



## Transport and Vehicles Policy

Date: November 2024

Review date: November 2025

Approved by the Advisory Board: December 2024

Signed

S. Day -

Registered address: All Saints School (Lessingham) Limited. Company no: 10323174  
Rookery Farm, Reynolds Lane, Potter Heigham, Great Yarmouth NR29 5LY

## Version Control

Version	Date of review/change(s)	Page and paragraphs affected	Summary of update
New policy	November 2022		
V2	November 2023	P5	'Minibus' changed to 'Vehicles'
		P6	'Seats Belts': Information added re. provision of child seats
V3	November 2024	Throughout	All references to Minibus removed or changed to school cars/vehicles
		P4 Caretaker	fire extinguisher added
		P5 Driver Eligibility	Requirements for drivers of minibuses removed
		P5 Vehicle bookings, point 4	School Support Manager replaced with Headteacher
		P5 Fuel	Removed: at least half a tank
		P5 Equipment	Fire Extinguisher (minibus) removed
		P8 Breakdown	Added: 'contact RAC the contact details can be found in the centre consul.'

## **The Aims of this Policy**

- To ensure that All Saints School complies with current legislation and guidance concerning the maintenance and driving of the school vehicles.
- This policy also provides guidelines on the use of personal vehicles for business use.
- To ensure that the safety of vehicle users (both drivers and passengers) and other road users and pedestrians is paramount at all times.
- To ensure that All Saints School is meeting its health and safety and safeguarding obligations towards all members of the school community.

## **Introduction**

This policy and guidance applies to all employees who drive a vehicle whilst at work. It equally applies to those who drive vehicles only occasionally or for short distances.

This policy and the procedures contained within it have been written to provide any members of staff who may need to drive vehicles, on behalf of the school, with the necessary knowledge and information in the light of growing legislation regarding the qualifications, insurance, operating, servicing and inspection requirements to safely operate our vehicles and carry passengers.

The behaviour and competence of the school vehicle drivers will be assessed to ensure the safe operation of the vehicles and to keep employees and others free of harm.

This policy extends to the use of hired vehicles that are used by the school.

This policy and the procedures contained within it will be reviewed regularly as part of the school's Health and Safety review.

The school expects employees to adhere to this policy in line with its obligations under equality legislation.

## **Roles and Responsibilities**

### **The Directors**

The Directors are responsible for ensuring that vehicles operated on behalf of the school, fully comply in every respect with all legal transport and health and safety requirements.

They will ensure that:

- There is an adequate contract in place for the hire of the vehicles to the school
- There is appropriate insurance cover on the vehicles
- Ensure that servicing of the school cars is performed at the correct mileage (or annually – whichever comes first)
- That drivers hold the appropriate licence allowing them to drive school cars.
- Complete annual checks (September) of employees driving licences to ensure they are valid and hold no points or endorsements – should a driver have points (3 maximum) on their licence, the insurance broker must be informed.
- Ensure MOT, safety inspections and servicing conditions are adhered to.

### **The Headteacher**

The Headteacher will ensure that:

- Current employees who drive school cars understand their individual responsibility to keep to the policy, and that any new employees are made aware of their responsibilities as part of their induction.
- For any activity which involves use of a school car, the organising teacher concerned includes this as part of their risk assessment.

### **The Caretaker**

The Caretaker will ensure that:

- Weekly checks (see Appendix one) are undertaken to check the condition of the vehicles. The Directors must be informed immediately of any faults.
- Fuel levels are adequate and re-fuel if necessary, check oil and tyre pressures weekly.
- the equipment which must be carried on the vehicle (fire extinguisher, first aid box etc) is there.
- Inform the office of any use of the first aid box so that it can quickly be replenished.
- Both the interior and exterior of the cars is clean and tidy.

### **Drivers of the School Cars**

Drivers must ensure that:

- They follow and comply fully with the requirements outlined in 'Procedures and Practices' section below. Ensure that a visual inspection of the vehicle is undertaken to ensure it is in a roadworthy condition (i.e. no flat tyres etc)
- Any concerns about the safety and/or condition of the vehicle is reported to the Caretaker or Director (if the Caretaker is unavailable)
- Understand the personal legal implications if procedures are not adhered to. For example, "It is the driver's licence that will suffer if the vehicle is found to be defective. It is also the driver's responsibility to ensure the safety (including the use of seatbelts) and welfare of all passengers".
- Comply fully with all road traffic laws, respecting speed limits and ensuring use of seatbelts at all times.
- Inform a member of the Senior Leadership Team immediately if unfit to undertake a journey in order that alternative arrangements can be made.
- Never use a mobile phone (hand held or hands free) as the driver of the vehicle unless it is parked in a safe place with the engine switched off. Making genuine emergency 999 calls whilst driving is legal.
- Declare immediately to the Directors, any change in their driving licence which may affect the ability to drive.
- Declare immediately to the Directors, any change in their medical ability to drive.
- Drivers using their own vehicle must ensure that the vehicle is in a roadworthy condition (service and MOT in date), taxed and that they have the correct insurance cover to enable them to transport students or staff on school business.

## **Procedures and Practices**

### **Driver Eligibility**

Persons Entitled to drive the Cars:

- All drivers must be aged 25 or over and under the age of 75.
- All drivers must have full (not provisional) licences.

Drivers of all vehicles must be medically fit and legally qualified to drive. They are required to complete and sign a driver declaration form to that effect before driving any school vehicle or their own on behalf of the school (see appendix two). Staff with a medical condition that needs to be declared to the insurers should advise the Directors accordingly. Driver declaration forms will be kept on the employee's personnel file. It is the licence holder's responsibility to notify the Directors of any changes to the driver's licence.

Where a driver informs the school that he/she has acquired penalty points on their licence, the Directors will determine whether he/she is permitted to continue to drive the school cars following consultation with the insurers.

### **Vehicle Readiness and Maintenance:**

#### **Servicing, MOT, Insurance and Taxation**

Servicing and MOT testing will be carried out at appropriate intervals and in accordance with the manufacturer's recommendations.

The Caretaker will conduct weekly checks on fuel, water, oil, tyre pressures and lights. A signed record will be maintained to demonstrate that these checks have been undertaken.

### **Vehicle Bookings and Administration**

- The school cars are only to be used for school activities (or at the discretion of the Headteacher or Directors provided that the other party has knowledge of the loan).
- Not to be used for hire or reward.
- All bookings for use of the vehicles in addition to their normal planned use, for example a school trip, must be prearranged with the Headteacher.
- Drivers must sign the vehicle out at Reception recording name, date, time, which vehicle and destination.
- Drivers must return the vehicle's keys to the Staff Kitchen and sign the vehicle back in at Reception on their return.
- The Directors must be informed of any use of school cars before 7:45am and after 5pm. There is the understanding that school cars may be potentially be used for home runs/to support taxis during this time.

### **Pre-Use Vehicle Checks**

The school vehicles must be maintained to high levels. As well as MOT and servicing, drivers should satisfy themselves that the vehicle is safe to drive. If the serviceability of the vehicle is in doubt, it is not to be used until it has been repaired.

If the driver has concerns about the condition of the vehicle, it must not be used and the concerns reported to the caretaker or Director.

Prior to the start of each journey, the driver is to go through a brief talk with students regarding the wearing of seatbelts, being seated at all times, behaviour, noise levels and escape procedures. The journey is not to commence unless the requirements of the driver are complied with.

## **Fuel**

The Caretaker will regularly check the vehicles to ensure that they have adequate fuel.

## **Equipment**

It is recommended that the following equipment is carried on board the vehicles. If items are used during a journey, please inform the First Aid team at school who will replenish supplies:

- Appropriately equipped First Aid Box.
- Warning Triangle - This should be used in the event of breakdown and carefully positioned 50m behind the vehicle to warn other road users of the broken down vehicle.
- Hi-Visibility Vest
- De-icer, scraper, torch, screen cloths, tissues, hand sanitiser.

## **Tidiness**

The vehicles should be left tidy. Eating and drinking on them is not allowed (exceptions can be made in circumstances of long delay). Bin bags are to be carried and made available for rubbish.

## **Vehicle Operation**

### **Capacity**

No more than 6 passengers and a driver may be carried in the school cars.

### **Seat Belts/Luggage**

Before setting off, the driver and/or driver's assistant must ensure that passengers are wearing seat belts and any luggage is securely stowed. Students are to be informed that seatbelts are to be worn at all times when the vehicle is in motion.

In the school cars, students must use a child car seat until they're 12 years old or 135 centimetres tall, whichever comes first. Children over 12 or more than 135cm tall must wear a seat belt.

## **Driving Rules**

Drivers are responsible for driving within the law and in accordance with the Highway Code. The School will not refund fines or other costs incurred by drivers as a result of any road traffic offence.

Drivers must inform the Directors of any penalty points received whilst using the school vehicles; failure to do so may result in disciplinary action.

Drivers must inform the Headteacher and Directors of any parking fine which may be incurred as a result of incorrect parking of vehicles.

National speed limits apply

Restricted road: 30mph

Single carriageway: 50mph

Dual carriageway: 60mph

Motorway: 70mph

- Vehicles are not to be driven by anyone who has consumed any amount of alcohol or illegal substance.
- Some medication may impair a driver's ability and employees who are taking medicines of this nature are not to drive vehicles.
- All accidents, whether or not they cause injury to persons or damage to property, are to be reported to the school as soon as possible after they occur.
- Keys must not be left in an unattended vehicle at any time.

- Due consideration must be given to parking in secure areas as much as possible, particularly where overnight stays are required.
- Vehicles must not be driven at any time if the load being carried exceeds the maximum allowable weight capacity.
- Smoking is prohibited on the vehicles at any time.

### **Driver's Assistant**

This person should be positioned in order to be able to observe behaviour and maintain good order. They can also make and receive phone calls so the driver does not have to. They should also help with reversing and need to be visible at all times to the reversing driver. They should assist in a breakdown or accident and can act as a relief driver if they are trained and authorised to do so.

### **Reversing of vehicles**

Reversing vehicles can be particularly hazardous. The best way of avoiding a reversing accident is to avoid reversing a vehicle wherever possible.

Always check behind your vehicle before reversing – if necessary, ask someone to watch the area into which you will be reversing.

If you use a guide, ensure they can be seen at all times whilst manoeuvring – if two members of staff are present, one must at all times be the guide when reversing.

Ensure rear view mirrors are clean and properly adjusted at all times.

### **Distraction during driving**

The use of mobile phones is strictly prohibited whilst operating the vehicle. There are other similar activities, which can be unsafe and thus may attract the attention of the police, such as drinking (soft drinks), eating or even changing a radio channel.

To this end, any action whilst driving, which could cause distraction must be avoided.

### **Tiredness**

Driving when tired greatly increases the risk of an accident. The Highway Code recommends that a driver takes a minimum break of at least 15 minutes after every two hours of driving. However, after a full working day, drivers MUST NOT drive for a continuous period of more than two hours without taking a suitable break.

If an authorised relief driver is available to drive, a journey can be continued without a break.

Drivers should use common sense to ascertain their suitability to drive at a given time (consider tiredness, illness etc.).

### **Safety**

Drivers should ensure that internal lights are off whilst driving so that their vision is not impaired by the internal light.

Exits/gangways should be clear of obstructions (such as bags) at all times. Bags can go on spare seats.

Dealing with 'road rage': If threatened by another driver, do not retaliate by flashing lights, sounding the horn or making offensive gestures; this only attracts a response and will often make a situation worse - If forced to stop, stay in the vehicle with windows closed and doors locked and be prepared to drive off - If necessary, use your mobile phone to contact the police for assistance - Note the registration number of the vehicle, and the make and colour, plus a description of the driver and occupants and give the police these details.

**Unsafe situations:** if you feel that driving cannot be in complete safety, do not continue.

Members of staff are not required to put themselves at risk at any time whilst driving on behalf of the school.

**Security:** Whenever the vehicle is left unattended, all windows are to be closed and doors locked.

## **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.

In the event of breakdown, contact the school office and contact RAC the contact details can be found in the centre consul.

Staff should not change a tyre or attempt repairs. This should be carried out by a breakdown team.

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.

In the event of a serious incident, emergency contact numbers are from the school.

School Contact number: 01692 582083

Out of hours number: 07879 875925

RAC number: 0333200099

### **General**

Any member of staff who has queries relating to the driving of the school vehicles or the condition the vehicle should bring them to the attention of the Directors or Caretaker.



Appendix one

Vehicle weekly checklist				
Checked by:				
Date (week commencing):				
	Red bus	Blue bus	Blue car	Silver car
Mileage				
Warning lights?				
Tyres (pressure & wear)				
Engine oil level				
Fuel level				
Coolant level				
Brakes (incl. fluid)				
Wipers & screen wash				
Lights/indicators				
Mirrors				
Screen / windows				
Body condition				
Clean outside				
Clean inside				
Seatbelts				
First aid box				
Fire extinguisher (date)				
Cloth for windows				
de-icer				
scraper/squeegee				
warning triangle(s)				
Reflective jackets				
tissues & sanitiser				
Other notes				

# Drivers Declaration Form

All drivers must complete this form to be added to the School's list of approved drivers and provide a DVLA check code to allow your driving licence details to be checked. Please visit <https://www.gov.uk/view-driving-licence> and complete your details to create a licence 'check code' to share your driving licence details with Mrs R Smith (Director).

**Please also complete the other sections of the form as detailed below:**

**For Fleet Drivers** – please complete sections 1-6 and pass to Mrs R Smith, who will undertake the relevant checks in relation to your driving licence and ensure the declaration is completed.

**For drivers who use their own vehicle for business purpose** and wish to claim back expenses for mileage incurred please complete sections 1-8. You should give the completed form to Mrs R Smith who will undertake the relevant checks in relation to your driver's licence, car insurance, MOT and ensure the declaration is completed. **If you are not added to the approved list of drivers, you are not permitted to drive for business purposes.**

**For drivers of School owned or leased cars/minibuses** please complete sections 1-5. You should give the completed form to Mrs R Smith who will undertake the relevant checks in relation to your driver's licence and ensure the declaration is completed.

Once the Directors are satisfied all is in order, your name will be added to the School's list of approved drivers.

Please complete the relevant sections below (IN CAPITALS) and pass to Mrs R Smith for processing.

Name															
Driving Licence No: <i>for UK Licence holders</i>	X	X	X	X	X	X	X	X							
DVLA Check Code: <i>(Case sensitive - for GB Licence holders)</i>															
Automatic Transmission Licence Restriction <i>(GB code 78)</i>	Yes	No													

Vehicle details (only complete if using a private car)

Vehicle Reg.										
Make of vehicle					Model of vehicle			Colour of vehicle		

	Yes	No
<p><b>ALL DRIVERS TO COMPLETE</b></p> <p>1. I confirm I hold a valid driver's licence and have provided the DVLA check code above*.</p> <p><i>*Drivers with current non-GB licences are not required to obtain a DVLA check code and should refer to</i></p>		
<p><b>ALL DRIVERS TO COMPLETE</b></p> <p>2. I confirm that I am medically fit to drive (this question should be answered to the best of your knowledge and belief).</p> <p><i>Certain disabilities and medical conditions require you to notify DVLA (See Ministry of Transport Leaflet D100). If you are required to notify DVLA, you should inform the Director if any restrictions have been applied to your licence.</i></p>		
<p><b>ALL DRIVERS TO COMPLETE</b></p> <p>3. I confirm that my eyesight meets the <a href="#">DVLA standard</a> of vision for driving.</p>		

<b>ALL DRIVERS TO COMPLETE</b> 4. I confirm that I will not drive while under the influence of alcohol or any other substance which may impair my ability to drive, including prescribed medication.		
<b>ALL DRIVERS TO COMPLETE</b> 5. I confirm that I will inform Mrs R Smith of any changes to my vehicle details and/or any circumstances that could or would affect my ability / suitability to drive.		
<b>ALL DRIVERS TO COMPLETE</b> 6. I confirm that I will adhere to the school Transport and Vehicle Policy.		
<b>DRIVERS OF PRIVATE VEHICLES TO COMPLETE</b> 7. I confirm my vehicle's insurance includes 'business use/cover'* and I have provided a copy of my certificate of insurance to Mrs R Smith.  <i>* If your insurance doesn't include business use/cover, you are not permitted to drive the vehicle for business purposes and consequently, expenses will not be paid. Please see the University's expenses policy".</i>		
<b>DRIVERS OF PRIVATE VEHICLES TO COMPLETE</b> 8. I confirm my vehicle is roadworthy, taxed and has a current MOT certificate. I understand that Mrs R Smith will check this via the <a href="#">DVLA website</a> .		

I declare that the responses I have given on this form are true and accurate.

Signature: .....

Date: .....

**Privacy Statement**

The School will process your personal information to comply with its legal obligations relating to insurance, audit requirements and Health & Safety legislation/requirements. Information provided via this form will only be accessible to authorised persons. It will only be shared with third parties if necessary for legal/insurance/ audit purposes. This form and any supporting documentation will be held for a period of 6 years, after which it will be securely destroyed.

**FOR INTERNAL USE ONLY BY MRS R SMITH**

	<b>Satisfactory</b>	<b>Date of expiry</b>	<b>Unsatisfactory</b>
Driving licence checked (via DVLA website) code			
Certificate of insurance			
Valid MOT certificate (via DVLA website)			
Car taxed (via DVLA website)			

Check completed by: .....

Date: .....