



# ELMS FARM PRIMARY SCHOOL DRIVING AT WORK POLICY

**THIS DOCUMENT IS** a statement of the aims, principles and procedures for driving for work purposes at Elms Farm Primary School.

**IT WAS DEVELOPED** in 2022 through a process of consultation with governors.

**IT WAS APPROVED** by the governing body in December 2022.

**REVIEW:** Annually.

## STATEMENT OF INTENT

We are committed to ensuring the health and safety of all employees and pupils, and maintaining compliance with our statutory duties. This policy has been created in order to outline the risks associated with driving at work and implement procedures to minimise hazards and protect the safety of staff and others during work-related driving activities. The policy also ensures appropriate safeguarding procedures are in place for the transport of pupils in private vehicles.

Health and safety law does not apply to staff commuting between their home and their usual workplace – this policy covers employees who use a vehicle for the purposes of school business only. The policy applies to both personal vehicles and vehicles owned, leased or hired by the school. Examples of where this policy applies include, but are not limited to, the following instances of driving:

- To the venue of an INSET day
- To a work-related meeting at another school or site
- To attend a conference, seminar, training course, etc.
- Transporting pupils to and from school related activities
- Transporting of pupils or staff due to being taken ill
- To fulfil union duties, e.g. a union representative undertaking work on behalf of the union – this does not include union members acting solely in their capacity as members to attend meetings

## 1.0 LEGAL FRAMEWORK

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Road Traffic Act 1988
- The Road Vehicles (Construction and Use) Regulations 1986
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- DfE (2022) 'Keeping children safe in education 2022'
- The Working Time Regulations 1998

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Lone Worker Policy



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- Records Management Policy
- Staff Attendance and Absence Policy
- First Aid Policy
- Transporting Pupils in Private Vehicles Risk Assessment
- Positive Behaviour Policy

## 2.0 ROLES & RESPONSIBILITIES

### 2.1 The governing board is responsible for:

- Ensuring the school meets its statutory and legal obligations regarding health and safety at work.
- Ensuring that the school has adequate insurance in place for the purposes of employees driving at work.

### 2.2 The headteacher is responsible for:

- Ensuring that there are arrangements in place for identifying, evaluating and managing risks for driving at work activities.
- Ensuring that there are arrangements in place for monitoring and reporting incidents associated with driving at work.
- Permitting only employees who are insured, medically fit and competent to drive safely to drive at work.
- Permitting only vehicles that are roadworthy, e.g. have a valid MOT, to be used.
- Ensuring all staff are aware of, and uphold, their professional and personal responsibilities when driving at work.
- Ensuring pupils only travel in employee-owned vehicles where the headteacher or other member of the SLT has approved the journey and there is written permission from the parent.
- Reviewing the effectiveness of this policy at least annually and communicating any changes to all relevant members of staff and stakeholders.

### 2.3 The health and safety officer is responsible for:

- Ensuring that all staff are aware of this policy and its requirements.
- Involving employees and their representatives in decisions and consulting them to help identify potential hazards.
- Promoting a culture of safe driving.
- Ensuring that risk assessments are carried out for driving at work activities, in collaboration with the headteacher.
- Putting procedures and safe systems of work into practice, which are designed to eliminate or reduce the risks associated with driving at work.
- Ensuring that members of staff are provided with necessary information, instruction and training where required.
- Managing the effectiveness of preventative measures through a robust system of reporting, investigating and recording incidents.
- Ensuring that appropriate support is provided to staff involved in any incident.



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## 2.4 The DPO is responsible for:

- Ensuring that all personal data processed for the purposes of this policy is handled in line with the Data Protection Policy.

## 2.5 Employees driving at work are responsible for:

- Upholding their professional and personal duties when they are driving at work.
- Complying and co-operating with the controls put in place by the headteacher to ensure their safety.
- Holding a full valid driving licence for the category of vehicle being driven and providing their licence details to the headteacher where required.
- Ensuring that their driving insurance is valid for the purposes of business use, including cover for persons travelling as business passengers.
- Driving in accordance with the laws of the road and Highway Code.
- Checking before each journey that their vehicle is roadworthy, e.g. tyres are properly inflated and meet legal requirements.
- Ensuring that they meet the minimum eyesight standards for driving.
- Ensuring that they are fit to drive; where their fitness to drive may be impaired, e.g. due to a medical condition or taking medication, they inform their line manager as soon as possible and notify the DVLA where required.
- Ensuring that they do not drive if they are impaired in any way, e.g. by fatigue, alcohol or drugs.
- Submitting applications to the headteacher, subject to their approval, for driving at work activities where required.
- Reporting any driving accidents, near misses or incidents at work to the health and safety officer and ensuring these are recorded as appropriate.
- Notifying the headteacher where there is any change in their circumstance in relation to driving at work, e.g. if they acquire penalty points on their licence for motoring offences outside of work.
- Following the guidance and procedures outlined in this policy for safe driving at work practices.
- Reporting any incidents that may affect the health and safety of themselves or others to the health and safety officer and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have in respect of driving at work activities to the headteacher.

## 3.0 DRIVER CHECKS

4.1 All employees who drive at work in their own vehicle must complete and sign the Business Travel Declaration Form to confirm they have all the necessary valid paperwork to drive and business cover on their insurance.

4.2 All employees who drive at work must provide a copy of their driving licence, insurance certificate and a current MOT certificate if their vehicle is older than three years.



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- 4.3 Employees who drive at work will provide access to their driving licence to the headteacher for review on an annual basis via [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence); alternatively, employees can print off their 'licence summary' on the website to be reviewed.
- 4.4 Employees will only be permitted to drive at work if their licence is free of serious offences – a final decision will be made by the headteacher.
- 4.5 Any changes in an employee's circumstances, e.g. driving convictions, penalty points or their licence is suspended, will be communicated to the headteacher as soon as possible.
- 4.6 Employees found to have made a false declaration will be treated as committing an act of misconduct and disciplined in line with the school's disciplinary procedures.
- 4.7 The health and safety officer will check that the employee has the correct safety equipment for their vehicle, e.g. a crash helmet and protective clothing for a motorcycle.
- 4.8 The health and safety officer will check if extra training is needed to allow drivers to carry out their duties safely, e.g. how to load and unload safely.
- 4.9 Where contractors are used, the health and safety officer will check that they are competent to do the job safely and they are provided with information on the risks from relevant driving at work activities and controls in place.

### **4.0 PREPARATION & VEHICLE SAFETY**

- 4.1 All driving at work activities will be planned beforehand, involving consultation with the driver, to determine the best route and account for factors such as road type and conditions.
- 4.2 When planning journeys, the safety of routes and their appropriateness for the vehicle type will be considered.
- 4.3 Long journeys, e.g. those totalling more than 150 miles of travel in a day, will be approved by the headteacher only if they are satisfied that travel by private vehicle is justified – overnight stays will be considered where appropriate.
- 4.4 For long journeys, employees will ensure they take a 15-minute break for every two hours of driving.
- 4.5 The headteacher will ensure that employees are not being asked to work exceptionally long days by taking into account the estimated travel time for their activities.
- 4.6 Before leaving the school site to drive for work-related activity the employee will notify their line manager.



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- 4.7 Employees will contact the headteacher to cancel a journey where weather conditions pose a significant risk.
- 4.8 Drivers are responsible for requesting required expenses. The school will reimburse expenses incurred by driving at work, e.g. fuel costs, at its own discretion and any expenses will be agreed prior to driving at work activities.
- 4.9 Vehicles owned by the school are regularly inspected by the site manager and serviced in line with the manufacturer's recommendations.
  - 4.9.1 Employees driving at work using a vehicle owned by the school are made aware of how to report defects or issues.
  - 4.9.2 The SBM ensures defects or issues identified in vehicles owned by the school will be remedied as soon as possible – the vehicle will not be used until it is safe to do so.
  - 4.9.3 Employees are legally responsible for the roadworthiness of their own vehicle – they will be instructed to perform routine safety checks in line with the Highway Code and the manufacturer's recommendations.
  - 4.9.4 Employees will ensure that planned and preventive maintenance on their vehicle is carried out in line with the manufacturer's recommendations.
  - 4.9.5 The vehicle will only be used in poor weather conditions if it is properly equipped, e.g. winter tyres are fitted and windscreen washer fluid is appropriate for the temperature.
  - 4.9.6 If an employee has any doubts about the safety of their vehicle, they will be instructed not to drive and to seek maintenance in line with the manufacturer's guidelines.

### 5.0 INSURANCE

- 5.1 All employees who make regular work-related journeys will ensure that their vehicles are insured for business use.
- 5.2 All employees will be advised that, if it is likely that they will need to drive at work at any point, they should take out business cover.
- 5.3 Where employees are unsure about the cover they need or if they need clarification about what their insurer currently covers, they will be instructed to contact their insurance company.
- 5.4 Only employees with valid business insurance, including for persons travelling as business passengers, will be allowed to drive at work.



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## 6.0 ROAD USE

6.1 Employees will be responsible for ensuring that they and their passengers comply with the Highway Code, e.g. seat belts are worn at all times while the vehicle is in use.

6.2 Employees must not drive under the influence of alcohol or drugs, if they are disqualified, or if advised not to do so by their doctor or another medical professional.

6.3 Employees will be made aware that they must not use a hand-held mobile phone while driving and are informed of the risks of using a hands-free phone.

6.4 Smoking will not be permitted during driving at work activity if there are passengers in the vehicle.

6.5 Any necessary safety equipment, e.g. a crash helmet and protective clothing, will be worn at all times.

6.6 Glasses or corrective lenses will be worn if required when driving.

6.7 Arrangements will be put in place to ensure goods and equipment are carried and properly secured in a vehicle where required.

6.8 Employees will make sure that their vehicle's maximum load weight is not exceeded while driving at work.

6.9 Employees will be advised to store any work equipment and valuables out of sight and in the boot where possible, and to remove any work items from the vehicle overnight.

## 7.0 INCIDENTS & NEAR MISSES

7.1 All employees will be instructed to report any work-related road incidents or near misses to the health and safety officer.

7.2 The health and safety officer will record incidents and discuss with the headteacher the appropriate response to prevent future reoccurrences.

7.3 Where an employee suffers an injury in any way, however minor, the details will be recorded in the incident log as soon as possible.

7.4 Where necessary, employees driving at work will be provided with basic safety equipment to use in the event of a breakdown or incident, e.g. warning triangles, high-visibility jackets.

7.5 Incidents requiring first aid will be dealt with in line the First Aid Policy. In an emergency, employees will contact 999 immediately and follow the operator's instructions.



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## 8.0 TRANSPORTING PUPILS

8.1 Unless an emergency, all trips and journeys involving pupils will be submitted for prior approval by the headteacher in line with the school's Educational Visits and School Trips Policy. As part of the approval process, the member of staff designated to drive will produce a valid licence, MOT and insurance certificate.

8.2 An individual risk assessment will be completed for journeys.

8.3 Staff are not specifically required to transport young people in their own vehicles unless it is part of their job description or they have indicated that they are willing to do so by signing the declaration form.

8.4 The headteacher will consider, in liaison with the DSL, whether the journey is necessary and appropriate, any behavioural, safeguarding, medical or SEND issues, and the suitability of the members of staff to complete and manage the journey.

8.5 All instances of pupils being transported are managed in line with the school's Child Protection and Safeguarding Policy.

8.6 Transport of pupils will only take place in private vehicles where there is prior parental approval.

8.7 Only members of staff with the appropriate level of DBS check and safeguarding and behaviour management training will be permitted to transport pupils.

8.8 Where more than one vehicle is used to transport pupils, it will be clearly indicated beforehand which pupils and staff are travelling in which vehicle – this applies to travel to and from the destination.

8.9 A single pupil will only travel in an employee's private vehicle in urgent circumstances, e.g. a medical emergency. Where possible, this will be with two members of staff present and with the approval of the headteacher or a member of the SLT – the pupil's parents will be contacted as soon as possible to explain the situation.

8.9.1 The member of staff driving the vehicle will ensure that the pre-journey checklist is completed: age-appropriate seating and restraints are used correctly, in line with government guidelines, and child locks are in place on the vehicle's doors. Pupils will not sit in the front seat, and will not be transported in vehicles without seatbelts under any circumstances.

8.9.2 Instances of pupil misbehaviour will be handled in line with the Behaviour Policy – where a pupil's behaviour poses a potential risk to the safety of the driver or other passengers, the driver will take appropriate action, which may include stopping the car where it is safe to do so and returning to the school.





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## 9.0 VEHICLES OWNED BY THE SCHOOL.

9.1 All vehicles purchased, leased or hired by the school are investigated by the SBM beforehand to check they are suitable for the purpose intended and for the health and safety of employees and the public.

9.2 Employees who wish to drive a minibus owned or hired by the school will be required to undergo MiDAS training through the council – if the employee obtained their drivers licence after 1 January 1997 they will also be required to obtain a Full Passenger Carrying Vehicle Licence (PCV).

9.3 The SBM will ensure that vehicles owned by the school are maintained in line with the manufacturer’s recommendations and the appropriate MOT test is conducted on an annual basis.

9.4 Employees who wish to receive training should contact the headteacher.

9.5 Vehicles will be checked at the end of each visit and recorded using the vehicle use form. Routine checks will be carried out by a mechanic.

### Policy review

This policy is reviewed every two years by the chair of governors and the headteacher.

### Signed

**Chair of the Governing Board**

**Date:**

**Review Date:**





# ELMS FARM PRIMARY SCHOOL DRIVING AT WORK POLICY

## Business Travel Declaration Form

(To be signed and returned to the **school office**)

Employee name:	
Position:	
Date:	

I confirm that:

- I have, and will maintain, business travel insurance cover on any vehicle that I intend to use for driving at work.
  - My business travel insurance policy covers business passengers.
- I have a valid driving licence with no points or other endorsements – **if you have points on your licence, please complete the box below.**
  - I will inform the headteacher as soon as possible of any changes to my licence status.
  - I will ensure that I follow the Highway Code and relevant laws while driving at work.
    - I understand that I am responsible for the roadworthiness of my vehicle.
  - I understand that I am responsible for all passengers in my vehicle and will ensure that their behaviour does not give rise to any possible claim from another traveller or a third party.
    - I will only drive when I am fit and well to do so.
  - I have read and understand the school’s Driving at Work Policy.
- I hereby declare that the information I have provided in relation to business travel is accurate.

**If you have points on your licence, please explain in this box how many, the dates of the offences and what they related to:**

Date:	Date:
Employee signature:	Headteacher signature:



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## STAFF VOLUNTEER DECLARATION: TRANSPORTING PUPILS

I confirm that I have a fully comprehensive motor vehicle insurance policy including business cover for the vehicle in which I intend to drive.

Name of Insurance Company.....

Policy Number.....

Vehicle Registration .....

Expiry date of policy .....

- 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 Licence 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 at [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence). (Please provide code below) Code \_\_\_\_\_
- I confirm I have read Keeping Children Safe in Education Part 1 and am aware of the school's safeguarding policy and what to do if I have concerns about any child.
- I agree to complete the pre-journey checklist & carry the appropriate safety equipment, as advised by SBM/headteacher.
- I will carry & follow the individual 'off-site emergency plan', if required.

<b>NAME</b>	
<b>SIGNED</b>	
<b>DATE</b>	

*This declaration will be held on file in the employee's personnel file 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 school's Data Protection policies.*



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## EFPS Vehicle checklist

To be completed by the driver before each use.

Date \_\_\_\_\_ Venue \_\_\_\_\_

Staff member: \_\_\_\_\_ SLT authorising: \_\_\_\_\_

<b>Exterior check</b>	<b>Checked</b>
Oil level	
Coolant level	
Windscreen washer fluid level	
Brake fluid level	
Windscreen & windows clean and undamaged	
Lights including brake lights and indicators are clean and working	
Tyre pressures, including spares (and inner tyres and tyres on trailer if applicable)	
Tyre tread, including spares (and inner tyres as above). At least 3 mm across centre $\frac{3}{4}$ is recommended. Any cuts and bulges?	
Doors open and close properly	
Mileage <b>Before</b> _____ <b>After:</b> _____	
<b>Interior check</b>	
Mirrors correctly adjusted, clean and unobstructed	
Position & function of all dashboard controls	
Position of driving seat so all pedals can be operated comfortably	
Pressure on brake pedal	
Lights & indicators are working	
Wipers & washers working properly	
Fuel level (and type of fuel)	
Seat belts are undamaged and working properly	



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Location of wheel brace and jack	
Location and contents of first aid kit & fire extinguisher(s)	
Change for parking or telephone (mobile/phonecard)	
Luggage securely stowed; aisles & exits clear	
<b>Brake Checks</b>	
Check brakes before loading passengers. With engine running, check handbrake is working properly & brake pedal is firm when pushed	
Conduct a moving brake test, off the road, if possible. Reach a speed of not more than 15 mph check mirrors and, if safe, apply brakes fairly firmly. Brakes should work efficiently; vehicle should not pull to one side; luggage should remain secure.	
<b>Additional Checks</b>	
Weather conditions to inform driver of driving conditions	
Staff member is not unwell/tired and is considered fit to drive	
There are no changes to pupils' context (behaviour etc)	
<b>Documentation check</b>	
Driver's License	
Insurance documentation	
<b>Name:</b>	<b>Date:</b>
<b>Signed:</b>	
<b>SLT Name &amp; signature:</b>	<b>Date:</b>

Time of departure from school \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Return time of departure \_\_\_\_\_ Arrival Time \_\_\_\_\_



# ELMS FARM PRIMARY SCHOOL DRIVING AT WORK POLICY

## TRAVELLING IN STAFF VEHICLE RISK ASSESSMENT

- A Risk Assessment identifies hazards that may cause harm and then identifies the control measures that will reduce the risk to acceptable levels.
- Risk Assessments are a legal requirement and should be recorded and reviewed
- Risk Assessments illustrate good practice forethought planning and collective expertise. They are most effective when discussed with colleagues before writing and during recording.
- **Generic Risk Assessments must be used in conjunction with Site Specific Risk Assessments and the Authority’s Health and Safety Policy document. The Visit Leader should then ensure that those Risk Assessments are appropriate, or should make any necessary additions or changes. The dated signature by the Visit Leader confirms that all staff/adults on the visit have read, understood and adopted the written Risk Assessment.**
- **Suitable briefings must be given for all 6 key areas to the relevant people.**

The Risk Assessment process must be seen as ‘on-going’ and ‘dynamic’.  
 In other words, professional judgements and decisions regarding safety will need to be made during the activity. If the control measures aren’t sufficient, the activity must not proceed.

**There are 6 Key areas**

**identified where potential hazards may occur**

<b>People</b>	<b>Context</b>	<b>Organisation</b>
1. Type of Group 2. Staffing	3. Equipment 4. Venue/Environment	5. Travel 6. Emergency Procedures

**These are the areas that must be reviewed before final approval is granted**

All visits have potential hazards and risk to staff and pupils, therefore the control measures identified should be sufficient to reduce the risk to acceptable levels. If the control measures aren’t sufficient, consideration must be given to absolute ‘cut off criteria’ and the activity must not proceed. In addition there must always be an alternative activity (Plan B), prepared and risk assessed. The control measures identified on a form are the written evidence that the six key areas above have been considered and have put into place suitable and sufficient control measures that reduce the likelihood and the severity of significant risks to an acceptable low level/rating.



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<b>RISK ASSESSMENT: TRANSPORTING PUPILS IN STAFF VEHICLES</b>	
	Benefits or Learning Outcomes: Please see visit specific RA
<b>ASPECTS TO CONSIDER</b> (List only actual significant hazards/risks)	<b>CONTROL MEASURES</b>
<b>6 Key areas</b> are identified below where potential hazards may occur. These are the areas that must be reviewed before final approval is granted.	Written evidence that the six key areas have been considered, putting into place suitable and sufficient control measures that reduce the likelihood and the severity of significant risks to an acceptable low level/rating. <b>Suitable briefings must be given for all 6 key areas to the relevant people</b>
<p><b>Guiding Principles</b></p> <p>There are occasions when staff (and exceptionally, volunteers) may be asked to provide transport for children &amp; young people to attend trips and appointments. These occasions must always be pre-planned and a risk assessment completed.</p> <p>In certain circumstances children/young people may need to be transported in an emergency situation where management cannot be contacted to approve this. It is anticipated that these by the nature of them being emergencies would be very rare.</p> <p>Due regard still need to be followed to ensure the safety of staff and young people. In situations that have not been planned for employees will still need to act in the best interest of young people. If this means they have to be transported in a car then the employee is acting in accordance with their job role, undertakes a risk assessment and does not breaking any road traffic legislation</p>	



## ELMS FARM PRIMARY SCHOOL DRIVING AT WORK POLICY

### **Planning Journeys**

Before agreeing that a journey can be made, a risk assessment must be undertaken. This should be done alongside a member of the senior management team and the Designated Safeguarding Lead or Deputy, to consider whether:

- o The journey is necessary and appropriate
- o The pupil has behaviour, safeguarding, health or mobility issues
- o The pupil may require medication during the journey
- o The number of adults required for a safe journey (minimum 2)
- o Whether the adults are fit to carry out the journey e.g. have any health issues that may put them or the pupil at risk
- o Safeguards can be put in place to reduce any risks identified

### **No adults involved in transporting should do this unless they have had appropriate:**

- o Safeguarding and behaviour management training
- o Recruitment checks for 'regulated activity'

### **If it is agreed that the journey should go ahead, the organisation must ensure that:**

- ☑ A risk assessment and any behaviour management or health/care plan is completed for each pupil
- ☑ The risk assessment, behaviour and health/care plan are shared fully with the staff members who are driving and escorting prior to the journey
- ☑ Pupils should usually travel with a minimum of 2 appropriate adults whether travelling in a car to ensure there is sufficient support in e.g. a medical or other emergency, car accident etc.
- ☑ No pupil should travel with only the driver unless it's an emergency and/or cannot be avoided, i.e. all other options have been considered





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- ☑ The journey is pre-planned and the written itinerary is copied and left with a member of the senior management team at the setting with details of pupils and staff on the journey.
- ☑ A contingency plan is included which considers, for example: adverse weather, breakdown, accident and other possible situations

### Checks as part of risk assessment of pre-planned journeys

☑ Check:

Staff:

- o Staff driving licenses in accordance with council policy & no serious convictions.
- o A driver's suitability if they have any prior offences e.g. for drink driving/ points on driving license.

Vehicles:

- o That the vehicle insurance is current, fully comprehensive and insured for business use
- o The vehicle has a current MOT certificate, is in a road worthy condition & is appropriate to transport pupils
- Keep a copy of the above documents with their insurance paperwork and complete and updated annual checks
- Ensure that only appropriate staff members drive and escort pupils

## PEOPLE

**1. Type of Group:**

\*Number & needs of pupils  
Specific written parental consent obtained.



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<p><b>2. Staffing:</b></p>	<p>NAME TA</p> <p>DRIVER will have a clean and up to date driving license. It is her duty to inform the SBM of any changes to his driving license including any fines or points. DRIVER will have been for an eye health check up within the last two years and will have taken any remedial steps needed to ensure his vision is appropriate and legal for driving (glasses/contact lenses if needed). DRIVER is responsible for passing on relevant medical information that may impact his ability to drive the minibus to the SBM. DRIVER is responsible for ensuring that <b>they</b> are fully insured with business insurance. DRIVER will be responsible for reviewing the condition of the car and equipment using the agreed checklist before each use.</p>
<p><b>CONTEXT</b></p>	



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<p><b>3. Equipment:</b></p>	<p>Travel sickness bowls and hazardous waste bags.          First Aid kits          Medical information of students          Emergency contacts          Itinerary          Mobile phones for staff with school numbers saved  <b>Fire extinguisher</b>  <b>Safety cones/ high vis jackets for roadside emergencies</b></p> <p><b>Pre- boarding checks VL to check these are in place before each coach use.</b></p> <ul style="list-style-type: none"> <li>- all vehicles are properly licensed, insured and maintained (have a valid MOT certificate, if more than 1-year-old)</li> <li>- all drivers meet licensing requirements;</li> <li>- all drivers have been trained and assessed to be competent.</li> <li>- the establishment (or employer) holds any required licences;</li> <li>- have up to date vehicle tax for the correct category of vehicle</li> </ul> <p><b>DRIVER will carry:</b></p> <ul style="list-style-type: none"> <li>- Copies of insurance</li> <li>- Driving license</li> <li>- Proof of MOT/ Tax</li> <li>- Breakdown assistance</li> </ul> <p><b>Before children board, DRIVER will:</b></p> <ul style="list-style-type: none"> <li>- Complete checks and sign maintenance checklist</li> </ul>
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## 4. Venue/Environment:

Injury when boarding or absconding from the vehicle

- Children to be supervised on entry
- Driver will use car parks to disembark
- Driver will ensure that the Highway Code
- Driver will only drive on the planned route with no diversions
- Drive will inform SLT of start and end of journey at all points
- Children are walked via the path to the car. Adults open door, children enter and staff witness seatbelt application. Adults check hands are in laps prior to closing vehicle door.

Children in the vehicle

- Each child must be restrained by a seat or lap belt and no child should be transported in the front passenger seat, with the exception of the driver's own child at their discretion.
- Booster seats for child if under 135cm tall and parents/carers have given permission for them to travel in a staff/other parents cars for a school organised event. It is the driver's responsibility to see the seat is used.
- Ensure all doors and windows are secured before vehicle sets in motion
- All loose items to be safely secured in vehicle
- No eating or drinking
- Children are aware that they may not move seats
- Children to stay in seats with belts on until visit leader uses the command **SEATBELTS OFF**
- Follow directions following parking: doors are opened by adults and children guided onto the path to walk into the leisure centre.
- On return, children are walked via the path to the car. Adults open door, children enter and staff witness seatbelt application. Adults check hands are in laps prior to closing vehicle door.

Driver will follow route of accompanying minibus to Stechford Leisure Centre



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## ORGANISATION

### 5. Travel:

- Injury when walking to the vehicle
- Car parks used
- Staff to make children aware of uneven paths
- Staff to make children aware of cars if walking into or through a car park. Staff to guide children through car parks keeping children furthest away from moving vehicles
- Staff to make children aware of **STOP/GO** commands before the trip
- If walking alongside a road, staff to ensure children stay on the other side of the path where possible. Teachers to walk kerbside.
- If paths are narrow, children to walk single file
- Crossing roads
- Staff to use designated crossings wherever possible
- Where there are no crossings, 2 staff members to stand in the road to create a crossing corridor for the children. At least one staff member should be on each side of the road supporting children at all times. As soon as a car is spotted, staff will use the **STOP** command to let the teachers on both sides of the road that no more children can cross. After the children are safely on the other side the two members of staff will move off the road (one staff member each side). The process can then continue until all children have crossed safely.
- Teachers will head count and regroup on the other side of the road before continuing.
- Staff never allow children to cross a road between two parked cars.



# ELMS FARM PRIMARY SCHOOL DRIVING AT WORK POLICY

<p><b>6. Emergency Procedures:</b></p>	<p>Accidents and emergencies</p> <ul style="list-style-type: none"> <li>- Road Traffic accidents All pupils will remain seated within the bus unless DRIVER and Visit Lead deem it necessary for the safety of the children to disembark. Children must be assessed to medical/ first aid needs before disembarking unless there is significant risk to life. Children must be led to the nearest embankment and moved to a location a safe distance away from traffic. Immediate head counts completed. VL or AR to contact Head Teacher to put in place emergency procedures. VL or AR to call 999 as appropriate. Medical records to be checked to ensure no child's medical needs will be affected. All children must remain supervised at all times.</li>   <li>- Vehicle breakdown AR to pull over if possible. Children must be led to the nearest embankment and moved to a location a safe distance away from traffic. Immediate head counts completed. VL or AR to contact Head Teacher to put in place emergency procedures. VL or AR to call breakdown assistance. Red triangle/cones out. Medical records to be checked to ensure no child's medical needs will be affected. All children must remain supervised at all times.</li> </ul>
<p><b>7. Itinerary</b></p>	<p>Please see visit specific RA Itinerary &amp; pupil list</p>



# ELMS FARM PRIMARY SCHOOL DRIVING AT WORK POLICY

Potential risks	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	<u>H</u>	<ul style="list-style-type: none"> <li>Staff have due regard for all relevant documentation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- <u>Health and Safety Policy</u></li> <li>- <u>First Aid Policy</u></li> <li>- <u>Driving at work Policy</u></li> <li>- <u>Child Protection and Safeguarding Policy</u></li> <li>- <u>Minibus Policy</u></li> <li>- <u>Educational Visits and School Trips Policy</u></li> <li>- <u>Administering Medications Policy</u></li> </ul> </li> <li>Pupils have due regard for all relevant documentation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- <u>Behavioural Policy</u></li> <li>- <u>Allegations of Abuse Against Staff Policy</u></li> </ul> </li> </ul>	<u>Y</u>			<u>M</u>





# ELMS FARM PRIMARY SCHOOL DRIVING AT WORK POLICY

Potential risks	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Unsuitable driver	<u>H</u>	<ul style="list-style-type: none"> <li>All members of staff transporting pupils have a full UK driving licence which is relevant for the type of vehicle they are driving.</li> <li>Drivers are not permitted to transport pupils if they have received a conviction for a driving offence, e.g. drink driving.</li> <li>Drivers are physically able to drive, and do not drive if they have any physical disabilities which affect their ability to drive safely.</li> </ul>	YES	HEADTEACHER	Prior to each trip	<u>!</u>
Unsafe driving	<u>H</u>	<ul style="list-style-type: none"> <li>For long journeys, such as those over <b>four and a half hours</b>, driving duties are shared with another suitable member of staff with suitable insurance cover.</li> <li>During long journeys, the GB domestic drivers' hours rules are followed; this includes rests and breaks.</li> <li>Members of staff do not drive if they feel tired or unwell.</li> <li>Members of staff do not drive under the influence of alcohol, drugs or medication, including over the counter medication that affects driving capability.</li> <li>Mobile phones or handheld devices are never used whilst driving, unless they are operated fully hands-free.</li> <li>The Highway Code and speed limits are adhered to at all times.</li> </ul>	YES	HEADTEACHER	Prior to each trip	<u>L</u>



# ELMS FARM PRIMARY SCHOOL DRIVING AT WORK POLICY

Potential risks	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>Members of staff drive in a sensible and responsible manner at all times.</li> <li>Where car parks are not available, safe places, away from busy traffic, are chosen for parking.</li> </ul>				



# ELMS FARM PRIMARY SCHOOL DRIVING AT WORK POLICY

Potential risks	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Unsafe vehicles		<ul style="list-style-type: none"> <li>• In order to ensure that vehicles are safe, the following documents are obtained before a member of staff is permitted to transport pupils:               <ul style="list-style-type: none"> <li>- A current MOT certificate</li> <li>- The date of the last service</li> <li>- Details of adequate motor insurance</li> <li>- Details of breakdown cover</li> <li>- Valid road tax</li> </ul> </li> <li>• Before use, vehicles are checked to ensure they have the following features:               <ul style="list-style-type: none"> <li>- Fully operational seatbelts</li> <li>- The appropriate booster cushions and/or car seats</li> <li>- Child safety locks</li> </ul> </li> </ul>	YES	SLT	Prior to each trip	!



# ELMS FARM PRIMARY SCHOOL DRIVING AT WORK POLICY

Potential risks	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Improper use of car seats and booster cushions		<ul style="list-style-type: none"> <li>• All pupils below 135cm tall are required by law to use a car seat or booster.</li> <li>• Only EU approved car seats or boosters are acceptable; the label is checked to see if it is marked with a capital 'E' in a circle (indicating EU approved).</li> <li>• Weight-based car seat suitability is dependent on the weight of the child, and the relevant weight-based car seats are chosen in line with government child car seat laws.</li> <li>• Child car seats are only used if the vehicle has a diagonal seatbelt.</li> <li>• Diagonal seatbelts do not have to be used if one of the following criteria is met:               <ul style="list-style-type: none"> <li>- The car seat is specifically designed for use with a lap seatbelt</li> <li>- The car seat is fitted using ISOFIX anchor points</li> <li>- Front airbags are deactivated if a child is on a rear-facing car seat on the front seat.</li> <li>- Car seats are not used in side-facing seats.</li> <li>- Pupils with medical conditions are permitted to use a seatbelt appropriate for people with disabilities, or a child restraint designed for their needs.</li> <li>- If a pupil is unable to use a car seat, an exemption letter/medical certificate is obtained from their doctor.</li> <li>- At the start of the journey, and at the end of driving breaks, all seatbelts, booster cushions and car seats are checked to ensure they have been properly fitted.</li> </ul> </li> </ul>	Yes	SP	2.11.22	L

**ELMS FARM PRIMARY SCHOOL DRIVING AT WORK POLICY**

Potential risks	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Breakdowns	<u>H</u>	<ul style="list-style-type: none"> <li>In the event of a breakdown, pupils are moved out of the vehicle to a safe space away from passing vehicles.</li> <li>Where evacuation is not possible, pupils are instructed to move to the side of the vehicle which is furthest away from traffic.</li> <li>Contact is made with traffic patrol officers as soon as is practicable.</li> <li>The breakdown cover provider is also contacted as soon as is practicable.</li> <li>Emergency services are contacted if the driver deems it to be necessary, and established emergency procedures are followed.</li> <li>The parents of the pupils travelling are informed as soon as is practicable.</li> <li>Pupils are never driven by a lone member of staff to ensure that, in the event of a breakdown, there is a sufficient staff to pupil ratio.</li> </ul>	YES	SP	2.11.22	<u>L</u>
Accidents	<u>H</u>	<ul style="list-style-type: none"> <li>If a road accident takes place, the driver pulls over immediately to assess any damage.</li> <li>All passengers disembark the vehicle when the driver deems it safe to do so.</li> <li>Where possible, details of other drivers involved in the incident are taken immediately, e.g. their registration plate,</li> </ul>	YES	SP		<u>M</u>



## ELMS FARM PRIMARY SCHOOL DRIVING AT WORK POLICY

Potential risks	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>name, phone number and insurance company.</p> <ul style="list-style-type: none"> <li>If necessary, the supervising staff member calls the emergency services immediately.</li> <li>The <b>headteacher</b> is informed of the incident as soon as possible, and passes this information on to the parents of all pupils involved.</li> <li>A red warning triangle is displayed to warn other drivers of the dangers ahead.</li> <li>Fluorescent vests for the driver and each passenger are stored in vehicles, and these are worn to ensure they are clearly visible.</li> <li>Passengers disembark from the passenger side of the vehicle.</li> </ul>				
Ineffective safeguarding procedures	<b>H</b>	<ul style="list-style-type: none"> <li>Only drivers with an enhanced DBS and barred list check are permitted to transport pupils.</li> <li>All drivers are required to read and sign this risk assessment.</li> <li>Pupils are grouped together in terms of how close they live to each other, with pupils living in close proximity being driven together.</li> <li>Central drop off points are arranged for pupils who live close together.</li> </ul>	<b>YES</b>	<b>SP</b>	<b>2.11.22</b>	<b>L</b>



# ELMS FARM PRIMARY SCHOOL DRIVING AT WORK POLICY

Potential risks	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• Pupils are never driven by a lone member of staff – <b>two</b> staff members are present on all journeys. If only one staff member is a teacher, the non-teacher will drive and the teacher will supervise the pupils, except on long journeys where the driving must be shared.</li> <li>• Pre-determined routes and timings for travel are arranged prior to the journey.</li> <li>• The <b>headteacher</b> regularly reviews travel arrangements.</li> <li>• Pupils are made aware of the reporting structures which are in place if they have any safeguarding concerns.</li> <li>• Prior to travel, parental consent is obtained.</li> <li>• In the event of a pupil raising an allegation of abuse against a member of staff, the relevant procedures in the <b><u>Allegations of Abuse Against Staff Policy</u></b> and the <b><u>Child Protection and Safeguarding Policy</u></b> will be followed.</li> </ul>				





# ELMS FARM PRIMARY SCHOOL DRIVING AT WORK POLICY

Potential risks	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Pupil misbehaviour	<b><u>M</u></b>	<ul style="list-style-type: none"> <li>• Pupils are informed of the acceptable forms of behaviour before travel.</li> <li>• If a pupil has been identified as potentially disruptive, drivers are informed prior to travelling.</li> <li>• The <b>headteacher</b> has the final say as to whether a pupil is potentially disruptive.</li> <li>• Drivers are capable of handling disruptive behaviour.</li> <li>• Drivers are informed of any medical conditions that pupils may have, including the methods for administering medications.</li> <li>• Only drivers who are fully trained to administer medication to pupils will do so.</li> <li>• Pupils are instructed not to throw any items out of the vehicle, and not to make gestures to other road users.</li> <li>• Pupils are instructed not to open windows or doors without permission from the driver.</li> <li>• Second drivers are deployed for long journeys, or if a potentially disruptive pupil is travelling.</li> </ul>	<b>YES</b>	<b>EB</b>	<b>2.11.22</b>	<b><u>L</u></b>



# ELMS FARM PRIMARY SCHOOL DRIVING AT WORK POLICY

Potential risks	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Inadequate insurance	<b><u>M</u></b>	<ul style="list-style-type: none"> <li>All members of staff who transport pupils have business cover insurance.</li> <li>Any changes in vehicle usage are communicated to the insurance provider.</li> <li>Drivers are required to provide evidence of their insurance to the <b><u>SBM</u></b> before they are permitted to transport pupils.</li> </ul>	<b>YES</b>	<b>SP/TH</b>	<b>2.11.22</b>	<b><u>L</u></b>



Ambition - Community - Equality



# ELMS FARM PRIMARY SCHOOL DRIVING AT WORK POLICY

## RISK ASSESSMENT FOR EDUCATIONAL VISITS

Signed: .....  
**Head Teacher**

Date of Assessment: .....

Print Name: .....

Signed:.....  
**Driver**

Print Name: .....  
initial)

initial)

Review 1 ..... (date and

Review 2 ..... (date and