

# Private Car Transport Policy and Procedures

## Low Ash Primary School



|                     |                    |              |
|---------------------|--------------------|--------------|
| Approved by:        | The Governing Body | Date 21.1.26 |
| Last reviewed on:   | 24.4.24            |              |
| Next review due by: | Spring Term 2027   |              |

| Version Control |         |                        |
|-----------------|---------|------------------------|
| Version         | Date    | Amendments             |
| 1.0             | 21.1.26 | Review – no amendments |

## **1. Introduction**

Low Ash Primary School have 2 minibuses and where possible our pupils are transported to school events in the minibus. However on occasions the use of private cars for small numbers of pupils may be required, either taken by a teacher or a parent/carer to a school event. Where a parent/carer uses their own vehicle they are classed as volunteers by the school.

## **2 Aims and objectives**

Our aim is to:

- ensure our pupils remain safe at all times during the journey
- ensure that also relevant checks are conducted to ensure that the driver and vehicle meet safety and legal requirements
- only use private transport for a school event where the minibus is not available or to make additional places available

## **2. Driver Obligations**

All volunteer drivers must read this policy and sign the Private Car Transport Policy slip annually consenting to the policy, see Annex A

All drivers must have a full and valid driving licence for the class of vehicle they own and be willing to present their driving licence for inspection if requested.

All drivers must adhere to the Highway Code.

All drivers must have fully comprehensive insurance cover when carrying children. Any members of staff who transport children either by private car will be asked to produce evidence of their business-use car insurance.

All vehicles must conform to all legal requirements.

Each child must be restrained by a seat belt. Booster seats will be used if the child is under 135cm tall. It is the driver's responsibility to see the booster seat is used. Parents will have given permission for them to travel in a staff/other parents' cars for a school organised event.

No volunteer driver should be 1:1 with a child unless it is their own.

Ensure that each driver knows how to get to the destination and not rely on driving in convoy

## **3. Checks to be made by the school**

Evidence is obtained that:

The vehicle is safe. This means that it holds a valid MOT certificate. The tax and MOT status can be checked at [www.vehicleenquiry.service.gov.uk](http://www.vehicleenquiry.service.gov.uk).

The driver is suitable. This means that they hold a valid licence for the type of vehicle and meet any employer requirements. Driver licence details can be checked at [www.gov.uk/check-driving-information](http://www.gov.uk/check-driving-information) if the driver provides a check code (from [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence))

There is a valid insurance policy covering the driver and the vehicle for the intended use. This may require that the driver has 'business use' cover. The driver will sign a declaration to this effect.

Annex B is a checklist for each driver

#### **4. Safeguarding checks to be made on volunteers**

Parents/carers that are helping on an ad-hoc basis do not require a DBS check but a risk assessment will be completed for the occasion when the transport is required. See Annex C

If a parent/carer provides transport on a regular basis (at least once a week for a period of 4 weeks or more) a DBS check will be completed.

School will communicate the details of the person driving their child to the event to the parent/carer.

#### **5. How long will the information be stored for**

The completed Private Car Transport Policy slip and checks will be kept for 12 months from the date of the event/trip.

**Policy reviewed and adopted January 2026**

**Signed:..... Chair of Governors**

**Next Review Date: January 2027**

## Annex A

### Private Transport Policy Slip Driver Details

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

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Driver Licence Number: \_\_\_\_\_

Vehicle Registration Number: \_\_\_\_\_

#### Insurance details:

- Company insured with \_\_\_\_\_
- Policy Number \_\_\_\_\_

Please visit <https://www.gov.uk/view-driving-licence> to provide the school with a code so that they can check your driving licence

I give my permission for the school to check my driving licence and the MOT status of my vehicle.

I declare that I have valid car insurance that covers me to drive the car.

I have read and understand the policy and my responsibilities under this.

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

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

## Annex B

### Checklist and process

1. School identifies a need for private car transport help for an event/trip
2. If transportation is by a member of staff, where possible, we ensure there is more than just one adult and one child in the car.
3. Any members of staff transporting children must fulfil the criteria as outlined in section 3 of the policy
4. If transportation is by a parent / volunteer, where possible (if known in advance) the Deputy Headteacher or trip organizer will ensure that this is made clear in the initial communication with parents – wording in letters to be as follows:

‘On this occasion, parents/carers are advised that school will be requesting parent/carer volunteers to transport some children to and from the event. If your child will be transported by a volunteer driver then school will provide you with details before the event.

If you are available to be a volunteer driver then please indicate below and a member of staff will be in touch to discuss procedures with you.’
5. When volunteers approach school the event/trip leader will provide the parent/carer volunteer with the Private Car Trip Policy and Procedure
6. When the volunteer parent/carer returns the completed Private Car Trip Policy slip the event/trip leader will ask the office to complete the relevant checks for each person and attach the results to the driver detail slip and keep the documents with the school event/trip information
7. The event/trip leader will allocate children to each volunteer driver
8. The event/trip leader will ask the office to notify the parents/carers of each child who is taking their child to the event

## Annex C

*Reason for the risk assessment – Parent/Carer volunteer transporting children to a school organized event*

### Risk assessment for a private car transport

|                            |   |
|----------------------------|---|
| <b>Completed by:</b> _____ |   |
| <b>Position:</b> _____     | <b>Severity (S) on a 1-4 scale with 4 high</b> _____          |
| <b>Signed:</b> _____       | <b>Likelihood (L) on a 1-4 scale with 4 high</b> _____        |
| <b>Date:</b> _____         | <b>Risk Rating (S x L) on a 1-16 scale with 16 high</b> _____ |
| <b>Visit to:</b> _____     |   |

| Step 1   | Step 2                              | Step 3  | Risk Ratings            |
|--|-------------------------------------|---|-------------------------|
| <i>Specify significant hazards or risks that arise</i>         | Identify people potentially at risk | What control measures and mitigation will be put in place to minimise any risk  | e.g. 1 x 2 = 2 LOW RISK |
| Parent/Carer volunteer transporting children to a school event | Pupils transporting                 | <ul style="list-style-type: none"> <li>School has complied with Private Car Transport Policy</li> <li>School has received completed Private Transport Policy Slip Driver Details</li> <li>School has completed the checks required in the process document</li> <li>Parental permission has been obtained and information provided to the parents of the pupils to be transported as who is transporting their child</li> <li>The parent of the child has been notified who is taking their child to the event</li> </ul> |                         |
| Safeguarding   | Pupils                              | <ul style="list-style-type: none"> <li>Where the transport is on one occasion a risk assessment will be completed</li> <li>Where the transport is provided on a regular basis a DBS check will be completed</li> </ul>  |                         |