



# Monmouthshire Pupil Referral Service

## Transport of Pupils Policy – Use of Staff Vehicles

Document Control	
Document author	Leila Phillips
Statutory status	Non-statutory
Website status	On website
Approved by	Management Committee
Date approved	
Approval cycle	Annual
Next review date	

Document history			
Version	Date	Reviewer	Note of revisions


Associated documents
Safeguarding Policy

## Introduction

This policy provides a clear framework for staff or volunteers when transporting young people, in their own vehicles. This can be for the purposes of transport to centres, between centres, for offsite education or other education related activities. These guidelines must be followed to ensure that the duty of care to staff and young people is being fulfilled by assessing and managing the associated risks and implementing appropriate control measures, where necessary.

## Drivers

Staff are not specifically required to transport young people in their own vehicles unless it is part of their job description, or they have indicated that they are willing to do so. Transporting of young people is part of TA and PEO job descriptions from June 2025.

It is the responsibility of the member of staff/volunteer to hold the appropriate licence and ensure that their vehicle is roadworthy.

Staff transporting pupils must notify their manager of any impending disqualification or conviction.

Drivers must ensure that their insurance stipulates use of car for work purposes and transportation of pupils.

Drivers must be at least 21 years of age and less than 70 years of age and should have at least 1 year's previous driving experience.

Drivers must be in good health and be physically capable of driving safely. If drivers are on any medication, they must ensure that the preparation does not affect their ability to drive, if in doubt they should seek medical advice.

## **Transportation**

Members of staff should discuss any proposals for transporting young people in their own vehicles with their manager and agree appropriate arrangements. A risk assessment must be completed.

It is advised that drivers are accompanied by another adult when transporting young people as this significantly reduces the risk of distraction, accident and injury and allegation of misconduct or abuse. If this is not practically possible, the risks must be assessed and measures put in place to ensure that the risks are reduced to the lowest level.

## **Emergency transportation of pupils**

Circumstances may sometimes arise where the risk of not transporting a young person is greater than doing so, for example where a child is left at school without transport and the distance to home is too far or too dangerous to walk or where the pupil is unwell and requires medical attention at a level below the threshold for an ambulance callout.

## **Parent / Carer Permission.**

Parents/carers must give their permission for pupils to be transported in a staff member's vehicle. Where it is not practically possible to gain written consent then verbal consent should be recorded noting date and time. If no type of consent is obtained, then transportation should not be permitted. Permission forms are found in **Appendix 1**.

## **Risk assessment and management.**

A risk assessment must be completed for all journeys except where there is an emergency, where a standard risk assessment is available.

Risk assessments should consider individual pupil needs such as known tendency to abscond and/or increased risk of allegations. Staff must take time to explain to pupils the risks posed by unsafe behaviour whilst travelling in a moving vehicle prior to embarking upon any journey.

Clear behavioural expectations must be provided before any journey together with an understanding of actions that will be incurred by failure to comply. If there are any concerns during the journey a dynamic risk assessment should be carried out to determine if there is a significant risk to the driver or passenger and appropriate action taken.

Young people should never be left in the vehicle unattended. The driver is responsible for ensuring that all passengers are always wearing suitable restraints.

A mobile phone should be available for use when stationary, in the event of an emergency.

### **Pupils with Medical Needs.**

If a pupil has a known medical condition that is likely to require additional support/medication, a copy of their Care Plan plus appropriate medication must be available. A parent or member of staff who has received training in administering support/medication should accompany the young person in the vehicle. The risk assessment should reflect medical needs.

### **Vehicles**

It is the responsibility of the driver to have the correct insurance and to notify their insurers that the vehicle may be used for the transportation of young people on employer's business.

It is also the driver's responsibility to ensure that the vehicle is in a roadworthy and serviceable condition and has a current and valid tax certificate and MOT.

Drivers must ensure that the number of passengers carried safely is in accordance with manufacturer's recommendations or specifications and the number of available seat belts. Exceeding the vehicle specification on the number of passengers carried may invalidate insurance policies and expose passengers to unacceptable risk.

### **Vehicle and Driver Documentation**

Monmouthshire PRS is required to check that staff who have agreed to transport pupils in their own vehicles have the following documentation at the commencement of employment and then annually.

- Current MOT certificate (if vehicle is over 3 years old)
- Valid road fund licence (tax disc)
- Appropriate insurance to cover transporting young people on employer's business
- Full driving licence

This will be checked each year by SLT.

Accidents/Incidents In the case of a road traffic accident, these must be reported by the driver to their own insurance company and passengers must be advised of the name and address of the insurance company, if wishing to make a claim.

All accidents/incidents that occur during working hours must be recorded by Monmouthshire PRS and disclosed to Monmouthshire County Council.

### **Child Restraints**

When staff are transporting pupils, they should ensure that the correct type of restraint/seat belt is used and that it meets the required standards. Restraints should also be checked before use to ensure that they are well-maintained and fit for purpose, with no defects.

Child restraints are the collective term in the seat belt wearing legislation for baby seats, child seats, booster seats and booster cushions. Modern child restraints are designed for specific weight ranges of child. They have to meet UN ECE Regulation 44.03 (or subsequent) type approval standard and be marked with a label showing an 'E' and 44.03 or .03 and the weight range of child, for which it is designed.

These are approved for use in forward-facing or rear facing seats. From 18<sup>th</sup> September, 2006, legislation requires all young people in cars, vans and other goods vehicles to be carried in the correct child restraint from birth until either they are 135 cm (4'5") tall or have reached the age of 12 years (whichever comes first). They must then use a seat belt.

**\*\* Example –** A seven-year-old who is 140 cm tall is over the height for a child restraint and may use an adult seat belt. A twelve-year-old who is 130 cm tall is over the age threshold and therefore may use an adult belt.

For more detailed information on child restraints visit [www.roadsafety.gov.uk](http://www.roadsafety.gov.uk) click on Think! – Children – Child Car Seats

## Appendix 1



# MONMOUTSHIRE PUPIL REFERRAL SERVICE (PRS)

## Consent Form for Transporting Pupils in Staff Vehicles

Staff may be required to transport pupils in their own vehicles for the following reasons:

- Attendance at off-site educational provision or appointments
- Emergency situations (e.g. illness, safeguarding concerns)
- Planned activities or interventions
- Transition support between settings
- Attending timetabled sessions

This will only occur when no suitable alternative transport is available and where it is deemed safe and appropriate. To ensure the safety and wellbeing of pupils during transport, the following measures will be strictly adhered to:

### Staff Requirements

It is required that staff have/do the following before transporting pupils in their car:

- Have a full driving license with no disqualifications
- Have appropriate business insurance
- Their vehicle has the appropriate MOT certificate

(The service will check the above requirements of staff on a yearly basis)

- Have consent from parent/carers
- They have read and understood the relevant policy/ies
- Individual risk assessments / medical care plans for pupils are adhered to

### Vehicle Standards

- Seatbelts must be always worn.

- Child locks will be activated where appropriate.
- No pupil will be seated in the front passenger seat unless risk assessed and agreed.

### **Safeguarding Protocols**

- Wherever possible, two members of staff will be present during transport.
- If a pupil must be transported alone with a staff member, this will be:
  - Risk assessed
  - Logged with the Designated Safeguarding Lead (DSL)
  - Communicated to the parent/carer in advance
- Staff will not make unscheduled stops unless necessary for safety or wellbeing.
- Pupils will not be transported if displaying behaviour that poses a risk to themselves or others.
- Any incidents during transport will be reported immediately to the DSL and recorded in line with safeguarding procedures.

### **Parent/Carer Consent**

I, the undersigned, give permission for staff from the Monmouthshire Pupil Referral Service to transport my child in a staff member's vehicle when necessary and appropriate, in accordance with the safety and safeguarding measures outlined above.

I understand that:

- All reasonable steps will be taken to ensure my child's safety.
- I will be informed in advance of planned journeys where possible.
- This consent remains valid for the duration of my child's placement unless withdrawn in writing.

Child's name:
Name of parent or carer providing permission:
Signature of parent or carer:
Date:

## APPENDIX 2

### Transporting Pupils – Risk Assessment Monmouthshire Pupil Referral Service

Hazard	Risk	Persons at Risk	Existing Controls	Risk Rating	Further Controls Required
Inadequate insurance or license	Legal liability, financial risk	Staff, pupils	Staff must have business use insurance	Medium	Annual checks of insurance documents, verified annually (business use)
Vehicle condition	Mechanical failure, accident	Staff, pupils	Staff responsible for maintaining roadworthy vehicles	Medium	Visual checks before transport; MOT and service records verified annually
Safeguarding concerns	Allegations, inappropriate conduct	Pupils, staff	Staff must be DBS checked; avoid lone transport where possible	High	Two staff members present where feasible; parental consent required, pupils sit in rear where possible
Lack of emergency procedures	Delay in response to incidents	Pupils, staff	Staff briefed on emergency contacts and procedures	Medium	Emergency contact list in vehicle; staff training
Medical needs of pupils	Health emergencies	Pupils	Staff aware of pupil medical needs and carry necessary medication	Medium	Individual risk assessments for pupils with medical needs

<b>Hazard</b>	<b>Risk</b>	<b>Persons at Risk</b>	<b>Existing Controls</b>	<b>Risk Rating</b>	<b>Further Controls Required</b>
Behavioural issues	Disruption, safety risk	Pupils, staff	Staff trained in behaviour management	Medium	Pre-assessment of pupil suitability for transport. Follow individual pupil risk assessments
Road traffic accident	Injury or fatality	Pupils, staff	Staff must hold valid driving licence and follow road laws	High	Incident reporting protocol; regular driver checks



**This policy was approved by the Management Committee**

Signed: ..... Chair of the Management  
Committee

Date: .....

Signed: ..... Head of the Pupil Referral  
Service

Date: .....