



Policy for transporting students in staff cars

On occasions, the use of private cars for transporting students may be required, for the purposes of an educational visit, or accessing educational facilities on a separate site, for example sporting activities.

- All staff and volunteer drivers must read this policy before transporting students in their private car.
- 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 have appropriate insurance cover when carrying students. All drivers should be prepared to present their insurance certificate for inspection if requested.
- All drivers must adhere to the Highway Code.
- All vehicles must conform to all legal requirements.
- Each passenger must be restrained by a seat or lap belt.
- The teacher in charge will ensure that permission has been obtained from the parent to ensure that all parties are fully informed of the transport to and from events.
- Parents and Guardians sign a general permission form at the start of each year which includes permission for transport in staff cars for short journeys.
- Details of staff who are willing to drive students in their car will be kept in the office with copies of driving licence, insurance documents and where applicable a valid MOT certificate.
- Staff and volunteer drivers are entitled to claim petrol expenses at the current rate of 45p per mile for journeys when transporting students. An expenses claim form is available in the office. Where there is a dispute concerning the mileage it shall be determined using Google maps shortest journey between The Box (CM16 5DN) and the destination address.
- All journeys must be planned in advance and approved by the Principal or another senior member of staff and details logged appropriately in the office.
- Any variations to the planned journey (for example the destination or specific students in the car) must be communicated to the Principal or another senior member of staff at The Box immediately. These variations will then be noted in the log.

Approved by: (Principal)24/3/19..... (date)

Authorised by:..... (Chair of Governors)24/3/19..... (date)

To be reviewed every: 2 Year

Next review date: March 2021