit for purpose and roadworthy.

Approved Drivers List

Only drivers on the Approved Drivers List may drive for the school. The Compliance Administrator administers the Approved Drivers List and is responsible for adding, removing and checking the ongoing eligibility of those already on the list.

Applying to become a Driver

Anyone interested in becoming a volunteer driver for the school must contact the Compliance Administrator who will follow this process to add a New Driver to the Approved Drivers List.

Check	How?	Why?	Who?
1. Initial Qualifying Checks			

Private Car Driver Declaration Form (Appendix A)	Google Form provided to driver.	To ensure drivers are medically fit, legally qualified to drive and conform to legal requirements	Compliance Administrator
DVLA Licence Check	DVLA code shared by New Driver on Driver Declaration Form	To verify licence details. If driver has more than 6 points on their driving licence or if the driving offence was serious (e.g. dangerous driving) they will not be allowed to drive	Compliance Administrator
Safeguarding	All employed staff are involved in regulated activity and appropriate checks will have already been carried out. If the driver is a volunteer the Bursar must determine whether or not they will be engaged in regulated activity. If yes, an Enhanced DBS with Barred List Check must be obtained.	If the volunteer is not involved in regulated activity there is no legal requirement to have to obtain a DBS certificate, but an enhanced DBS certificate may be obtained. However, a barred list check can only be carried out for regulated activity.	Bursar
2. Add driver to Approved Drivers List			

Checking ongoing eligibility of drivers

Each year the Compliance Administrator will do a check of all drivers on the Approved Drivers List to ensure ongoing eligibility. Any drivers who are no longer eligible will be removed from the Approved Drivers List. For each driver the following process will be carried out:

Check	How?	Why?	Who?
1. Ongoing Qualifying Checks			
Private Car Driver Declaration Form (Appendix A)	Google Form provided to driver.	To check if there has been any change of circumstances and to ensure drivers are medically fit, legally qualified to drive and conform to legal requirements.	Compliance Administrator
DVLA Licence Check	DVLA code shared by drivers on Driver Declaration Form	To verify licence details. If driver has more than 6 points on their driving licence or if the driving offence was serious (e.g. dangerous driving) they will not be allowed to drive the minibus	Compliance Administrator

Safeguarding	Check if there are any changes to volunteer driving activity with regards supervision or regularity of driving.	To ensure appropriate checks are carried out involving volunteers engaged in regulated activity.	Bursar
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Parental Permission

Parental consent is required in writing for pupils to be carried in staff or volunteer’s private vehicles. Parents must confirm if their child is under 12 and also under 135cm tall, and should their child meet that criteria confirm that they are also willing for their child to sit in a non-ISOFIX backless booster seat provided by the school; or an equivalent, or ISOFIX seat provided by the private driver provided the driver has confirmed with school the age of car seat, that it has never been involved in an accident and that it is labelled with either EU approval code E R129 or E ECE R44.

The Educational Trips Coordinator (EVC) ensures that permission has been obtained from all parents and ensures that all parties are fully informed of the transport arrangements to and from the trip / activity.

Booster Seats

The school provides non-ISOFIX backless booster seats (conforming to the EU safety standard R129/03) for use when transporting pupils under 12 who are also under 135cm tall. Booster seats must be fitted in accordance with the manufacturer’s instructions.

Occasionally, the private driver may use their own booster seats but only once confirmation has been received regarding the age of the car seat, that it has never been involved in an accident and that it is labelled with either EU approval code E R129 or E ECE R44.

Procedures for Drivers

Pre-use checks

All drivers should be satisfied to the best of their knowledge that their car is safe to drive:

- If faults that might affect the vehicle or passengers’ safety are suspected, the vehicle must not be used until they are all remedied.
- Drivers should check weather conditions in advance of the journey and in the event of extreme weather conditions, avoid making the journey.
- Drivers will plan their route and will ensure that adequate rest stops are included. Volunteer drivers (i.e. those who are not required to drive as part of their job description for the school) are not subject to any drivers’ hours rules, but should aim to take a break from driving for 15 minutes every two to three hours.
- Drivers should use common sense to ascertain their suitability to drive at a given time (consider tiredness, illness etc.). Drivers should not be tempted to carry on when it would be safer for everyone not to drive until they are feeling better

Vehicle Operation

Child Restraints

- No child should be transported in the front passenger seat, with the exception of the driver’s own child at their discretion and in accordance with legal restrictions.
- Drivers **MUST** ensure that all children wear seat belts or sit in an approved child restraint where required (see Appendix C). If a child is under 12 and is under 1.35 metres (approx 4 feet 5 inches) tall, a child seat, booster seat or booster cushion **MUST** be used suitable for the child’s weight and fitted to the manufacturer’s instructions. These rules are legal requirements in the Highway Code and if disobeyed drivers are committing a criminal offence. Drivers may be fined, given penalty points on their licence or be disqualified from driving.
- However the law allows for a child under 12 who is also under 1.35 metres to travel unrestrained if two occupied child restraints prevent fitting of a third.
- Child restraints should be checked before use to ensure that they are well-maintained and fit for purpose, with no defects.

- Before setting off, the driver must ensure that both they, and the passengers, are wearing seat belts and/or appropriate restraints. Pupils are to be informed that seatbelts and/or appropriate restraints are to be worn at all times when the vehicle is in motion and should only be removed once the driver has switched off the engine.

Luggage:

- Any luggage is to be securely stowed, so as to prevent safe evacuation of the vehicle.

Driving Rules:

- Drivers are responsible for driving within the law and in accordance with the Highway Code.
- The School will not refund fines or other costs incurred by drivers as a result of any road traffic or parking offence. Drivers must inform the Bursar and the Compliance Officer of any penalty points received whilst driving for the school; failure to do so may result in disciplinary action.
- All Accidents and Near Misses, whether or not they cause injury to persons or damage to property, are to be reported as soon as possible after they occur using the Vehicle Accident Reporting Form provided in Appendix B.
- Vehicles must not be driven at any time with more than the legal limit of passengers.

Distraction During Driving:

- Drivers should never use a hand-held or hands-free mobile phone while driving. However, if absolutely required, making genuine emergency calls whilst driving is legal.
- Noisy or boisterous behaviour is not permitted.

Safety:

- Children with asthma or with significant health issues (eg. severe allergies or diabetes) should travel on the minibus not in a private car unless they are travelling with a parent.
- Children should get into the vehicle through the door nearest the kerb.
- Drivers should ensure that the child safety door locks, where fitted, are used when children are in the vehicle.
- Children must not sit behind the rear seats in an estate car or hatchback, unless a special child seat has been fitted.
- A mobile phone should be available for use when stationary, in the event of an emergency. In line with the school's Safeguarding Policy, drivers must not use their mobile phones to take photographs of children unless specifically authorised to do so by the Headmaster.
- Wherever possible, drivers should be accompanied by another adult when transporting pupils to reduce the risk of distraction, accident and injury and allegation of misconduct or abuse.
- Do not leave pupils unattended in the vehicle
- In the event of a fire do not attempt to extinguish. The priority is for the safe evacuation of all passengers.

Accident and Breakdown Procedures

Breakdown Procedures

Standard breakdown procedures are to be followed where necessary

- Move the vehicle off the road (onto the hard shoulder or emergency refuge if on a motorway). If this is not possible, move it as far away from moving traffic as possible
- Switch on the hazard warning lights.
- If you use a warning triangle, place it on the same side of the road at least 45 metres from the vehicle. Take great care when placing and retrieving it and never use it on a motorway.
- Move the passengers out of the nearside of the vehicle and as far away from traffic as possible. Don't let anyone stand behind the vehicle.
- Help passengers who need assistance to exit the vehicle.
- Don't let anyone stand between the vehicle and oncoming traffic.
- On motorways or other busy roads, take the passengers onto the embankment or grass margin and as far from the traffic as possible.
- Keep passengers together in one group and under supervision.

- In some circumstances, it is safer to leave passengers in the vehicle. For example, if it seems too dangerous to unload passengers in wheelchairs or if there is not a safe waiting area. You will need to assess the situation and decide whether or not to unload passengers.
- If necessary, go for help, leaving the passengers with the passenger assistant, but if you are the only adult present, do not leave children alone. Give the police or breakdown service accurate details of the location, and whether children or passengers with mobility problems are being carried.
- Telephone your contact person to tell them what has happened and ask them to relay messages to parents and others.
- If the breakdown occurs on a motorway, use the roadside emergency telephone as this will help the Police to pinpoint your location. The nearest one is shown by arrows and numbers on small marker posts at the edge of the hard shoulder. If on a public road, get out of the vehicle on the safe side – nearest the path or verge.

Accident

In the event of an accident:

- Follow the procedure for breakdowns above.
- Do not move injured passengers unless they are in immediate danger of further injury.
- Call the emergency services with information about the situation and any special circumstances (e.g., passengers with special needs.)
- Stay at the scene until the emergency services (and anyone else with reasonable cause) have taken all the details. If possible, obtain the names, addresses and telephone numbers of people involved, including independent witnesses.
- If there is any injury or the names of people involved are not exchanged or there is damage to property (including street furniture) other than the vehicle, you must report the collision to the Police as soon as possible or in any case within 24 hours.
- Take photos of the accident scene from various angles if possible.
- Complete the Vehicle Accident Reporting Form provided at Appendix B.
- If the collision is ‘damage only’, ensure the vehicle is roadworthy before continuing the journey.
- Do not allow child passengers to assist with repairing or re-starting the vehicle and never allow them to push the vehicle.

Insurance Cover

Heritage has business insurance in place to act as a top up for transporting students in privately owned cars. Details of the School’s insurance cover, including contact details, can be obtained from the Bursar. Any questions regarding insurance should be brought to the Bursar.

The Bursar is responsible for checking annually that the school’s insurance policy covers all vehicles used to transport pupils.

Authorised by	Jason Fletcher
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Circulation	Staff and parents via website

Appendix A: Private Car Driver Declaration Form

To be completed by new private car drivers and at least annually by existing drivers.

This form can be completed electronically via this link: [Private Car Driver Declaration Form](#)

Full Name of Driver:	
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Have you been involved in any accidents in the last 5 years (whether or not you were responsible for the accident)?	Yes	No
If yes, please provide further details:		
Do you have any medical conditions to declare? (see note 1 below)	Yes	No
If yes, please provide further details:		
Do you take any medication that might cause drowsiness or affects your ability to drive? (see notes 1 and 3 below)	Yes	No
If yes, please provide further details:		
Do you wear glasses or contact lenses to drive? (see note 2 below)	Yes	No
If yes, please provide further details:		

As the person named above I confirm that:
<ol style="list-style-type: none"> 1. I am between the age of 21 and 70 and have been driving for more than 2 years. 2. Medical Conditions: I have declared all medical conditions that could impair my ability to drive in a safe and controlled manner 3. I am not on any medication that might cause drowsiness or impair my ability to drive. 4. I will be very careful to ensure that I have negligible blood alcohol levels whenever I drive the minibus (see note 3 below) 5. Vision: I am able to read a car registration plate at a distance of 20 metres in good daylight (with the aid of glasses or contact lenses if worn). If I require glasses or contact lenses I will ensure that I will always wear them while driving the school minibus (see note 2 below) 6. I confirm that the vehicle to be used to transport pupils conforms to legal requirements and I will provide my car number plate for the Compliance Administrator to check MOT and Tax status online and a screenshot of my current car insurance policy. 7. I confirm that the vehicle that I use to transport children is fit for purpose and roadworthy. 8. I understand it is the drivers legal responsibility to ensure that all children under 14 years of age wear seat belts or sit in an approved child restraint where required. 9. I will inform the Compliance Administrator if my health changes or if I start to take medication that might impair my ability to drive

10. I will inform the Compliance Administrator if I receive any penalty points on my licence or changes are otherwise made to it (see note 4 below)
11. I will inform the Compliance Administrator if I'm involved in an accident at any time (ie whether or not I'm driving for the school) - whether or not I'm responsible.
12. I have read, understood and agree to abide by the terms in the school's Private Car Transport and Safeguarding Policies.
13. I understand that it is a criminal offence to make a false declaration.

I consent to the Compliance Administrator and the school viewing my driving licence information as specified below and retaining this information as required.

Please follow this link - [View or share your driving licence information](#) - to create a licence 'check code' to share your driving record. The check code will be valid for 21 days.

You'll need:

- your driving licence number
- your National Insurance number - find your National Insurance number if you've lost it
- the postcode on your driving licence

DVLA Driver Code: _____

Licence Number: _____

Car Number Plate: _____

A copy of my current car insurance certificate is attached to this form Yes / No

Signature: _____

Date: _____

Confirmation by the Compliance Administrator

Please attach evidence of online DVLA, MOT, Tax and Insurance checks and sign below to confirm that the driver named above has permission to be a volunteer on behalf of the school

Signature: _____

Date: _____

Notes

1. Medical Conditions

The DVLA website lists almost 200 conditions in alphabetical order for which people MAY need to notify them. If you have any medical condition please check to see if it is listed here:

<https://www.gov.uk/health-conditions-and-driving/find-condition-online>

Some of the more common examples for which the DVLA states that it must be informed include:

- An epileptic event (seizure or fit).
- Sudden attacks of disabling giddiness, fainting or blackouts.
- Severe learning difficulties.
- A pacemaker or implanted defibrillator device fitted.
- Diabetes controlled by insulin or tablets that have a high risk of causing hypoglycaemia - eg, sulfonylureas.
- Parkinson's disease.
- Any other chronic neurological condition.
- Dementia or a serious problem with memory.
- A major or minor cerebrovascular event (only if there is residual neurological or cognitive deficit one month after the event).
- Multiple transient ischaemic attacks (TIAs) over a short period but not a single TIA.
- Any type of brain surgery, brain tumour or severe head injury involving inpatient treatment at hospital.
- Any severe psychiatric illness or mental disorder including acute psychotic disorder, unstable mania or hypomania, severe depressive illness if there are features which affect risk to drive safely or suicidal thoughts.
- Continuing/permanent difficulty in the use of arms or legs which affects your ability to control a vehicle.
- Drug or alcohol misuse (including illegal use of prescription drugs).
- Any visual disability which affects both eyes or loss of sight in one eye. Do not declare short/long sight or colour blindness.
- Narcolepsy or other primary hypersomnia.

If you have any of the conditions listed above, or know of any other medical conditions which could impair your ability to drive the school minibus, you must inform the school. If in doubt, you must consult your doctor before signing this form.

2. Vision

The DVLA states that:

a licence holder or applicant must be able to meet the prescribed eyesight requirements, ie to read in good daylight (with the aid of glasses or contact lenses if worn) a registration mark fixed to a motor vehicle and containing letters and figures 79 millimetres high and 50 millimetres wide (ie post 1-9-2001 font) at a distance of 20 metres, or at a distance of 20.5 metres where the characters are 79 millimetres high and 57 millimetres wide (ie pre 1-9-2001 font). In addition, the visual acuity (with the aid of glasses or contact lenses if needed) must be at least Snellen 6/12 with both eyes open or in the only eye if monocular.

If you have been prescribed glasses or contact lenses for driving these must be worn.

3. Drugs or Alcohol

Driving, or being in charge of a vehicle when under the influence (including any side-effect) of alcohol or another drug affecting fitness to drive, is an offence under the Road Traffic Act 1988. This applies to legal and illegal drugs. Police can stop drivers to check levels of alcohol, cannabis and cocaine.

Many people who drink alcohol are still over the legal limit the morning after they have been drinking. As it takes several hours for alcohol to disappear from the body, someone who was drinking late the previous

evening is very likely to still be over the limit when they drive a vehicle the next morning. Even if they are under the limit, their driving ability will still be affected by the alcohol in their body. Many drugs affect alertness and driving ability - if you are taking any medication check the data sheets to see if this is the case.

You must not drive

- **if your medication affects your alertness or driving ability**
- **under the influence of alcohol or any illegal drug**
- **if feeling unwell**
- **within 24 hours of a general anaesthetic**

4. Penalty Points

If you have more than 6 points on your driving licence or if your driving offence was serious (e.g. dangerous driving) you will not be allowed to drive the minibus.

Appendix B: Vehicle Accident/Near-miss Reporting Form

The driver of the vehicle involved in the accident should complete this form. It must be completed as soon as reasonably practicable after the accident and provided to the Compliance Officer.

Driver name:		
Number of people in the vehicle (including driver):		
Date and time of the incident/Near-miss: __/__/20__ : _____ am/pm		
Purpose of the trip:		
Was a trailer attached: Yes / No		
Incident/Near-miss location: (provide address/coordinates):		
Estimated speed (at the time of incident):		
Weather conditions (e.g. consider visibility):		Condition of road surface:
Name and contact details of any independent witnesses:		
Were the police involved/called?		Provide details:
Was there any damage to other vehicles / property? (other than the school minibus)		
Name and address of other parties involved in the incident (if any):		
Their insurance provider:	Their vehicle make and model:	Their vehicle registration:

Summary of damage:

Description of any injuries sustained:
(give details of the injury, names and addresses):

The information provided above is for use by the School (i.e. not for the other party).

Driver's signature: _____

Date: _____

If you have any questions in relation to completing this form, contact the Compliance Officer.

Appendix C: The Highway Code - Rules for drivers and motorcyclists - Seat belts and child restraints (rules 99 to 102)

Introduction

The Highway Code applies to England, Scotland and Wales. The Highway Code is essential reading for everyone.

The aim of The Highway Code is to promote safety on the road, whilst also supporting a healthy, sustainable and efficient transport system.

Wording of the Highway Code

Many of the rules in the Code are legal requirements and if you disobey these rules you are committing a criminal offence. You may be fined, given penalty points on your licence or be disqualified from driving. In the most serious cases you may be sent to prison. Such rules are identified by the use of the words 'MUST/MUST NOT'

Seat belts and child restraint requirements

Rule 99

You **MUST** wear a seat belt in cars, vans and other goods vehicles if one is fitted (see table below). Adults, and children aged 14 years and over, **MUST** use a seat belt or child restraint, where fitted, when seated in minibuses, buses and coaches. Exemptions are allowed for the holders of medical exemption certificates and those making deliveries or collections in good vehicles when travelling less than 50 metres (approx 162 feet).

Seat belt requirements. This table summarises the main legal requirements for wearing seat belts in cars, vans and other goods vehicles.

	Front Seat	Rear Seat	Who is responsible?
Driver	Seat belt MUST be worn if fitted	-	Driver
Child from 3rd birthday up to 1.35 metres in height (or 12th birthday, whichever they reach first)	Correct child restraint MUST be used	Correct child restraint MUST be used	Driver
Child over 1.35 metres (approx 4ft 5ins) in height or 12 or 13 years	Seat belt MUST be worn if available	Seat belt MUST be worn if available	Driver
Adult passengers aged 14 and over	Seat belt MUST be worn if available	Seat belt MUST be worn if available	Passenger

Rule 100

The driver **MUST** ensure that all children under 14 years of age wear seat belts or sit in an approved child restraint where required (see table above). If a child is under 1.35 metres (approx 4 feet 5 inches) tall, a child seat, booster seat or booster cushion **MUST** be used suitable for the child's weight and fitted to the manufacturer's instructions.

Rule 102

Children in cars, vans and other goods vehicles. Drivers who are carrying children in cars, vans and other goods vehicles should also ensure that:

- Children should get into the vehicle through the door nearest the kerb
- Child restraints are properly fitted to manufacturer's instructions
- Children do not sit behind the rear seats in an estate car or hatchback, unless a special child seat has been fitted
- The child safety door locks, where fitted, are used when children are in the vehicle
- Children are kept under control.