



Policy for the Use of Private Vehicles for Transporting Pupils (Volunteer Drivers and Staff Drivers)

Introduction

1. In order to minimise the costs of school visits, volunteers or staff may offer the use of their car when assisting with school activities. This could be for an educational visit or a sports fixture.
2. There is a distinction between **informal arrangements**, solely organised by parents/ carers without any school involvement and which may take place outside of school hours, and **formal arrangements** whereby the school is involved in the organisation of the arrangements. Formal arrangements may happen within school hours or outside school hours e.g. for sports fixtures or weekend trips and visits. This policy is concerned with formal arrangements only.
3. In order to streamline the process of checks, schools may choose to advertise at the beginning of the school year for parents to assist in the transportation of pupils on off-site visits during the school year and operate a car pool scheme.
4. No money for reward or hire will be paid. Payment for mileage may be claimed at the rate set by the Southwell & Nottingham Multi Academy Trust, in line with rates determined by [Inland Revenue](#).

Safeguarding Arrangements

5. Safeguarding is our highest priority. This policy must be read alongside the safeguarding and child protection procedures. An Enhanced DBS check will be completed for all volunteer drivers and for all staff as part of their induction, regardless of whether the frequency of the activity is defined as 'regulated'. In volunteering use of their private vehicle, all members of our community confirm that they:
 - a) Are aware of their responsibilities in relation to Safeguarding and Child Protection.
 - b) Know the procedures that should be followed if they have a cause for concern.
 - c) Know where to go to find additional information regarding safeguarding.
 - d) Are aware of the key indicators relating to child abuse.
 - e) Fully support the Trust's commitment to Safeguarding and Child Protection.
6. All volunteers are expected to conform to the JON Volunteers' Code of Conduct. The SNMAT Staff Code of Conduct will apply to all staff.
7. Unless due to an emergency situation, or where there is a specific job requirement, a staff member or volunteer should not be in a position where they are alone with young people.

Safety Provisions

8. Parents are informed of the arrangements and explicit parental consent is obtained for pupils to travel in private vehicles. It may not be practicable to set out the allocation of pupils to drivers at the point of consent but parents may refuse consent if they do not want their child(ren) to travel with other parents, and may contact the school if they do not want their child(ren) to travel with particular parents. The school will ensure parental choice is followed.
9. Seatbelts/ correct child restraints are worn by all the child passengers.
10. Parents should supply a booster seat for their child if required when travelling by car.
11. The vehicle should not carry more passengers than there are seats with working seatbelts and in any event not carry more than 8 passengers
12. The Trip Leaders will ensure careful consideration is given to the behaviour and needs of the individual children and groups travelling in cars as the driver cannot supervise the child whilst driving.
13. All vehicles must travel in convoy using a route determined by the Trip leader.

Procedural checks required

14. All drivers will be required to follow the following procedural checks in order to be eligible as drivers.

Driver	Should check that their insurance cover allows for these activities as some may regard this as official business and require Business insurance – Fully comprehensive insurance is recommended.
Driver	Views their own licence online and generates a sharing code so the school can check convictions via www.gov.uk/view-driving-licence . A driver should not be allowed to transport children if they have convictions for serious offences e.g. drink driving, dangerous driving or have 6 or more points on their licence.
Driver	All drivers must complete the Volunteer/ Staff Driver Declaration in Appendix A annually
Business Manager	Has seen the insurance certificate for the vehicle and should note the date of expiry on the SCR.
Business Manager	Must check that the vehicle is taxed and has a valid MOT. These can be checked at www.vehicleenquiry.service.gov.uk and note expiry dates on SCR.
Business Manager	For each trip/visit , check convictions via www.gov.uk/view-driving-licence and inform visit leader that this has been done.
Business Manager	Verify the driver is 21 or over and has 3 years driving experience (visible on driver's licence).
Trip Leader	Must ensure that the specific allocation of pupils to named drivers is logged in Evolve.

Reviewed: November 2023

Next Review: November 2025



Volunteer /Staff Driver Declaration

To the Headteacher,

Name:	
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- I confirm that I have a motor vehicle insurance policy for the vehicle in which I intend to drive.

Name of Insurance Company.....

Policy Number.....

Vehicle Registration.....

- I have checked with my insurance company and confirm that the activity is covered by them.
- I confirm that my vehicle has a current MOT and Vehicle Excise Licence (Tax Disc) and that the vehicle is in good condition.
- I give permission for the school to check the status of any convictions on my driving licence prior to each trip at www.gov.uk/view-driving-licence. (*Please provide code below*)

Code _____

- I confirm I have read Keeping Children Safe in Education and am aware of the Trust's safeguarding policy and what to do if I have concerns about any child.

<i>Name</i>	
<i>Signed</i>	
<i>Date</i>	

This declaration will be held on file in the School's Single Central Record for the duration of the time that I volunteer as a driver. I understand it will not be used for any other purposes, in line with the Trust's Data Protection policies.

Checklist for the use of Volunteer/ Staff Cars

<i>School Name</i>	
<i>Trip/ Activity Name</i>	
<i>Date</i>	
<i>Names of Drivers</i>	

Checklist

(For completion by school)

- Insurance certificate is valid and has been seen.
- The driving licence has been checked and seen.
- The vehicle has a current MOT and VEL.
- DBS is in place if required
- Driver is 21 or older and has 3 years driving experience.
- Parents have been informed of the use of parents' cars for this offsite activity.
- The vehicle cannot carry more than eight passengers.
- A signed statement from Volunteers/Staff using their cars for school activities.
- All parents and volunteers have been reminded about Keeping Children Safe in Education and Trust Child Protection Policy.
- Route has been shared with all drivers by Trip Leader

This checklist will be provided to the Trip Leader before the trip/activity and will be securely destroyed after each trip.