



Private Car Transport Policy

Policy Guidelines:

Requirements

- Teachers/Support staff driving pupils , whether inside or outside school hours or for curricular or extra curricular activities will normally be doing so in the course of their employment, and must confirm with their own insurers that their policy covers business use. Drivers must be willing to present their insurance certificate and allow a copy to be held on file
- All drivers must have a full and valid driving licence for the class of vehicle and provide evidence of any motoring convictions held. Drivers must be willing to present their driving licence and allow a copy to be held on file.
- Drivers must confirm that their vehicle is roadworthy and that the vehicle holds valid road tax , a current MOT certificate and that the vehicle is maintained in accordance with the manufacturer's recommendations.
- Drivers must be at least 25 years of age with a minimum of 2 years driving experience.

Consent

- Parents/Carers should be informed of transport arrangements including the name of the person who will be transporting their child, the reason why and how long the journey will take.

Transport Requirements

- Each child must be restrained by a seatbelt at the front and rear of the vehicle at all times.
- Drivers must ensure that they are accompanied by an additional adult when transporting pupils in their own vehicle.
- The number of children carried must not exceed the adult seating capacity of the vehicle.

Drivers Confirmation

- I have no endorsements or points on my licence/have declared any points on my licence and the reason for accruing them (delete as applicable)
- My car carries current insurance, which is renewed annually and I have checked with my insurance company and that my insurance covers transporting young people on a voluntary basis.
- The road tax is current and always renewed.
- The vehicle is kept in safe running condition and where required has a valid MOT certificate,
- I am aware that overloading the vehicle could invalidate its insurance.
- I will ensure that all passengers I carry will wear a seat belt .
- I will ensure that permission has been obtained from the parent/carer before transporting the child/ children.

Please confirm that you have read and understand the above **Private Car Transport Policy**:

Name: _____

Date: _____

Signature: _____

Originals provided and copies held on file:

Photo card Driving Licence

Car Insurance Policy