

St Cuthbert's Catholic Primary School



Private Car Transport Policy

Signed: (Headteacher)

Date:.....

Signed: (Chair/Governor)

Date:.....

School Mission statement

With Jesus we love, learn and pray; to grow in the St Cuthbert's way.

Our Values

Loving Honest
Charitable Respectful
Aspirational Faithful
Positive Forgiving

School's Aims

To proclaim Jesus Christ as the centre of our school community.

"Trust in the Lord with all your heart and lean not on your own understanding; in all your ways submit to him, and he will make your paths straight." Proverbs 3:5

To enjoy times of prayer and worship together.

"Our Father in heaven, hallowed be your name, thy kingdom come, your will be done, on earth as it is in heaven." Matthew 9-10

To be a vibrant place; where we can all feel loved, and all visitors are welcomed with warmth and respect. Recognising that everybody is created in the 'image and likeness of God.'

"Welcome one another as Christ has welcomed you, for the glory of God." Romans 15:7

To promote; a love of learning, an enthusiasm to succeed and aspirations to 'dream big'.

"Commit your work to the Lord, and your plans will be established." Proverbs 16:3

To ensure each and every one of us has the opportunity to thrive; to share the 'gifts' we have been blessed with, and to achieve to our full potential in all that we do.

"I can do all this through him who gives me strength." Phillipians 4:13

To feel safe, respected, loved and valued, so we have the confidence and resilience to 'make a difference.'

"God is our refuge and strength, an ever-present help in trouble." Psalm 46.1ning light in our parish,

To be a shining light in our parish, in our community and in our world.

For where two or three are gathered in my name, there I am among them."

Matthew 18:20

Be a place where it is ok to make mistakes. Forgiveness makes every day a new beginning.

"Forgive and you will be forgiven." **Luke 6:37**

Statement of intent

At certain times, private cars may be used to transport pupils. The following procedures have been established to ensure a consistent process regarding the transportation of pupils in private vehicles.

These procedures apply to all appropriately licensed volunteer drivers who occasionally drive pupils in private vehicles to school approved activities, including teachers, members of the school community and parents.

Signed by:

Headteacher _____

Date: _____

Chair of governors _____

Date: _____

1. Legislative framework

1.1. This policy has due regard to statutory legislation and national guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2014) 'Home to school travel and transport guidance'

2. Responsibilities

2.1. Teachers who drive pupils in their own private vehicles are responsible for ensuring:

- That they have the appropriate license and insurance cover.
- That their vehicle is roadworthy.
- The safety of their passengers.
- They adhere to the Highway Code.
- That passengers use a seat belt and appropriate restraints.

3. Licensing

3.1. All drivers must have a full and valid UK driving license, and be free of motoring convictions. Evidence of valid driving licence must be provided to school.

4. Insurance

4.1. The school business manager / office manager is responsible for checking annually whether or not the school's insurance policy covers all vehicles used to transport pupils, including parents'/carers' personal vehicles.

4.2. The school's insurance does not cover staff's use of personal vehicles to transport pupils; Staff are required to seek advice individually from their insurance providers to ensure that their policy protects them when transporting pupils. If their policy does not cover this, they are required to extend their insurance to 'business use' before transporting pupils. Evidence of this must be provided to school

5. Vehicle requirements

5.1. All vehicles must conform to legal requirements.

5.2. Vehicles without seat belts must not be used.

- 5.3. The driver is responsible for ensuring that pupils use a seat belt and appropriate restraints.
- 5.4. Appropriate child restraints (baby seats, child seats, booster seats or cushions) must be used according to the weight and height of the child.
- 5.5. Regulations require that children under the age of three must use the appropriate child restraint for their weight in all cars, with the single exception of the rear of taxis.
- 5.6. No child should be transported in the front passenger seat.
- 5.7. School must have evidence of vehicle tax, insurance and MOT.

6. Consent and safeguarding

- 6.1. Parental consent is required in writing for pupils to be carried in staff members' or other adults' vehicles.
- 6.2. The teacher in charge ensures that permission has been obtained from all parents and ensures that all parties are fully informed of the transport arrangements to and from events.
- 6.3. Drivers are not allowed to be alone with one pupil, unless it is their own child.
- 6.4. The designated person ensures that a central dropping point is arranged, rather than home drops.

7. Parents and volunteers

- 7.1. If the driver is not employed by the school, it is the school's responsibility to ensure that they are aware of their legal duties regarding the safety of pupils in their vehicles.
- 7.2. If the driver is a volunteer, they are carefully vetted before they are permitted to drive pupils in their car.
- 7.3. The headteacher gains written confirmation on the roadworthiness of the vehicle, and that the appropriate license and insurance is held.
- 7.4. The school keeps a list of approved volunteer drivers and does not use the services of unknown volunteers.

8. Policy adherence

8.1. All drivers are required to read this policy and sign the attached slip consenting to the policy annually.

9. Policy review

9.1. This policy is reviewed by the SBM, headteacher and chair of governors.

Private Car Transport Policy Slip

I confirm that the vehicle(s) that I will use to transport children:

- 1) Conforms to legal requirements (tax, adequate insurance and MOT).
- 2) Is serviced regularly in accordance with the vehicle manufacturer's recommendations.

I have a full and valid UK driving licence for the class of vehicle to be used and am free of any convictions and/or endorsements/penalties.

I agree to abide by St Cuthbert's Private Car Transport Policy.

Signed: Date:

Name in block capitals:

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