



DIOCESE OF SOUTHWELL
& NOTTINGHAM

MULTI ACADEMY TRUST

Linby cum Papplewick C of E Primary School

Transporting Pupils in Private Vehicles Policy

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Transporting Pupils in Private Vehicles

Linby cum Papplewick C of E Primary School will, from time to time, have the need to use some form of transport to enable pupils and staff to go on educational visits, to sports competitions and to other events not held on the school premises. The "vehicle" may be owned by the school, privately hired, on loan free of charge, or public transport and be driven by a member of staff, a volunteer or come with a professional driver. It is anticipated that in most cases the range of vehicles used will be limited to coaches/buses, minibuses, taxis and private cars. The Co-Headteachers are responsible for ensuring that the choice of vehicle is suitable for the intended use and the needs of the passengers and that its design meets appropriate current standards.

Transporting children in hired coaches or minibuses

Where the vehicle is being used on a self-drive basis (usually a minibus), members of staff and adult volunteers must be appropriately licensed to drive the vehicle and their total hours of work properly controlled. More guidance related to travel using the school minibus can be found later in this policy. Parents will be advised in advance of the transport arrangements proposed. Any issues raised by parents will be taken into account in finalising plans. Suitable and sufficient checks will be made on the company providing the vehicle and driver. At least one member of staff or volunteer will accompany children on the minibus or coach. The member of staff will be contactable by mobile phone during the trip. Children will not travel in the front seats of coaches or minibuses without parent consent, or in seats adjacent to the exit door on coaches. All children must be properly seated at all times whilst in the vehicle. The school will only book vehicles that have been fitted with seat belts. All pupils will be required to wear seat belts for the duration of the journey. If necessary, appropriate booster seats must be used.

Transporting children in private cars

At Linby cum Papplewick C of E Primary School, we do not ask parents to transport other pupils to school events; however, parents are free to make their own private arrangements if they wish.

On occasion, it is necessary for members of staff to use their own vehicles to transport pupils; for example, on an educational visit in an emergency, if no transport has been arranged by the parent to take their child to an extra-curricular event or when there are too many children to travel on one coach.

This policy ensures that the adults taking part in such activities, and the pupils in their care, are safe in respect of the checks taken to ensure that all drivers are covered to undertake such activities.

Adults must ensure:

- that their car insurance covers them for taking children, other than their own, to and from venues. This is usually considered business insurance.
- their driving licence covers them to drive the category of vehicle they are driving.
- the vehicle is fully taxed and insured.
- there are no endorsements for driving offences that would be considered unsafe i.e. dangerous driving.
- that car seats and seat belts comply with legal obligations for the height of the pupils carried.
- that any special seating is securely installed to the regulatory standards.
- that they do not travel alone with a child, ideally there should be two adults, or there may be more than one child.

The school will, through the Volunteer Driver Form and other precautions, ensure that the above checks are correct and:

- that the driving licence is valid in date, name and endorsements.
- we have returned parental permission slips from all pupils' parents that are travelling by car /people carrier etc in advance of the journey.
- parents are fully aware of the timing of the visit/trip, its purpose and that the pupils will be transported in a private vehicle.
- that all adults transporting pupils will complete a Volunteer Driver Form for use of a private vehicle and retain the original for our records and a copy for themselves.

Adults must inform the Co-Headteachers/School Office if there are circumstances, which change during the period of one year from completion to the next form.

This policy does not cover every eventuality that may occur. It is considered good practice to:

- Always have the contact number of the school in case support is required.
- That the correct ratio of adult to pupil is adhered to.
- Any pupil illness is known in advance.

All children should be accompanied by two adults where possible, unless in exceptional circumstances and following an appropriate risk assessment it is judged that one adult is sufficient.

Charging for school trips

Where costs are incurred directly by the school in arranging transport to school trips and events, the principles set out in the Charging and Remissions Policy will apply. The school will not charge for transporting children in private cars owned by volunteer drivers. The school does not reimburse costs incurred by volunteer drivers, unless agreed prior to the journey taking place.

Guidance on the use of the school minibuses

Roles and responsibilities

The School Office Manager is responsible for:

- Liaising with the school/business who are loaning the vehicle to Linby cum Papplewick C of E Primary School.
- Reporting any mechanical issues found whilst the vehicle is on loan.

The Co-Headteachers are responsible for:

- Ensuring that a second driver is available when appropriate.
- Setting minimum criteria for the minibus driver and ensuring they conform to it.
- Ensuring generic and specific risk assessments are in place.
- Establishing an emergency procedure in the event of accidents and breakdowns.
- Reviewing this policy.

The driver is responsible for:

- Ensuring that they are eligible to drive as per the eligibility requirements outlined in this policy.

- Adhering to all relevant road rules and laws, including driving hours regulations.
- Ensuring that all passengers are wearing seatbelts.
- Conducting additional safety checks on the minibus before leaving.
- Ensuring that the minibus is used for the purpose set out in the insurance policy.
- Ensuring a receipt is obtained for any fuel that is bought.
- Following the procedures as set out by the company/school loaning the vehicle.

Supervisors (additional adults) are responsible for:

- Taking headcounts when boarding and exiting the minibus to ensure everyone is accounted for.
- Keeping a record of names and contact numbers for pupils travelling in the minibus.
- Ensuring that passengers continue to wear their seatbelts throughout the journey.
- Ensuring that passengers model good levels of behaviour, and responding to any disruption appropriately.
- Ensuring that passengers do not consume food or drink on the minibus, unless pre-agreed.
- Ensuring there is at least one first aider on the minibus.

Passengers are responsible for:

- Following all instructions issued by the driver and supervisor.
- Wearing their seatbelt at all times during the journey.
- Conducting good levels of behaviour and not distracting the driver.
- Conducting good levels of behaviour towards the driver and other vehicles.
- Keeping all exits clear for the duration of the journey.
- Maintaining the exterior and interior of the vehicle and ensuring no damage is caused.

Eligibility

A minibus is defined as a motor vehicle with between 9 and 16 passenger seats. It is described as a category D1 vehicle by the Driving Vehicle Licencing Authority (DVLA). To be eligible to drive a minibus for hire or reward, drivers will hold a full D1 (or D) passenger carrying vehicle (PCV) entitlement unless one of the following criteria applies. All drivers of the minibus will be between the ages of 21 and 70. Before any individual is permitted to drive the minibus, they are required to provide their driver's licence to the Office Manager, who will record confirmation of this and make a photocopy for school records.

If the Co-Headteachers are not satisfied that the driver's licence is sufficient, they will inform the driver that they are not eligible to drive the minibus. Drivers of the minibus are required to have at least two years' experience as a qualified driver. Drivers with more than three points on their license will not be eligible to drive the minibus, unless agreed by the Co-Headteachers. All drivers are required to be competent and confident, before they are eligible to drive the minibus.

Drivers will also be eligible to drive a minibus if they passed their category B (car) driving test before 1 January 1997, provided the minibus is not being used for hire or reward. In these circumstances, there will be a passenger limit of 16 and no maximum weight restriction on the vehicle. Drivers with a D1 + E entitlement may also tow a trailer weighing up to 750kg.

Drivers will also be eligible to drive a minibus if they passed their category B (car) driving test on or after 1 January 1997, provided the minibus is not being used for hire or reward, and the following conditions are met:

- The driver is over 21 years old and has held a category B (car) driving licence for at least two years
- The minibus is used by a non-commercial body for non-commercial purposes, e.g. school sports team travelling to a fixture

- The driver receives no payment other than the recovery of their out-of-pocket expenses, e.g. fuel and parking costs
- The driver provides the service on a voluntary basis
- The gross vehicle weight of the minibus does not exceed 3.5 tonnes (or 4.25 tonnes if including any specialist equipment to carry disabled passengers)
- The driver does not tow a trailer

Drivers holding a category B (car) licence, obtained on or after 1 January 1997, are eligible to drive any vehicle weighing a maximum of 3.5 tonnes, with a maximum of eight passengers, and with a trailer weighing a maximum of 750kg, e.g. 'Lightweight Minibuses'.

Links to other policies:

This policy should be read and reviewed in conjunction with the Child Protection Policy to ensure that all related Child Protection implications are taken into account in both policy and practice. Other relevant policies are listed below:

Educational Visits Policy
Health and Safety Policy
SEND Policy



Love Life
Love Learning
Grow in Faith

Linby cum Papplewick C of E Primary School

Volunteer Driver Form

Name: _____

Make and Model of vehicle: _____

Registration number of vehicle: _____

- I confirm that I am willing to use my own vehicle for transporting young people on visits.
- I have provided the school office with a DBS certificate and will notify the office if any details change.
- I have checked with my insurers that I am insured for such use and I accept my responsibility for maintaining appropriate insurance cover.
- I have a current driving licence and I will ensure my vehicle is roadworthy in all respects.
- I will ensure that if a passenger is under 12 **and** less than 1.35m tall they must have a booster seat.
- I will ensure all passengers wear a correctly fastened seatbelt.
- I will not transport a young person on their own (other than my own child) as part of any journey.
- I consent to Linby cum Papplewick C of E Primary School processing the information detailed in this form.

Linby cum Papplewick C of E Primary School reserve the right at any time to view relevant documentation such as registration document, MOT, insurance certificate or driving licence.

Signed: _____

Date: _____

