



Travel in Staff Cars Policy

This policy covers the transporting of students in staff cars. On occasions, the use of private cars for transporting students may be required, for the purposes of an educational visit, or accessing educational facilities on a separate site, for example sporting activities. This policy is to be read in conjunction with the Driver Checklist Form Version 1 (March 2021), in appendix 1.

- All staff and volunteer drivers must read this policy before transporting students in their private car.
- All staff and volunteer drivers must agree to allow OBEC to verify their driving licence information on the Gov.uk website, and sign that they understand the terms and conditions, on the link below, of sharing this information.

[View your driving licence information \(viewdrivingrecord.service.gov.uk\)](https://viewdrivingrecord.service.gov.uk)

- All staff must read and sign their agreement to this policy and the provision of information requested, on a Driver Checklist Form, attached to this policy (appendix 1), before transporting students in their private car.
- All staff and volunteer drivers must agree to show their licence and allow a photocopy to be kept on file, with their Driver Checklist Form, along with a copy of the insurance documents and where applicable a valid MOT certificate.
- All staff and volunteer drivers must agree to update the information on the Driver Checklist Form, at the time of any changes to their licence but if not, at least annually at the start of the new academic year.
- The School Business Manager must check the details produced and declared on the Driver Checklist form and verify the Driving Licence details on Gov.uk.
- All drivers must have a full and valid driving licence to drive the class of vehicle they own.
- All drivers must declare that they have appropriate business insurance cover when carrying students. All drivers should be prepared to present their insurance certificate for inspection if requested.
- All drivers must adhere to the Highway Code.
- All vehicles must conform to all legal requirements.
- Each passenger must be restrained by a seat or lap belt.
- All drivers must make themselves aware of the risk assessment for the use of staff cars and consider any additional risks. If necessary, these should be discussed and reviewed with the School Business Manager. All drivers should be satisfied that all control measures are in place.
- The teacher in charge of the visit will ensure that permission has been obtained from the parent to ensure that all parties are fully informed of the transport arrangements, to and from events.
- Parents and Guardians sign a general permission form at the start of each year which includes permission for transport in staff cars for short journeys. The School Administrator will ensure all permission forms have been received, before any student travels in a staff or volunteer car.
- Details of staff who are willing to drive students in their car, and have been signed off on the necessary checks with the School Business Manager, will be kept in the office.

- Staff and volunteer drivers are entitled to claim petrol expenses at the current rate of 45p per mile for journeys when transporting students. An expenses claim form is available in the office. Where there is a dispute concerning the mileage it shall be determined using Google maps shortest journey between Open Box Education Centre (CM16 5DN) and the destination address.
- All journeys must be planned in advance and approved by the Principal or the School Business Manager and details logged appropriately in the office.
- Any variations to the planned journey (for example the destination or specific students in the car) must be communicated to the Principal or the School Business Manager at Open Box Education Centre immediately. These variations will then be noted in the log.

Approved by: (Principal) (date)

Authorised by:..... (Chair of Governors) (date)

To be reviewed every: 2 Years

Next review date: March 2023

Date of Review	Reviewed by	Date of next review
March 2019	Deirdre de la Plain	March 2021
March 2021	Marie Black	March 2023

Appendix 1

Driver Checklist Form (version 1)

Name:

Position:

Vehicle Registration:

Vehicle Make: Model:

Driving License:

Group B Confirmed: Yes / No

Licence Expiry Date: / /

Check code (for gov.uk website):

*Please enclose a photocopy of your current driver's licence with this form.

Insurance Certificate:

Provider:

Level of Cover Third Party TPFT Fully Comp

Business Use? Yes / No

Valid Until: / /

MOT Certificate:

Valid until: / /

Breakdown Recovery:

Provider:

Level of Cover:

Valid Until:

ALL DRIVERS ARE NOT ALLOWED TO USE A MOBILE PHONE WHILE DRIVING A VEHICLE FOR COMPANY USE. (The Company would **not** recommend using a hands free device)

Please sign below to confirm that these are your details and the information is correct and accurate. Please also sign to accept the details contained in the Travel in Staff Cars Policy.

Sign:..... Date:.....