



Transporting Pupils Policy

Approved by the Headteacher and Governing Body on 13.10.25

Reviewed: 09.25

To be reviewed: 09.26

General

- No person shall transport pupils in a vehicle which they are not qualified to drive.
- Vehicles must never carry more passengers than its design permits.
- Pupils shall not be transported in the back of vehicles which do not have rear seat belts.
- Drivers shall ensure that any pupil travelling in their vehicle is always restrained with the correct child restraint/seat belt.
- The driver shall ensure that all doors are securely shut prior to journey.
- Drivers shall not drive under the influence of alcohol or drugs.
- Drivers taking prescribed medication should only drive if the medication does not affect their ability to do so.
- Drivers shall not drive if undergoing treatment which may affect their ability to do so.
- The driver should take rests or be replaced by another driver if suffering fatigue
- If the journey is expected to be long, then a second driver may be required.

Employees

- All employees engaged in work for, or on behalf of, St Vincent's School must abide by the road traffic laws governing the use of the vehicle they are driving.
- On and off-duty staff members may transport pupils in their own vehicle, providing that they fully comply with St Vincent's Policy and checks, and that permission has been granted by the Headteacher.
- All employees wishing to transport pupils will be subject to a driving documents inspection

Inspection

i) Insurance -

- Employees shall notify the Headteacher of any matter affecting their insurance cover.
- Employees shall provide the Headteacher with their insurance policy and schedule annually (and at other times when requested to do so) to allow a copy to be taken for school records as per drivers' checklist.
- Employees wishing to use their own vehicles for St Vincent's School business i.e. transporting pupils, running errands for the school, shall ensure that their vehicle is insured for "business use".
- Employees shall also ensure that any vehicle used for the business of St Vincent's School is in a fit and serviceable condition, as per driver's checklist.

ii) Driving License -

- Employees shall provide to the Headteacher their driving licence annually (and at other times when requested to do so) for school records.
- Employees shall notify the Headteacher of any factors which may affect their driver license entitlement including, but not exclusively, the following situations:
 - a) Where a notice of intended prosecution has been received.
 - b) Where an endorsement has been accepted e.g. speed camera.
 - c) Where court proceedings have commenced by way of summons or charge including the result of any court proceedings.
- Employees must notify the Headteacher of any medical circumstances which may affect their ability to drive, and employees must notify the DVLA of any such medical circumstances affecting their ordinary or PCV driving entitlements.
- Employees shall ensure that their driving licence is renewed before the expiry of the current licence.
- Employees shall ensure that their driving licence is up to date i.e. current address.

iii) M.O.T -

- Employees shall provide the Headteacher with their M.O.T certificate (where applicable), annually (and at other times when requested to do so) to allow a copy to be taken for school records.

School Cars

- The school car is provided for the transportation of the staff and students at St Vincent's School.
- The school car will be inspected once a week, by a designated member of staff for any defects. Any defects must be recorded and rectified before the vehicle is used, unless such defects are clearly of a nature not compromising road safety or contravening the law.
- Drivers must be 25 years old or over.
- The driver is responsible for the vehicle during any journey/visit.
- Logbook must be filled in after every trip recording mileage; week checks will be carried out.

Mini Bus

- The school minibus is provided for the transportation of the staff and students at St Vincent's School.
- The school minibus will be inspected once a week, by a designated member of staff for any defects. Any defects must be recorded and rectified before the vehicle is used, unless such defects are clearly of a nature not compromising road safety or contravening the law.
- Drivers must be 25 years old or over.
- Driver must have an in date MDAS Minibus Training Certificate
- The driver is responsible for the vehicle during any journey/visit.
- Logbook must be filled in after every trip recording mileage; week checks will be carried out.

Accidents

- In the case of an accident the driver of the vehicle shall follow the risk assessment for the trip. Passengers will follow the instructions of the driver.
- In the event that an employee is interviewed by police officers or other enforcement officers, whether under caution or otherwise, the employee shall only have the authority to speak on behalf of themselves and does not have authority, unless specifically granted, to be interviewed and speak on behalf of St Vincent's School.

Breakdown

- If a breakdown occurs, the driver of the vehicle shall follow the risk assessment.
- Passengers will follow the instructions of the driver.

Child Safety

- Prior to employment all members of staff are DBS checked at Enhanced Level.
- Drivers must be aware of and enforce all safety requirements when transporting children.