

Christ Church CoE Primary School

Transportation in Own Cars and Minibus Statement

1. Purpose and scope

This statement sets out the safeguards required when pupils are transported in private vehicles or minibuses for school-related purposes. It applies to staff, volunteers, parents/carers and any adult transporting pupils where the arrangement is made or authorised by the school.

2. Key principles

- Transport arrangements must be planned, risk assessed and authorised before the journey.
- Where possible, school-organised transport or public transport will be used for educational visits.
- Private vehicles will only be used when necessary and with the Headteacher's approval.
- No adult should be alone with a pupil in a car unless the child is their own child or the arrangement has been explicitly risk assessed and agreed by the Headteacher and parent/carer.
- Children must use appropriate seat belts and child restraints in line with the law and the risk assessment.
- Safeguarding, health and safety and insurance requirements apply equally to short journeys.

3. Private arrangements between parents/carers

Where parents/carers independently agree to transport their own child or another family's child, and the school has not organised or authorised the transport, this is a private arrangement between those families. The school may still remind parents/carers to consider driver competence, insurance, child restraints and safe handover arrangements.

4. School-authorised private vehicle use

Before a staff member, volunteer or parent/carer transports pupils as part of a school-authorised arrangement, the school must ensure that:

- written parental consent has been obtained for the transport arrangement
- the driver has completed the annual Volunteer/Staff Driver Declaration Form
- the driver holds a full and valid driving licence for the vehicle used and is willing to present it for inspection
- the driver has confirmed suitable insurance, including business use where required
- the vehicle is roadworthy, taxed and, where required, has a valid MOT
- the vehicle has working seat belts for every passenger
- appropriate DBS and safeguarding checks are in place if the driver is undertaking regulated activity or unsupervised school-authorised transport
- a journey plan, emergency contacts and the supervising adult's mobile phone arrangements are in place

5. Seat belts and child restraints

- Every pupil must wear a seat belt throughout the journey.
- Children must normally use an appropriate child car seat or booster seat until they are 12 years old or 135cm tall, whichever comes first.
- Children over 12 years old or over 135cm tall must wear a seat belt.
- Parents/carers should provide a suitable child restraint where required unless the school has made an alternative approved arrangement.
- Children should not travel in the front passenger seat unless this has been specifically risk assessed and agreed.

6. Emergency transport during the school day

If a child needs urgent medical attention but the situation is not serious enough to require an ambulance, and parents/carers cannot arrive within a reasonable time, the Headteacher/DSL may authorise transport in a staff vehicle only where:

- the driver is a senior or authorised member of staff with appropriate business insurance
- two members of staff travel with the child wherever possible
- at least one member of staff has a mobile phone
- the child does not travel in the front seat
- a suitable booster/child restraint is used where required
- parents/carers are informed and the destination is agreed
- the decision is recorded, including why an ambulance was not required and why waiting for parents/carers was not appropriate

If the child cannot be transported safely in this way, staff will wait for parents/carers or call an ambulance if the injury or illness is serious.

7. Minibus use

A minibus may only be used for school-related transport when the journey has been risk assessed and authorised. The following expectations apply:

- the driver must be legally entitled and competent to drive the minibus, including holding D1/PCV D1 or a recognised permit/approval where required
- the school will follow Local Authority, insurer and educational visits requirements for minibus operation
- pre-use checks must be completed and recorded, including tyres, lights, fuel/charge, seat belts, doors, mirrors and emergency equipment
- passenger lists and emergency contact details must be carried securely
- seat belts must be worn by pupils and adults where fitted and required
- a passenger assistant/additional adult should be considered through the risk assessment, particularly for younger pupils, SEND needs or longer journeys
- drivers must not use a mobile phone while driving and must take breaks where required
- any incident, defect or near miss must be reported to the Headteacher immediately

8. Sporting fixtures, clubs and off-site events

When pupils are transported to represent the school, the teacher or staff member in charge must confirm the transport arrangements in writing, ensure parental permission has been obtained, carry emergency contacts, and follow the Non-Collection of Children Policy if a parent/carer does not arrive after the event.

9. Driver declaration

Drivers transporting pupils for school-authorised activities must complete the declaration in the appendix annually and whenever circumstances change.

10. Related policies

- Educational Visits Policy
- Safeguarding and Child Protection Policy
- Health and Safety Policy
- First Aid Policy
- Non-Collection of Children Policy
- Behaviour Policy
- Data Protection Policy

Source review used to implement this statement

This Christ Church statement has been prepared from current statutory guidance:

- GOV.UK: child car seat and booster seat rules.
- GOV.UK: seat belts in minibuses, coaches and other buses.
- DfE travel-to-school guidance and Local Authority educational visits expectations where applicable.



Transportation in Own Cars and Minibus – Driver Check and Declaration

Driver name	
Vehicle registration	
Driving licence checked (Y,N)?	
Insurance including business use checked (Y,N)?	
MOT/tax/roadworthiness confirmed (Y,N,N/A)?	
DBS/safeguarding checks confirmed where required	
Signature and date of driver	
Name of person completing the checks	
Signature of person completing the checks (and date)	