



**TAKING STUDENTS OFF SITE – USE OF  
TRANSPORT  
POLICY V2.0**

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## **1. Aims of the policy**

- 1.1 It is important that all staff and students of Clover Learning Community are safely accounted for when engaged in activities away from the provision during and outside of the 'normal' working day.
- 1.2 The following procedures apply to all normal daily activities (Monday to Friday 09:00 to 15:00):
- 1.3 All normal daily working activities must be entered into the individual's team member's Outlook calendars. If the staff member has to leave site, this must also include address of location, contact details, contact off site plus time plus the students initials.
- 1.4 All Outlook calendar entries will include the following details;
- Location of meeting/activity/training
  - If applicable, name of person(s) with whom the meeting is being conducted,
  - Time meeting/activity/training is to start and finish,
  - Meeting/activity/training venue contact phone number (in case of emergency).
  - If the above information cannot be achieved, a phone call or email to either a senior or Provision Office must be completed.
- 1.5 All staff must read appropriate risk assessments before taking students off site by any means.
- 1.6 This policy should be read alongside the Educational Visits Policy.
- 1.7 Clover Learning Community is signed up to the EVOLVEvisits online system for managing off site visits – please ensure that you are familiar with the system prior to undertaking any off site visits.

## **2. Taking Students Offsite (Clover Learning Community)**

### **2.1 Staff and Students using transport**

- 2.1.1 The employer's duty of care extends to all employees driving on Clover Learning Community business, no matter who owns the vehicle, this includes personal vehicles being used to take staff and students on provision trips, sporting fixtures, replenishing stores or other outings.
- 2.1.2 Recent revisions to legislation relating to corporate manslaughter have created legal liabilities for company directors – and management, should negligence be proved.
- 2.1.3 Passive observance of transport regulations, such as having a valid driving licence, the vehicle being properly licensed, insured and MOT tested is now insufficient to meet corporate obligations for staff safety. Active measures need to be taken to demonstrate that the employer recognised its duty of care to its staff and those for which it is responsible.

2.1.4 The vehicles will be adequately insured and have a valid MOT certificate (if more than a year old).

2.1.5 All staff will provide a copy of their insurance stating they have business use so private vehicles can be used.

#### **2.1.6 Driving Qualifications and Checks**

- a) Drivers must be over the age of 21 and have a clean, full licence.
- b) Driver's suitability will be checked to see if they have any offences e.g. for drink driving
- c) The vehicle insurance will be checked to ensure it is current, fully comprehensive and insured for business use
- d) The vehicle has a current MOT certificate, is in a road worthy condition & is appropriate to transport pupils

#### **2.1.7 Vehicle Maintenance**

It is the responsibility of all staff to ensure that their vehicle:

- a. is clean, particularly the windscreens
- b. has sufficient fuel
- c. the oil, water and tyres checked and adjusted as necessary
- d. the seat belts have been checked and are working properly
- e. all the lights work properly

#### **2.1.8 Safe Driving**

- a. Drivers will ensure that they and their passengers wear seat belts whenever the vehicle is on the move.
- b. All students to sit in the REAR of the car with appropriate seat restraints (see below)
- c. Any cargo carried by the vehicle is to be secured and the stowage checked by the driver.
- d. The driver is to check that the lights work properly and that there is not visible damage to the tyres before starting a journey.
- e. While on the move, the driver is not to eat, drink or use a mobile phone. If a message needs to be responded to, the driver is to stop at the first safe opportunity.
- f. Journeys must be planned to take account of the time of day, likely traffic conditions, opportunities for breaks en-route, types of road to be used and the distance involved.
- g. If the journey is to take more than two hours, the driver is to take a break of at least 30 minutes at the first safe opportunity after the first two hours and for 20 minutes after each subsequent two hours.
- h. If the journey is to take more than six hours, two drivers are to be taken and can take two hourly stints at the wheel; however, a stop of 30 minutes must be taken after four hours' driving.
- i. No journey is to exceed seven hours driving in any one period of 24 hours and a rest of at least 10 hours is to be taken between one day's driving and the next.
- j. Drivers are to be sufficiently fit (all pre-existing medical conditions must be declared) to undertake planned journeys and nobody is to drive a minibus or a personal car on behalf of the provision under the influence of alcohol or drugs.
- k. Smoking is prohibited in vehicles.
- l. All vehicles must ensure they carry a first aid kit.

### **2.1.9 Accident/Breakdown Procedure**

- In the event of an accident the driver (or if the driver is incapacitated, the most senior passenger) is to:
  - a) make the accident scene as safe as possible
  - b) do not move injured passengers unless this is necessary to keep them from further harm
  - c) ensure passengers are moved to safety
  - d) call the emergency services and then stay at the scene of the accident
  - e) obtain the details of any independent witnesses to the accident
  - f) contact the provision and report the circumstances of the accident (try to contain the spread of information about the incident to allow Clover Learning Community to maintain a single coherent message about the incident to parents and the public. This must involve preventing pupils all ringing their parents and spreading alarming rumours)
  
- In the event of a vehicle breakdown, the driver is to:
  - a) Attempt to move the vehicle off of the carriageway
  - b) Switch on the hazard warning lights and place the warning triangle 50m behind the vehicle (warning triangles are not to be used on motorways)
  - c) Evacuate passengers to a place of safety (all students should be kept under close adult supervision)
  - d) Inform Clover Learning Community of what has happened and pass on a contact number and keep the telephone switched on

### **2.1.10 Use of car seats and restraints**

- The driver is responsible for the use of the correct restraint systems for the children carried and the correct installation and fitting of any child restraints, even if they are fitted by another person. To ensure this is achieved it may be necessary to inspect and examine the restraint system before use.
- Children must use a child car seat until they are 12 years old or 135cm tall, whichever comes first. Children over 12 years old or more than 135cm tall must wear a seat belt.
- The type of child car seat that should be used is based on the child's height or weight.
- Where seat belts are provided, the number of people carried in the rear of vehicles may not exceed the number of seats available and must be fitted with seat belts or child restraints i.e. with 5 seat belts (2 in the front and 3 in the back) only a maximum of five people in total can be carried.
- Passengers aged 14 and over are responsible for their own use of the appropriate restraints.
- Passengers aged twelve or thirteen remain the responsibility of the driver and must use a restraint system, which may include adult seat belts. As car seat belts are designed to be effective with persons less than 150cm tall it is recommended that, where possible, all young person's less than 150cm tall but 12 years of age or over should be encouraged to use a suitable restraint system.

#### **Top tips:**

- a) Risk-assess all journeys
- b) Ensure that the vehicle is in a suitable condition to make the journey

- c) Ensure that you are fit and well to make the journey
- d) Ensure all health & safety requirements are in place
- e) If you have any doubts, consult your manager
- f) Never take a pupil out of the setting without letting a member of the senior management team know & agree the journey

### 3. Escalation Procedure:

3.1 Failure to complete the above actions will initiate a chain of inquiry to determine the individual LBS Members whereabouts by 1<sup>st</sup> Line Manager, 2<sup>nd</sup> Head of Centre.

3.2 If contact cannot be made within 30 mins of a noted appointment, out of office or lone working activity, Clover Learning Community staff (at least two people) must be deployed to locate and find the LBS member using the information provided. It will be at the Head of Centre's discretion as to whether the Police are contacted and additional support requested.

### 4. Version History

4.1 This policy was last reviewed in September 2021

Version Number	Point Number	Amendment

