

Transport Policy

Published: June 2016

Review Date: June 2021



This policy covers transporting students in the CIT/GANF's own vehicles. The policy is a legal requirement and you must therefore comply with all aspects.

Before any member(s) of staff are allowed to drive one of the vehicles there are a number of regulations with which that person will have to comply.

Regulations with which all drivers must comply.

- Any potential driver must have reached the age of 21 years before being allowed to drive the vehicle, and have passed their driving test for at least two years.
- Drivers who passed their car (category B) test before 1 January 1997 are automatically granted additional entitlement to drive minibuses with 9-16 passenger seats (category D1) not used for hire or reward. For as long as they hold D1 (not for hire or reward) entitlement, these drivers may drive a 9-16 seat minibus of any weight used under a permit. On expiry of the licence the D1 (not for hire or reward) entitlement may be renewed provided the driver can meet the necessary standards of health (this involves a compulsory medical examination). Any driver who does not renew the D1 (not for hire or reward) entitlement at age 70 but retains car (category B) entitlement may still drive a 9-16 seat minibus provided the conditions at (i)-(iv) in paragraph (b) below are met.

(b) Drivers who passed their test on or after 1 January 1997

Those who pass(ed) a car test on or after 1 January 1997 are no longer granted D1 (not for hire or reward) entitlement. Their category B entitlement allows them to drive vehicles with no more than 8 passenger seats. However, they may still drive a 9-16 seat minibus under a permit provided the following conditions are met:

- I. the driver has held the category B licence for at least 2 years
- II. the driver receives no payment or consideration for driving the vehicle other than out-of-pocket expenses
- III. the driver has undertaken MIDAS training
- IV. the minibus has a gross weight not exceeding 3.5 tonnes (4.25 tonnes including any specialised equipment for carriage of disabled passengers).

Transport Policy

Published: June 2016

Review Date: June 2021



- GANF's Transport Coordinator will need to see and make photocopies of your full driving licence and retain these copies, which are held in school, before you drive a vehicle.
- Drivers must not have more than 6 penalty points on their licence, above this number you will NOT be allowed to drive any CIT/GANF vehicle. All drivers must provide a copy of their driving licence every six months to allow them to continue driving CIT/GANF vehicles.
- The driver has a responsibility to feel confident that the vehicle is roadworthy. The vehicles are serviced five times a year at regular intervals by contract with a local garage. This does not however, exclude the driver from carrying out their own basic check. A driver is asked to read through the "Routine Vehicle Checks (ASC/TD-04)" sheet in the Trip Log (D-19) (retained in the Mini Bus folder). If you, the driver, then believe the vehicle to be in a "roadworthy condition and suitable for transporting young people" you must sign the form before departure.
- The driver should also check the vehicle for any bodywork damage; both externally and internally, and the condition of the floor and seats before and after using a vehicle. The driver has a responsibility to return the vehicle in the same condition as when the vehicle left the school. If deemed appropriate charges will be made against the driver and/or hirer.
- If drivers remove seats it is their responsibility to ensure they are replaced correctly.
- When collecting the keys the driver must sign the keys out. Copy of the "Section 19 Permit" is displayed in all vehicles, staff should check this before departing. Police can request this certificate if you are stopped on the road. It will show that you are driving 'voluntarily' and not for hire or reward. Please return the keys to the front desk when you return vehicle.
- It is Fellowship policy that all drivers ensure they are physically alert enough to drive a vehicle. After 2 hours of driving you **MUST** stop driving for a minimum 15-minute break.
- **ALL** passengers and the driver **MUST** wear seat belts when the vehicle is in motion.
- Under **NO** circumstances are drivers to operate mobile phones whilst driving, including the use of handsfree kits whilst driving. If the mobile phone needs to be

Transport Policy

Published: June 2016

Review Date: June 2021



used in an emergency, then the driver must stop at the first safe opportunity. For Fellowship employees, **failure to comply will result in staff disciplinary procedures.**

- The onus is on the driver to ensure that both they and the vehicle are suitably equipped to drive passengers on any road.
- In the event of a vehicle breaking down the RAC are to be called and details for this can be found in the Vehicle. It is important that the RAC are aware that it is a vehicle containing children and school is to be informed ASAP allowing any necessary student recovery to take place. Depending on the location of the breakdown, students should leave the vehicle under supervision and wait in a safe location away from traffic.
- In the event of an accident a Translinc Motor Vehicle Incident Report must be completed as soon as reasonably practical.
- Staff to student ratios is at the discretion of the Fellowship Leadership Team in conjunction with the signing out procedure as stated in the Educational Visits Policy. Ratios are dependent on multiple factors, including pupil risk assessments and the overall needs of the group of individual students.
- GANF staff may provide transport for students in their own vehicles; please refer to separate policy 'Transporting Pupils in Private Cars'