

# Driving Policy



**Approved by:** Penny Harris (Director) Jane Cox (Director) **Date:** 1<sup>st</sup> September 2025

**Last reviewed on:** 1<sup>st</sup> September 2024

**Next review due by:** 1<sup>st</sup> September 2026

All policies are generated and reviewed with an awareness of equality and diversity in relation to pupils, staff and visitors. All policies are generated and reviewed placing safeguarding and wellbeing at the heart of all that we do.

## 1. Aims

- To ensure that all transporting of pupils or adults is carried out as safely as possible.
- To raise awareness of the risks involved in driving and mitigate against these risks.
- To accommodate, as far as possible, individual pupil's personal requirements for driving.
- To ensure a culture of questioning, reporting and discussion to inform safe practice.

## 2. Responsibilities

The Directors will ensure that:

- The leadership team implement this policy.
- The school has a named person responsible for overseeing implementation of this policy.
- A current Highway Code and The Official DVSA Guide to Driving is available at the school.
- This policy is regularly reviewed and updated, including after any serious driving incident or accident.

The Leadership Team will ensure that:

- All members of staff are provided with this policy during induction.
- Eligibility to drive for work purposes is verified in all cases.
- They are satisfied that any drivers under their supervision can legally and safely drive the vehicle before giving authority to drive for work purposes.
- Any new driving accidents or convictions are risk assessed before a member of staff is allowed to transport a pupil.
- All members of staff feel able to raise concerns about poor or unsafe practice in regard to staff driving, and such concerns are addressed effectively, in a timely manner, in accordance with agreed whistle blowing policies.
- An updated record is kept to record the details of each authorised driver, including business use insurance, MOT, driving licence, in the form of a Driver Compliance record.
- Members of staff who are required to drive a company vehicle complete a driving declaration form and await confirmation of its acceptance before allowing them to drive.
- There is clear understanding of the risk assessment requirements for drivers prior to and during driving, both within the existing pupil risk assessment and also a daily consideration before each drive.
- All school vehicles are maintained to a high standard and vehicle checks are carried out before their use.

- Weather conditions are always considered and journeys are cancelled if conditions are particularly difficult.

The following conditions must be met for all drivers:

- Have a full, valid UK driving licence.
- Have held a full driving licence for a period of at least two years.
- Are over 21 years old.
- Any relevant past convictions for driving offences are known and have been risk assessed.
- They have completed a driver declaration form and it has been accepted
- Are not facing impending prosecution for any serious driving offences.
- Are prohibited to drive under the influence of alcohol or drugs.
- Are prohibited to use mobile phones or other devices in the vehicle unless the vehicle is stationary or the equipment is fully hands-free.

All staff will:

- Bring any matter of concern, however witnessed or experienced, to the attention of senior leadership.
- Report any new driving accidents or convictions immediately to senior leadership.

Staff using their own vehicle will:

- Will have fully comprehensive car insurance including business use.
- Will have a current MOT certificate.
- Ensure that their vehicle is maintained to a good standard.

Staff driving at work will:

- Visually inspect the vehicle prior to every journey.
- Report/assess/rectify any defects which are identified before the car is used and seek alternative transport if these impinge on safety.
- Ensure that all car seats are fitted with fully operational seat belts.
- Ensure there are sufficient seats for each member of the group so that no seat is shared.
- Ensure that no child of any age is ever carried on an adult's lap as this is illegal.
- Ensure they have planned the safest route.
- Ensure they have considered the weather conditions.
- Follow all aspects of the law in relation to their driving, including obeying speed limits.
- Ensure that any incidents or accidents are reported at the earliest opportunity and always within 24 hours.
- Be responsible for any fines or convictions that result from their use of a motor vehicle.

### **3. Use of safety measures within vehicles**

The school will provide and staff must carry:

- An HSE approved first aid kit (additional controlled medicines may only be carried and administered by trained and authorised staff).
- Sufficiently charged mobile phone, containing appropriate emergency contact numbers with the Stay Safe app which must be enabled at all times when offsite
- Child seats of the type required for the pupil being carried.

It is recommended that staff also carry:

- Warning triangle
- Reflective jacket or singlet
- Torch
- Fire extinguisher
- Weather related safety equipment e.g. a snow shovel, if required

### **4. Medical considerations**

- Staff should inform their manager immediately if they are diagnosed with any condition that may affect their driving.
- The legal eyesight standard means that you must be able to read a car number plate from 20 metres, whilst wearing glasses or corrective lenses if required.

## **5. Child seats and positioning**

- Children must use an age and size relevant child seat that is well maintained.
- Child seats must be secured in strict accordance with the manufacturer's instruction.

## **6. Transporting pupils**

- Staff should ensure they have sufficient fuel for the day's work to avoid having to refuel when transporting a child.
- At no time can a child be left in the vehicle without a staff member also in the vehicle.
- Staff must ensure that all occupants of the vehicle wear seat belts in the approved manner.
- Should a child remove a seat belt or make unsafe any safety feature of the vehicle, the driver must stop at the earliest possible moment in as safe location as possible so to mitigate overall risk. The vehicle must not proceed until the matter is resolved. If it is not resolved in an appropriate time period, a call for assistance should be made.
- If a child, or any occupant, makes themselves unsafe whilst on a journey and will not comply such that their safety is compromised, the driver or other staff travelling in the vehicle should contact the police and explain the situation.
- Consideration should be made at the end of each journey to ensure that the child exits on the safest side possible.
- Staff must not allow the child to use any of the driving controls at any time (such as changing gear or applying indicators).

## **7. Transporting children in minibuses**

- The law and advice is different for the use of these vehicles, including their maximum permitted speeds.; staff must make themselves aware of these differences before using such vehicles within their work.
- Only staff members with category D on their driving licence, or a PCV licence, are eligible to drive a vehicle with nine seats or more.
- Where a front lap belt is provided in this group of vehicles, this seat may not be used unless all other seats are occupied.
- Where it is unavoidable, whilst transporting a child or children, the driver may leave this category of vehicle to refuel and pay for the fuel only if the other staff remain in the vehicle.

## **8. Policy and practice reviewing**

In order to ensure that this policy is relevant, if you have any comments please email [directors@ontrackededucation.com](mailto:directors@ontrackededucation.com)