



# Transporting Students Policy

Approved by:	Date
Last reviewed on:	September 2019
Next review due by:	September 2020

## Contents

		Page
1	Policy Statement	3
2	Risk assessment on students	3
3	Circumstances for transport	3
4	Procedure	3
5	Roles & responsibilities	4
6	Monitoring and review	5
7	Link to other policies	5
	Appendix 1	6
	Appendix 2	7
	Appendix 3	8

## **1. Policy Statement**

LAMP acknowledges that, although not a regular occurrence, it may sometimes be necessary for our staff to transport, using their own cars, a student between LAMP and the student's home so that they can attend the centre.

The safety of both young people and staff is paramount, and LAMP is committed to minimising the risks of this practice for its employees and students.

## **2. Risk Assessment on students**

Prior to each learner starting at LAMP, a Risk Assessment form is completed by the referrer, which will outline specific risks in 3 categories; Low Risk, Medium Risk, and High Risk.

The Education Manager will assess all risks as part of the referral process for all students who wish to come to LAMP. In circumstances where risks cannot be minimized, in relation to transportation of students, the learner will be classed as inappropriate for transportation by staff and as a result, no transport by staff will take place.

## **3. Circumstances for transport**

Transportation of risk assessed students, on a continual/daily basis, will only take place in circumstances where all other options have been deemed to be inappropriate for the student. For example; where a student needs to access LAMP provision but is too anxious to use public transport.

There may be instances where ad hoc transport is required, and they will be agreed by the Directors on a case by case basis.

## **4. Procedure**

The transportation of students will only take place where it is agreed between; the referrer, LAMP and the student's parents/guardians.

Only staff pre-agreed by the Directors will be involved in the transportation of students, in their vehicles, to and from home and the LAMP premises.

Parents will be required to sign a form stating that they agree for transportation, to and from home to LAMP, in staff cars to take place. (see Appendix 1)

Staff involved will be required to read and sign a Staff Driver form. (See Appendix 2)

Appropriate insurances, copies of licences and permissions are stored securely in the LAMP office and available to view upon request.

## **5. Roles & responsibilities**

### **Directors will:**

- Agree which staff are to be involved in the transportation of students
- Ensure that risk assessments are in place
- Protect the health, safety & welfare of staff and students.
- Ensure the procedure above in point 4 is adhered to
- Ensure that staff involved in the process follow their roles and responsibilities as outlined below.

### **Staff involved in transportation must:**

- have business insurance of their vehicle.
- Have a current MOT certificate
- Have valid road fund licence (tax)
- Have a valid driving licence
- read this policy and sign consenting to the policy.
- Have read and signed the staff driver form
- have a full and valid driving licence for the class of vehicle they own and be free of any motoring convictions.
- Present their driving licence so it can be checked and a copy kept on file
- Adhere to the highway code
- Have a vehicle that conforms to all legal requirements
- Ensure all passengers are restrained by a seat belt.
- Ensure that student being transported sits in the back of the vehicle
- Ensure that the student involved has the appropriate parental permission form is completed.
- Ensure that there is always a 2nd member of staff in the vehicle with them when transporting students.
- Record journey details on the LAMP student transportation log. (See Appendix 3)

## **6. Monitoring and Review**

Arrangements for the transportation of students working will be monitored regularly as part of staff supervision.

Associated staff and student paperwork will be checked regularly to ensure that it is up to date.

Risk assessments and this policy and the risk assessments will be reviewed at least annually.

## **7. Link to other policies and documents**

- Health & Safety Policy
- Transportation of students Risk Assessment
- Student Risk Assessment template
- Parental permission form
- Student transportation log
- Lone Working policy
- Lone working risk assessment

# Appendix 1

## Transportation of student by LAMP staff Parental Consent Form

Dear Parent/Guardian

Please sign below to give your permission for your son/daughter to be a passenger in a vehicle that is owned, maintained and driven by a member of staff employed by Leamington LAMP.

Date/s of Journey:

.....

Destination/s:

.....

I give permission for my son/daughter (name) .....

to travel in a vehicle driven by a member of staff employed by Leamington LAMP on the date/s and to the destination/s shown above.

Print Name .....

Signature.....

Date.....

### **Note:**

Every effort should be made to obtain written consent but where this is not practically possible verbal consent must be given and details recorded below.

Name of person giving consent.....

Date consent given .....

Information taken and recorded by ..... (name of LAMP staff)

## Appendix 2

### Staff Driver's Form

To the Directors at Leamington LAMP

Name of driver

Address

Postcode

Vehicle make

Vehicle model

Vehicle registration

I hereby confirm that I am willing to use my own vehicle for transporting students where this is necessary and approved by the directors at LAMP.

I accept responsibility for ensuring that the vehicle is in a safe, roadworthy condition and has appropriate insurance cover for the activity undertaken.

I also confirm that I have a valid driving licence.

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **Note:**

Those who are volunteer drivers on a regular basis should complete this form annually or following a change in vehicle.

