



Transport Policy

Use of Private vehicles for transporting children

Only regular members of staff are able to transport children in their vehicles

Staff must have business included in their insurance in order to transport children.

Permission must be sought from the Headteacher before any member of staff transports a child in their car.

Members of staff who transport a child in their own vehicle must ensure:

- their car is road worthy
- fitted with working seatbelts
- has a valid and up to date MOT which has been shown to the Business Manager
- the vehicle has breakdown/recovery AA/RAC etc. in case of accident and/or breakdown.
- they are fit and well to be able to drive
- are not on any medication which might make them unsafe to drive
- they have fitted any car seat or booster correctly, and will seek advice if they are unsure
- **airbags have been switched off on passenger side. Cars with rear airbags will also need to be switched off.**

Permission from the parent/guardian of pupils travelling in staff vehicles must be obtained by the member of staff.

Reviewed September 2023

PRIVATE VEHICLES REGISTRATION FORM

Name:

Vehicle (Make/Model)

Registration No.

I am aware of and agree to abide by the Schools Transport Policy.	YES/NO
Date of last MOT: (Put N/A if vehicle less than three years old)	
My vehicle was last serviced on:	
My vehicle has roadside assistance cover	YES/NO
I accept that I am responsible for checking that my vehicle is in good order	YES/NO
My vehicle is fitted with front and rear seatbelts.	YES/NO
I agree to notify the School Governors of any endorsements to my licence that may occur in the future.	YES/NO

Signed

Date

Approved

