

Eccleston C.E. Aided Primary School

"Let your light shine" - Matthew 5:16

Transporting Pupils Policy

Finance and Resources Committee	
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Signed Headteacher:	Chair of governors:

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Our Vision Statement

At Eccleston C of E Primary School, we believe that every child is known and loved by God and is made in the image of God. We are united in our vision of every child fulfilling their God-given potential as they are nurtured to reflect the example Jesus set in all they do.

We aim to achieve this through instilling a life-long love of learning and development that is rooted in Christian Values. We strive for excellence in all we do enabling all members of our school to flourish.

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Statement of intent

Eccleston C of E Primary School recognises its duty of care for the health, safety and well-being of its employees; this includes identifying the most appropriate method to transport pupils to events. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable.

School will, from time to time, have the need to use some form of transport to enable children, staff and other accompanying adults to go on educational visits, sports competitions and to other events not held on the school premises. The 'vehicle' may be owned by the school, privately hired, on loan, driven by a member of staff or a volunteer, or come with a professional driver. Statistics tell us that travelling to an activity can present a greater risk than engaging in the activity and so transporting young people requires careful consideration.

The provisions in this policy are to ensure that the most appropriate method of transport is used and transporting pupils does not preclude participation or restrict access to the broad and balanced provision in place in school.

When drafting this protocol, school has been guided by the following statements from the national guidance from OEAP - [4.5c-Transport-in-private-cars \(1\) \(002\).pdf](#)

Consideration must be given to the potential distraction of the driver and the supervision of the passengers. A judgement should be made about the likely behaviour and individual needs of the passengers. If any of them may require close supervision, then another adult should travel in the vehicle so that the driver is not distracted or compromised. Careful consideration should be given before allowing a driver to be alone with a child or young person, as this could leave both of them vulnerable.

There are circumstances where this might be acceptable when there is no reasonable alternative, such as:

- *Where a risk assessment shows that the benefits outweigh the risks;*
- *In an emergency or other unforeseen circumstances where the child or young person would otherwise be at greater risk.*

Transporting children in coaches or minibuses

The Headteacher is responsible for ensuring that the choice of vehicle is suitable for the intended use and the needs of the passengers, and that its design meets appropriate current standards. Only vehicles with seat belts fitted should be used and all children should be required to wear seat belts for the duration of the journey. If necessary, appropriate booster seats must be used.

Parents should be advised in advance of the transport arrangements proposed and any issues raised by them must be taken into account in finalising the school's plans.

Where possible, two members of staff should accompany children on a coach or minibus and must be contactable by mobile phone during the trip. There may be occasions where only one staff member is available. The Headteacher will decide if this is adequate, taking into account the pupils being transported, the distance being travelled and staffing present at the event.

Children should be seated at all times and should avoid travelling in the front seats, middle seat at the back or opposite the stairs (if present) of coaches or minibuses.

Transporting children in private cars

On occasion parents/carers or staff are kind enough to volunteer their help with the task of transporting children to visits and off-site activities arranged by the school. In this instance drivers should be engaged as volunteers and the considerations below should apply. This is separate to any informal arrangements made directly between parents, in which case the establishment should make it clear that it will not be involved in making these arrangements and will not have any responsibility for them.

In managing the volunteer driver arrangements, the school will put in place reasonable and sensible measures to ensure the safety and welfare of children transported in volunteers' cars. This applies equally to parents/carers or school staff using their cars on school business. School has in place insurance for staff using their own cars for school business, including the transporting of pupils.

All volunteers, whether staff or parents/carers, should read this guidance and sign the Transporting Pupils Compliance Declaration (see Appendix). Drivers must inform the school if circumstances change and they can no longer comply with the school's policy.

The Headteacher or visit leader responsible for the trip should ensure that travel arrangements are made clear to parents, including arrangements for the collection/return of children at the end of the event. For those children that may be transported in private cars, explicit parental consent must be sought.

The Headteacher or visit leader must ensure that parents/carers/staff volunteering to transport children other than their own are notified of their responsibilities:

- For the safety of the children
- To maintain suitable insurance cover
- To ensure the vehicle is roadworthy

The Headteacher or visit leader must consider the suitability of volunteers to carry children in their car and whether vetting is necessary. Judgement will also be required about the likely behaviour and individual needs of the children being transported.

Best practice highlights that children should, preferably, be accompanied by at least two identified adults, and there should be more than one child being transported at any one time so that an adult and child are not alone. An exception to this would be where the volunteer driver is transporting solely their own child. If, however, a volunteer driver is transporting more than one child including their own, a minimum of three children in total is strongly recommended.

There may be occasions where only one staff member is available to transport one pupil to an event/activity. The Headteacher will decide if this is adequate, taking into account the pupil being transported, the distance being travelled and the level of need for the transportation to take place, i.e., it is an emergency/unavoidable situation.

All drivers must:

- Have a clean and valid driving licence for the class/type of vehicle to be used, and have held this for a minimum of three years;
- Be fit to drive and have no medical condition that affects their ability to drive;
- Be free of any convictions and/or endorsements/penalties for speeding, drink/drug driving, talking on a mobile phone whilst driving, careless driving. In circumstances where the volunteer driver has one or more fixed penalty speeding endorsements, this should be discussed with the Headteacher before driving as a volunteer for the school;
- Inform the school of any material changes to their licence conditions since the copy was submitted during the course of the year;
- Parent/carer and staff volunteers must declare any endorsements and be willing to present their driving licence for inspection if requested;
- All volunteer drivers must adhere to the Highway Code and to any speed limits;
- Maintain appropriate insurance cover when transporting children, as a minimum for third party liability.
- Ensure that all seat belts are in working order and worn by everybody in the vehicle;
- Ensure that the car does not contain any materials that may be deemed as inappropriate or unsuitable for children. It is preferred that the radio/music is turned off to reduce distractions or the hearing of anything inappropriate.

All vehicles must:

- Have a valid MOT Test Certificate (if over three years old);
- Have current Road Tax,
- Be roadworthy, and;
- Conform to all legal requirements.
- Tax and MOT status can be checked at www.vehiclenquiry.service.gov.uk
- Driver licence details can be checked at www.gov.uk/check-driving-information if the driver provides a check note (from www.gov.uk/view-driving-licence).
- It is advisable for establishments to keep evidence of these checks having been carried out.

Every child must be restrained by a seat or lap belt. If necessary, given the height of the child, an appropriate booster seat should be used. Where possible, it is preferred that children are seated in the back of the vehicle. Children travelling in the front seat should be tall enough to not require a booster seat. Child-proof locks should be used where they are fitted.

The volunteer driver should carry a mobile phone that should be kept on silent and out of sight whilst driving, and only used when safely parked.

The visit leader or member of staff responsible for the trip should carry a list of contact details for all participating volunteer drivers together with details of the children travelling in each vehicle. The visit leader should ensure that all volunteer drivers know the route to get to the destination and that drivers are given an emergency plan to follow in the event of breakdown or road traffic accident. Best practice would support the use of a 'convoy' system where more than one vehicle is being used.

Charging for school trips

Where costs are incurred directly by the school in arranging transport for school trips and events, the principles set out in the Charging and Remissions policy will apply. School will not charge for transporting children in private cars owned by volunteer drivers nor reimburse costs incurred by volunteer drivers.

Organisation and arrangements for implementing the policy

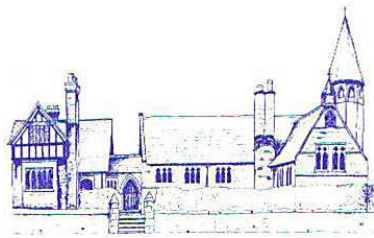
The Headteacher, Kathryn Rees-Wright, has overall responsibility for the implementation of this Policy and is the Health and Safety Co-ordinator. During her absence, Mrs Alex Evans will take overall responsibility as Assistant Headteacher. Mr Keith Ivens is the named Health and Safety Governor. They will recognise and accept a personal role in ensuring that arrangements for Health and Safety are effective within his or her respective area. Collectively, the Governing Body requires Health and Safety to be taken into account in the proposals which come before it and will seek to encourage a positive climate in which Health and Safety can flourish.

Consultation

Employees with concerns should normally raise them with the Headteacher. However, the Governors welcome the support of trades unions in health and safety matters and staff should feel free to contact the appropriate trade union appointed safety representative. Requests for external help should be raised initially with the Headteacher, who will seek advice from the Departmental Health and Safety Adviser, on any concerns of employees, which cannot be resolved locally.

Policy review

This Policy will be reviewed every 3 years.



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Eccleston greatly values your support in helping to transport pupils to and from activities away from school. Without your help, life of the school would be that much the poorer. However, it is a statistical fact that any activity on the highway is far more dangerous than the school environment. It is our duty to do what we can to minimise the risks associated with road transport and we therefore ask all our drivers to answer the checklist below and sign and date it. If you have any difficulty with any of the questions, please discuss this with us.

As a safeguard for parents in general, we shall require drivers for all planned visits organised by the school to have lodged the completed check-list before they drive other people's children to events. This in no way invalidates or curtails private arrangements undertaken between parents to share the bussing of pupils. However, parents who do have these arrangements may wish to use the same checklist for their own personal guidance.

Name of Driver _____

- ☐ I have a clean and valid driving licence for the class/type of vehicle to be used, and have held this for a minimum of three years;
- ☐ I am fit to drive and have no medical condition that affects my ability to drive;
- ☐ I will adhere to the Highway Code and to any speed limits;
- ☐ My car carries appropriate insurance, which is current and renewed on _____ (date) and I have checked with my insurance company that my insurance covers transporting pupils on a voluntary basis.
- ☐ The Road Tax is current and always renewed by _____ on the expiry date.
- ☐ The vehicle is regularly serviced, kept in safe running condition and where required, has a valid MOT certificate.
- ☐ The car does not contain any materials that may be deemed as inappropriate or unsuitable for children
- ☐ All passengers I shall carry will have and use an appropriate car child restraint including those in the back seat. I will use a booster seat if required and on the rare occasion when we need to transport children who need a booster seat, I understand that school does keep a spare seat available.
- ☐ I understand that the children will have been reminded of their responsibilities when being a passenger.
- ☐ I hereby confirm that I am willing to use my own vehicle for transporting young people where this is necessary and approved by the Headteacher and that formal payment for petrol or mileage cost would invalidate my insurance.

Signed: _____ Date: _____

Vehicle Registration _____ Make/Model of vehicle _____

Colour of vehicle _____