

# Our Lady and St Chad Catholic Academy



## Private Car Transport Policy

An academy within  
**Pope John XXIII**  
Multi Academy Company



Signed by:

\_\_\_\_\_ Principal  
\_\_\_\_\_ Chair of Academy Committee

\_\_\_\_\_ Date:  
\_\_\_\_\_ Date:

**Proposed Policy to Academy Committee: September 2015**

All Our Lady and St Chad Catholic Academy policies are underpinned by the Mission Statement of:

**TRUTH JUSTICE CHARITY FORGIVENESS RESPECT PEACE**

**We will work and learn through faith, prayer and trust in God.**

**We will be guided by the teaching of  
his Son Jesus Christ and the Church,  
in a school where, as we live in communion,  
we are empowered to respect ourselves and one another.**

**We will build a community where  
all have the confidence to make the choices which will enable us  
to become the best we can be.**

**We will work to treasure creation  
with wisdom and wonder.**

Our Lady and St Chad Catholic Academy is an academy within the Pope John XXIII MAC. This Catholic Company, its vision and policies are formed with an implicit understanding of the virtues:



At certain times, private cars may be used to transport pupils; either by a teacher or a volunteer to a local school for a lesson, or away on a school event such as a sporting fixture or leadership activity.

The following procedures have been established so that there is a consistent process regarding the transportation of pupils in private vehicles.

These procedures apply to all appropriately licensed volunteer drivers, including teachers, members of the school community or parents, who occasionally drive pupils in private vehicles to school approved activities.

1. Teachers or others who drive pupils in their own private vehicles are responsible for ensuring:
  - That they have the appropriate license and insurance cover.
  - That their vehicle is roadworthy.
  - Their passengers' safety.
2. All drivers must have a full and valid UK driving license and be free of motoring convictions. They must be willing to present their driving licence for inspection if required.
3. All drivers must adhere to the Highway Code.
4. The driver's insurance policy must cover use of the vehicle in connection with the policy holder's business. The school is responsible for checking the vehicle license and insurance annually.
5. All vehicles must conform to legal requirements.
6. The driver is responsible for ensuring that pupils use a seat belt and appropriate restraints. Vehicles without seat belts must not be used.
7. The appropriate child restraint (baby seats, child seats, booster seats or cushions) must be used according to the weight and height of the child.
8. Regulations require that children under age 3 must use the appropriate child restraint for their weight in all cars, vans and good vehicles with the single exception of the rear of taxis.
9. No child should be transported in the front passenger seat, with the exception of the driver's own child at their discretion and in accordance with legal restrictions.
10. Parental consent is required in writing for children to be carried in staff or other adults' vehicles. The teacher in charge will ensure that permission has been obtained from the parent and to make sure that all parties are fully informed of the transport to and from events.
11. Drivers are not allowed to be alone with one pupil, unless it is their own child.
12. The designated person should make sure that a central dropping point is arranged rather than home drops.
13. If the driver is not employed by the school, it is the school's responsibility to ensure that they are aware of their legal duties regarding the safety of pupils in their vehicles.
14. If the driver is a volunteer, they must be carefully vetted before they are permitted to drive pupils in their car. The Principal should gain written confirmation on the roadworthiness of the vehicle, and that the appropriate license and insurance is held. The school should keep a list of approved volunteer drivers and should not use the services of unknown volunteers.

15. All drivers are required to read this policy and sign the attached slip consenting to the policy annually.

### **Private Car Transport Policy Slip**

I confirm that the vehicle(s) that I will use to transport children:

- 1) Conforms to legal requirements (tax, adequate insurance and MOT).
- 2) Is serviced regularly in accordance with the vehicle manufacturer's recommendations.

I have a full and valid UK driving licence for the class of vehicle to be used and am free of any convictions and/or endorsements/penalties.

I agree to abide by the Our Lady and St Chad Catholic Academy Private Car Transport Policy.

Signed: ..... Date: .....

Name in Block Capitals:

.....