

# Old Clee Primary Academy

*'Inspired to Believe, Learning to Succeed'*

## Transporting Pupils & Travelling for Work Policy



**Approved by:** Head Teacher

**Date:** 16<sup>th</sup> April 2026

**Last reviewed on:** 19<sup>th</sup> March 2025

**Next review due by:** Spring 2027

## Transporting Pupils

**At Old Clee Primary Academy we do not ask parents to transport other pupils to academy events, however, parents are free to make their own private arrangements if they wish.**

On rare occasions, it is necessary for members of staff to use their own vehicles to transport pupils, for example on educational visits, in an emergency, or when a child cannot attend school unless support is provided.

This policy ensures the adults taking part in such activities, and the pupils in their care, are safe in respect of the checks taken to ensure all drivers are covered to undertake such activities.

Adults must ensure:

- That their car insurance covers them for taking children, other than their own, to and from venues. This is usually considered business insurance.
- Their driving licence covers them to drive the category of vehicle they are driving.
- The vehicle is fully taxed and insured.
- There are no endorsements for driving offences that would be considered unsafe i.e. dangerous driving.
- That car seats and seat belts comply with legal obligations for the height of the pupils carried.
- That any special seating is securely installed to the regulatory standards.
- That they do not travel alone with a child, ideally there should be two adults, or there may be more than one child unless in extreme circumstances and once a Risk Assessment has been agreed by the Headteacher.
- That a Risk Assessment has taken place before each journey

The school will, through the V4 form and other precautions, ensure that the above checks are correct and:

- That the driving licence is valid in date, name and endorsements.
- Parents are fully aware that the pupils will be transported in a private vehicle.
- That all adults transporting pupils will complete a Validation Form (V4) for use of a private vehicle and retain the original for our records and a copy for themselves.

## Travelling for Work

Staff must be aware that ANY travel which is not to their usual place of work is deemed as travelling for work i.e. training courses, meetings etc;

In the event of an accident, insurance companies will not pay claims unless the driver is insured for the purpose of business insurance. All insurance companies are different and staff should be aware when travelling either to their normal place of work, or to a different place of work, that they hold the correct insurance for their vehicle.

Links to other policies:

This policy should be read and reviewed in conjunction with the Safeguarding and Child Protection Policy to ensure that all related Safeguarding and Child Protection implications are taken into account in both policy and practice. Other relevant policies are listed below.

- Educational Visits Policy
- Health and Safety Policy
- SEN Policy

## VALIDATION FORM (V4) FOR USE OF PRIVATE VEHICLE

Your offer of support to transport children offsite is greatly appreciated. To safeguard everyone involved, all drivers of private vehicles are asked to provide the following information and assurances by placing a tick or cross in each box below and adding comments where appropriate. The Head Teacher can then use this information to assess the suitability of drivers and vehicles for transporting children. (N.B. a crossed box does not necessarily mean that you cannot be used as a driver, but the head teacher needs to be aware of all relevant issues to make informed decisions). Thank you for your assistance and support.

NAME OF DRIVER	MAKE AND MODEL OF VEHICLE(S)	REGISTRATION NUMBER(S)

- The vehicle has a valid MOT certificate (where required – i.e. all vehicles over 3 years old);
- The vehicle is regularly serviced, and kept in safe roadworthy condition;
- I understand that I am not covered under the establishment’s insurance for the use of my vehicle;
- I have current motor vehicle insurance covering the vehicle(s) and myself;
- My vehicle insurance cover includes the voluntary transport of young people (parents/adult helpers);
- My motor vehicle insurance includes business cover (employees) – also complete section overleaf;
- I am aged 23 years or over;
- I have a valid full driving licence suitable for the type of vehicle;
- I am an experienced driver who has held a full driving licence for at least 2 years;
- I have not had past convictions (in the last 5 years), and am not facing impending prosecution, for any

significant driving offences (e.g. drink driving) ;

- I have no points or endorsements on my driving licence (if yes, please state details below);

- I have no previous convictions or ongoing investigations regarding offences against young people;
- I am healthy and fit to drive, and will not drive under the influence of alcohol or drugs;
- I shall ensure that all passengers wear correctly fastened seatbelts or use correct child car seats
- I am aware that any formal payment for petrol or mileage cost could invalidate my insurance unless it had

been previously declared to the insurance company;

- I will not transport a young person on their own (other than my own child) as part of any journey unless in an extreme circumstance where agreement has been sought by the Head teacher first:
- I agree to show supporting documentation of the above to relevant managers, if requested;

Further information provided by the driver (continue on a separate sheet if necessary):

Under the terms of the Data Protection Act 1998, we must inform you of the following:

*By signing this form you are giving your explicit consent to Old Clee Primary Academy to process your data for the purpose of monitoring health and safety, in accordance with relevant legislation. This may involve sharing relevant information with local regulatory bodies.*

- I will immediately notify the Head Teacher in writing of any changes to the information provided above, and will not transport young people until further written approval has been given
- I consent to Old Clee Primary Academy processing the information detailed in this form.

Signed..... (driver)

Date.....

**VALIDATION FORM (V4) FOR USE OF PRIVATE VEHICLE**

Recommended checks:

	Date checked	Copy taken?	Signed by
Driving licence			
Vehicle MOT			
Vehicle insurance			

I am satisfied that this driver is suitable to transport young people using their private vehicle or has the appropriate insurance to travel to a different place of work to normal

Signed..... (Head Teacher)

Date.....

**ADDITIONALLY, FOR EMPLOYEES:**

My insurance includes business use in addition to social, domestic and pleasure.  
The vehicle I shall be using is/is not\* insured in my name. (N.B. If you are driving as a "named driver" on someone else's insurance, the cover is usually restricted to social, domestic and pleasure purposes. As an employee, you will need to check that you may use the car for business.) As a named driver and an employee, I confirm that the insurance covers me for business use.\* (\* Delete as appropriate or if not applicable).

Signed..... (driver)

Date.....

I am satisfied that this driver fulfils the necessary requirements to transport young people by private vehicle or has the appropriate insurance to travel to a different place of work to normal

Signed..... (Head Teacher)

Date.....

## **Ratification**

**Date ratified by the Head Teacher:** 16<sup>th</sup> April 2026

**Date of last review:** 19<sup>th</sup> March 2025

**Next review date:** Spring 2027

**Signed by Head Teacher:** Miss D Richardson

**Date:** 16<sup>th</sup> April 2026