

Milverton Primary School



Private Car Transportation to Off Site Activities Policy

Date of publication March 2023

Review date March 2026

Aims

We aim to enable children to participate in a wide variety of off-site activities but recognise that school cannot always fund transport for small numbers of children to participate in events such as sporting fixtures or competitions. This policy sets out the arrangements when school are not able to transport children to such activities.

This policy is linked to:

- ☐ WCC Learning Outside the Classroom and Offsite Educational Visits policy
- ☐ WCC Transporting Young People and Adult Customers Safely guidance
- ☐ MPS Safeguarding policy

Milverton Primary School (MPS) will arrange private bus or car transportation where appropriate. If this is not possible then parents will need to arrange transportation for their child. The school will help facilitate such arrangements as far as is practicable:

Information to be given to parents

- ☐ The location, date and time of the event will be provided and parents will be asked to arrange transportation. Where possible and with prior consent, the school will make available the contact details of all participating children's parents/careers.
- ☐ An estimated finish time of the activity and an expected time of arrival back at school.

School expectations of private transportation arrangements to school events:

- ☐ Drivers hold a full valid driving license and will adhere to the Highway Code
- ☐ Drivers present any motoring convictions to parents of the children they are transporting
- ☐ Drivers hold fully comprehensive insurance for the vehicle carrying children
- ☐ Vehicles comply with legal roadworthy requirements
- ☐ Drivers have child restraints (car seats), appropriate for each child's age and height, for all children who will be travelling in the car.
- ☐ Parents are responsible for identifying the appropriate car seats and providing these for the driver who is taking their child.

Information that parents should provide to the school:

- ☐ Signed permission that their child is able to attend the event
- ☐ The named person who will be transporting their child to and from the event
- ☐ How their child will be collected or travelling home at the end of the event

If school staff are attending the event and volunteer to transport children in their own car:

- ☐ Efforts should be made in the first instance for children's parents to arrange their own transportation
- ☐ Staff must complete the Volunteer Drivers form (appendix B, TYPAACS guidance)
- ☐ Staff must inform the Headteacher of the arrangements
- ☐ Staff should provide confirmation they have appropriate insurance in place to allow the transportation of children.
- ☐ Parents should be informed of these arrangements.
- ☐ In an emergency situation an ambulance should be requested in the first instance, if for some reason this is not appropriate a staff member may drive a child to the hospital in this instance.

Policy review

It is the responsibility of all Milverton staff to follow this policy.

This policy will be reviewed and updated, by the Premises Committee

It will be reviewed every 3 years by the Premises Committee

Written by Headteacher and the Premises Committee

Volunteer Driver's Form

To Headteacher of Milverton Primary School

Name of driver _____

Address _____

Postcode _____

Vehicle Make _____ Model _____

- I hereby confirm that I am willing to use my own vehicle for transporting young people where this is necessary and approved by the Headteacher/Manager.
- I accept responsibility for ensuring that the vehicle is in a safe, roadworthy condition and has appropriate insurance cover for the activity undertaken.
- I also confirm that I have a valid driving licence.
- I confirm that I have read and will comply with the Transporting Children, Young People and Adult Customers Safely Guidance.
- Attached is a copy of any relevant documentation (e.g. registration document, MOT certificate, driving licence, insurance certificate).

Signature _____ Date _____

Note: Those who are volunteer drivers on a regular basis should complete this form annually, or following a change in vehicle.