



Transport Policy

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This policy covers the managing of school transport, transporting students in CIT vehicles and transporting pupils in private vehicles.

The Transport Co-ordinator

All CIT schools must ensure that they have a member of staff who has overall responsibility for transport. The Transport Co-ordinator must be a member of the Leadership Team and have the following responsibilities:

- Ensure that all CIT transport for their school undertakes the relevant checks.
- Ensure all CIT transport for their school is maintained in accordance with this policy.
- Maintain all records for checks on CIT transport at their school.
- Ensure that the school has all relevant paperwork for employees who drive CIT transport or who transport pupils.
- Be the main contact between the school and Local Authority transport, ensuring that all relevant information on pupils is shared with the Local Authority and transport provider.
- To ensure there is a secure folder on the school server where dash camera footage can be stored.

Vehicle Readiness and Maintenance

Servicing, MOT, Insurance and Taxation

- Servicing and MOT testing will be carried out at the appropriate intervals and in accordance with the manufacturer's recommendations. All minibuses are subject to a regular planned maintenance/inspection programme with additional LOLER testing.

Regular Checks

- Members of staff will conduct weekly checks (see Appendix 1) on fuel, water, oil and battery levels, tyre pressures and lights. A signed record will be maintained to demonstrate that these checks have been undertaken.
- Any wear or defects to be reported to the Transport Co-ordinator who will arrange for replacements to be ordered.
- Tracking for clamping is to be checked after each use and cleaned at least once each week.

Accident and Breakdown Procedures

Breakdown Procedures

Standard breakdown procedures are to be followed where necessary:

- If on a public road, get out of the vehicle on the safe side – nearest the path or verge.
- If on a motorway, follow the instructions of the emergency operator, which may include staying in the vehicle, or getting out of the vehicle and not getting back into the vehicle again.
- Avoid going near the traffic flow and exercise extreme caution at all times.
- If possible, leave a motorway, dual carriageway or main road if a fault occurs, which will reduce the risk of collision, but park in a well-lit place so that the vehicle can be seen by other road users.
- It is best to use a roadside emergency telephone if possible, as this will pinpoint your location.

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- School should also be contacted, when practical, in the event of a breakdown.
- Staff should not change a tyre or attempt repairs. This should be carried out by a breakdown team.

Accident

In the event of an accident:

- Deal with any injured persons.
- Ensure the safety of everyone involved.
- If necessary, call the emergency services.
- In all cases, stop at the scene and take the names, addresses and telephone numbers of people involved, including independent witnesses. Take photos of the accident scene from various angles if possible. Breakdown procedures should be carried out if necessary.
- Following an accident, a vehicle accident form should be completed (see Appendix 2) and the Trust's Estates Manager should be notified.

Transporting Pupils in CIT Vehicles

Before any member(s) of staff is/are allowed to drive one of the CIT vehicles, there are a number of regulations with which that person will have to comply.

Regulations with which all drivers must comply

- Any potential driver must have reached the age of 21 years before being allowed to drive the vehicle and have passed their driving test for at least two years.
- Drivers who passed their car (category B) test before 1 January 1997 are automatically granted additional entitlement to drive minibuses with 9-16 passenger seats (category D1) not used for hire or reward. For as long as they hold D1 (not for hire or reward) entitlement, these drivers may drive a 9-16 seat minibus of any weight used under a permit. On expiry of the licence, the D1 (not for hire or reward) entitlement may be renewed, provided the driver can meet the necessary standards of health (this involves a compulsory medical examination). Any driver who does not renew the D1 (not for hire or reward) entitlement at age 70, but retains car (category B) entitlement may still drive a 9-16 seat minibus, provided the conditions at (i)-(iv) in paragraph (b) below are met.
- Drivers who passed their test on or after 1 January 1997. Those who pass(ed) a car test on or after 1 January 1997 are no longer granted D1 (not for hire or reward) entitlement. Their category B entitlement allows them to drive vehicles with no more than 8 passenger seats. However, they may still drive a 9-16 seat minibus under a permit, provided the following conditions are met:
 - i. The driver has held the category B licence for at least two years.
 - ii. The driver receives no payment or consideration for driving the vehicle other than out-of-pocket expenses.
 - iii. The driver has undertaken MIDAS training.
 - iv. The minibus has a gross weight not exceeding 3.5 tonnes (4.25 tonnes including any specialised equipment for the carriage of disabled passengers).
- Before a member of staff drives a Trust vehicle, the school's Transport Co-ordinator will need to see evidence via the GOV.UK website www.gov.uk/check-driving-information that the potential driver has a full and valid driving licence, and whether they have any penalty points or disqualifications. The Transport Co-ordinator will need the last eight characters of the individual's driving licence number and a check code from the potential

driver, which must be used within 21 days and can only be used once. The member of staff must provide the check code to the Transport Co-ordinator and can obtain one via the GOV.UK website www.gov.uk/view-driving-licence. A copy of each check undertaken will be retained by the Transport Co-ordinator.

- Drivers must not have more than six penalty points on their licence; above this number they will NOT be allowed to drive any CIT vehicle. All drivers must report any changes to their license status immediately to the Transport Co-ordinator. All drivers must provide a check code every 12 months to the school's Transport Co-ordinator to enable them to undertake the aforementioned website check.
- The driver has a responsibility to feel confident that the vehicle is roadworthy. The vehicles undertake 10 weekly checks for buses under 12 years old or 6 weekly checks for buses over 12 years old. The buses are serviced in accordance with manufacturer's recommendations. This does not, however, exclude the driver from carrying out their own basic check. A driver is asked to read through the Routine Vehicle Checks sheet (see Appendix 3) in the minibus folder. If the driver then believes the vehicle to be in a 'roadworthy condition and suitable for transporting young people' they must sign the form before departure.
- The driver should also check the vehicle for any bodywork damage, both externally and internally, and the condition of the floor and seats before and after using a vehicle. The driver has a responsibility to return the vehicle in the same condition as when the vehicle left the school. If deemed appropriate, charges will be made against the driver and/or hirer.
- If drivers remove seats, it is their responsibility to ensure they are replaced correctly.
- The driver must sign the keys out before use and back in again at the end of use.
- A copy 'Section 19 Permit' is displayed in all vehicles; staff should check this before departing. Police can request this certificate if you are stopped on the road. It will show that you are driving 'voluntarily' and not for hire or reward.
- It is CIT's policy that all drivers ensure they are physically alert enough to drive a vehicle. After two hours of driving, you **MUST** stop driving for a minimum 15-minute break.
- **ALL** passengers and the driver **MUST** wear seat belts when the vehicle is in motion.
- Under **NO** circumstances are drivers to operate mobile phones whilst driving, including the use of handsfree kits whilst driving. If the mobile phone needs to be used in an emergency, then the driver must stop at the first safe opportunity. **Failure to comply will result in staff disciplinary procedures.**
- The onus is on the driver to ensure that both they and the vehicle are suitably equipped to drive passengers on any road.
- Drivers must undertake an annual eyesight check that can be carried out by the transport Co-ordinator (20 meter number plate recognition)
- Staff are not to drive when taking medication that may cause drowsiness.
- In the event of a vehicle breaking down, the roadside recovery service (RSRS) used by the school is to be called and details for this can be found in the vehicle. It is important that RSRS are aware that it is a vehicle containing children and school is to be informed as soon as possible, allowing any necessary student recovery to take place. Depending on the location of the breakdown, students should leave the vehicle under supervision and wait in a safe location away from traffic.
- In the event of an accident, the insurance company needs to be informed immediately and a report of the incident must be completed as soon as reasonably practical.
- Staff to student ratios are at the discretion of the Senior Leadership Team in conjunction with the signing out procedure as stated in the Educational Visits Policy. Ratios are dependent on multiple factors, including pupil risk assessments and the overall needs of the group of individual students.

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- There should always be at least two staff transporting pupils on CIT vehicles unless there is a risk assessment that has been agreed and signed off by the Director of Education or Deputy Director of Education.
- Where a pupil is transported on their own, a dash camera must be used in the vehicle to record the journey and the data from the camera needs to be stored in the secure folder on the school server for a minimum of one year.

Transporting pupils in your own car

There are circumstances when a pupil may need to be transported in a staff member's car as parents/carers are not always in a position to provide the transport themselves.

CIT staff may provide this transport in their own vehicles with the following conditions:

- Parents/carers must have previously given their consent for staff to transport their child.
- Pupils should only be transported in a staff member's vehicle where there is pre-agreement from the SLT and Director or Deputy Director of Education, and a risk assessment has been completed. Where there are any concerns regarding the pupil's behaviour, two staff members must always transport.
- Staff members who provide transport must be able to verify that they hold a full and valid driving licence; these should be made available to the Transport Co-ordinator. All drivers must provide a check code every 12 months to the school's Transport Co-ordinator to enable them to undertake the aforementioned website check
- Staff provide transport in a purely voluntary basis and should claim back their mileage at the end of the month.
- Staff must hold Business use on their car insurance before transporting a pupil in their car.
- It is recommended, depending on the knowledge of the child, that a single pupil is sat in the back of the car on the left-hand side (behind front passenger's seat) and that the non-driving member of staff sits in the back with the pupil. If a staff member is to ever transport on their own, then a dash camera must be used and the recording from the camera is stored in the secure folder on the school server for a minimum of 30 days in line with the trust CCTV policy.
- Pupils need to be checked for height/age to ensure that regulations relating to the use of booster seats are complied with.

Policy Review

This policy will be reviewed every two years by the Executive Leadership Team.

Appendix 1 – Weekly Vehicle Check List

Weekly Vehicle Check List

Date	
Registration Number	
Name	

Exterior Checks	Yes	No	Defect Reported	Additional Info
Oil Level				
Water Levels				
Washers				
Tyres				
Clean				

Interior Checks	Yes	No	Defect Reported	Additional Info
Seatbelts				
First Aid Kit				
Clean				
Tidy				

Appendix 2 – Vehicle Accident Reporting Form

Vehicle Accident Reporting Form

The driver of the vehicle involved in the accident should complete this form. It must be completed in detail and as soon as possible after the accident and provided to the Transport Co-ordinator.

Driver Name:				
Vehicle Registration:	Make:	Model:	Colour:	CIT or Personal Vehicle:
Name of Persons in Vehicle:				
Date & Time of Accident:				
Purpose of Journey:				
Where did the accident occur (e.g. road name, town)?				
Estimated speed of vehicle:				
Weather conditions/visibility:				
Condition of road surface:				
Name and contact details of independent witness(es):				
Was there Police involvement? Yes/No		Incident Number:		
Was damage sustained to another person's property or vehicle? Yes/No If yes, please provide further details below.				
Owner's name & address:				
Insurance details:	Make:	Model:	Registration:	

Description of damage sustained:

Did any persons sustain an injury? Yes/No

If yes, please give further details (name, address, nature of injury, hospitalised)

Please provide a description of the accident below. Use additional sheets if required. Give as much detail as possible.

Diagram of accident (if applicable). Reference can be made to the attached minibus diagram. Take photographs only if safe and legal to do so.

The information provided is for internal use only. No admission or blame should be made to a third party. If you have any queries regarding the completion of this form, please contact the Estates Manager or Director of Operations.

Driver's Signature:

Name of person completing (if not driver):

Signature of person completing (if not driver):

Appendix 3 – Routine Vehicle Check Sheet

 <p>Please Complete Before Each Journey</p>	Start: Date & Time									
	End: Date & Time									
	Start Milage									
	End Milage									
	Vehicle Reg No.									
	Name:									
	Signed									
Visual check of tyres										
Visual check of tyre pressure										
Visual Check of Wheels & Wheel nuts										
Engine Oil Level										
Brakes Check										
Coolant Level										
Screen Wash Level										
Headlights & Sidelights										
Brake Lights										
Indicators										
Horn & Reversing Alarm										
Mirrors										
Wipers										
Fuel Level/Fuel Card										
Bodywork										
Jack, Handle & Brace										
Permit-19										
Seat Belt Check										
First Aid Kit - Fully Stocked										
Fire Extinguisher										