



DIOCESE OF SOUTHWELL  
& NOTTINGHAM  
MULTI ACADEMY TRUST

# Linby cum Papplewick C of E Primary School

## Transporting Pupils in Private Vehicles Policy

**Policy date:** January 2024

**Policy review date:** January 2025

**Written by:** Natasha Murray

## **Transporting Pupils in Private Vehicles**

At Linby cum Papplewick C of E Primary School, we do not ask parents to transport other pupils to school events; however, parents are free to make their own private arrangements if they wish.

On occasion, it is necessary for members of staff to use their own vehicles to transport pupils; for example, on an educational visit in an emergency, if no transport has been arranged by the parent to take their child to an extra-curricular event or when there are too many children to travel on one coach.

This policy ensures that the adults taking part in such activities, and the pupils in their care, are safe in respect of the checks taken to ensure that all drivers are covered to undertake such activities.

Adults must ensure:

- that their car insurance covers them for taking children, other than their own, to and from venues. This is usually considered business insurance.
- their driving licence covers them to drive the category of vehicle they are driving.
- the vehicle is fully taxed and insured.
- there are no endorsements for driving offences that would be considered unsafe i.e. dangerous driving.
- that car seats and seat belts comply with legal obligations for the height of the pupils carried.
- that any special seating is securely installed to the regulatory standards.
- that they do not travel alone with a child, ideally there should be two adults, or there may be more than one child.

The school will, through the Volunteer Driver Form and other precautions, ensure that the above checks are correct and:

- that the driving licence is valid in date, name and endorsements.
- we have returned parental permission slips from all pupils' parents that are travelling by car /people carrier etc in advance of the journey.
- parents are fully aware of the timing of the visit/trip, its purpose and that the pupils will be transported in a private vehicle.
- that all adults transporting pupils will complete a Volunteer Driver Form for use of a private vehicle and retain the original for our records and a copy for themselves.

Adults must inform the Heads of School/School Office if there are circumstances, which change during the period of one year from completion to the next form.

This policy does not cover every eventuality that may occur. It is considered good practice to:

- Always have the contact number of the school in case support is required.
- That the correct ratio of adult to pupil is adhered to.
- Any pupil illness is known in advance.

**Links to other policies:**

This policy should be read and reviewed in conjunction with the Child Protection Policy to ensure that all related Child Protection implications are taken into account in both policy and practice. Other relevant policies are listed below:

Educational Visits Policy  
Health and Safety Policy  
SEND Policy

DRAFT



Love Life  
Love Learning  
Grow in Faith

## Volunteer Driver Form

### Linby cum Papplewick C of E Primary School

**Name:** \_\_\_\_\_

**Make and Model of vehicle:** \_\_\_\_\_

**Registration number of vehicle:** \_\_\_\_\_

- I confirm that I am willing to use my own vehicle for transporting young people on visits. ☐
- I have provided the school office with a DBS certificate and will notify the office if any details change. ☐
- I have checked with my insurers that I am insured for such use and I accept my responsibility for maintaining appropriate insurance cover. ☐
- I have a current driving licence and I will ensure my vehicle is roadworthy in all respects. ☐
- I will ensure that if a passenger is under 12 **and** less than 1.35m tall they must have a booster seat. ☐
- I will ensure all passengers wear a correctly fastened seatbelt. ☐
- I will not transport a young person on their own (other than my own child) as part of any journey. ☐
- I consent to Linby cum Papplewick C of E Primary School processing the information detailed in this form. ☐

Linby cum Papplewick C of E Primary School reserve the right at any time to view relevant documentation such as registration document, MOT, insurance certificate or driving licence.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Volunteer Driver Form Record

[illegible]