Transportation of Students (Educational Visits) Policy

Review Period	Annually
Person Responsible for Policy	Head of School
Governing Committee	LGB
Date of Governor Approval	January 2019
Date for Review	January 2020

Introduction

The Academy is committed to providing a range of diverse learning opportunities to its students both internally and externally to the Academy facilities. In support of this the Academy has developed this policy in relation to the transportation of students.

Related Documents

ESLAP21 Health & Safety Manual.

Roles and Responsibilities

The Business Director has overall responsibility for the Academy minibuses. The Business Director, or nominated deputy, is responsible for

- ☐ Ensuring appropriate insurance and breakdown cover is in place for Academy minibuses
- ☐ Assessing and approving external transportation providers.

The Human Resource department is responsible for initial and periodic checks on drivers' documentation to ensure that

- ☐ Only those who can legally drive a minibus are on the approved staff list.
- ☐ Only those who can demonstrate they meet the requirements associated with business use of personal vehicle are authorised to do so

All drivers are responsible for ensuring that vehicles are roadworthy before use and for complying with all relevant driving regulations whilst in control of a vehicle.

Policy

In order to offer diverse learning experiences it is the policy of the Academy to enhance the curriculum by providing opportunities for students to engage in offsite activities. To facilitate this, the Academy will deploy a number of transport options including

- ☐ Use of public transport
- ☐ Use of Academy minibuses
- ☐ Hire of buses / coaches

In all instances the safety of students is paramount, it is therefore the responsibility of all staff to ensure that transportation arrangements are duly considered in the planning of offsite activities and any risk assessments are carried out prior to the event taking place.

<u>Public Transport</u>

The use of public transport should always be considered for any journey as it offers students the opportunity to engage with the community and develop their life, personal and social skills. Staff wishing to transport students via public transport should obtain permission from the Assistant Head of School and inform Finance to ensure monies are available to cover costs.

<u>Academy Minibuses</u>

The Academy minibuses are not insured for private use and for this reason such use is strictly forbidden.

Drivers

Any member of staff may request that they be authorised to drive the minibuses provided

1. Relevant documentation is submitted to HR and checks are undertaken (ESLAF28)
2. They meet the requirements of the insurance arrangements*
3. They agree to abide by the requirements of this policy

Insurance is in place for comprehensive risks and full passenger liability however the policy is restricted to drivers over 25 years of age. Any driver under 25 must make an application to the Finance Manager for an exception to be added to the policy for their trip.

A list of all authorised drivers will be held by reception which will denote any primary drivers. Primary drivers are those who may be available to drive the minibus on the request of another member of staff and/or have other duties associated with the minibus e.g. provision of safe storage.

Booking & Use

The keys for each minibus are securely held in reception and a booking system is in place. Any member of staff who wishes to book the minibus must contact reception giving details of the

- ☐ times required
- ☐ purpose of journey
- ☐ destination

Reception staff will then advise whether a minibus is available and, if so, book it to the member of staff provided they are authorised drivers. Where requests are received for the minibus with driver, reception staff will approach one of the primary nominated drivers to establish availability. If this cannot be accommodated, secondary nominated drivers from teaching and support staff will be approached. If no driver can be allocated, this will be reported back to the requestor so alternate arrangements can be made. Requests for a minibus and driver must be made 48 hours in advance.

On the day of the trip, the member of staff will collect the keys from reception in good time so that the pre use checks can be completed. Responsibility for any vehicle on the road resides with the driver; therefore any member of staff who uses the minibus is responsible for completing a Driver Checklist (ESLAF27) prior to every journey. Where damage is detected this is to be reported to the Facilities Manager or his nominee. Under no circumstances is a minibus to be used which is not roadworthy.

If during the course of a trip the minibus becomes damaged, provided it remains roadworthy and safe to drive, it should be returned to the Academy and the damage reported to the Facilities Team who will arrange repair. If the damage is sufficient to render the minibus un-roadworthy, the member of staff should call the breakdown services.

In the event of a road traffic accident, the member of staff must comply will all legalities and notify the Business Director as soon as possible who will assess the situation and decide if crisis management arrangements are to be invoked. An insurance claim is to be initiated by Finance within one working day of the incident.

At the end of each trip the driver will return the keys to Reception along with the completed Driver Checklist form. If the trip ends out of hours, the driver will return the minibus to its designated storage area, retaining keys and completed checklist until the following day. If the designated storage area is off site, the minibus will be returned to the member of staff with responsibility for the minibus who will then ensure storage. The driver should still retain the completed checklist and hand this to reception the following day.

All fuel required for the vehicle is to be procured by the driver, receipts retained and expenses submitted to

enable reimbursement.

Maintenance, Service etc

The responsibility for the maintenance and technical matters of the minibuses resides with the Facilities Team who will ensure regular maintenance and MOTs occur and any repairs are actionned. The Facilities Team, or nominee, will make periodic checks of

- ☐ the mileage records against the actual mileage on the vehicle
- ☐ the condition of the minibus
- ☐ the storage arrangements
- ☐ the completion and accuracy of driver checklists

The responsibility for ensuring insurance, tax and permits are in place resides with the Finance department.

Hired Vehicles

In the event that a larger vehicle is required to transport students requests to hire such a vehicle (coach / bus) is to be made to the Trips & Visits budget holder to ensure budgets are in place however responsibility for the logistics of the hire resides with the member of staff requiring the vehicle. In the event that a taxi is required to transport a student, booking requests follow the same process as for large vehicles. Where taxis are used to transport students unaccompanied, staff must have consent from parents.

Only companies approved by the Academy to provide such transport will be used. Approval of transport companies will be undertaken by Finance who will assess the Company's

- ☐ Commercial
- ☐ Health & Safety
- ☐ Quality

arrangements and performance prior to placing them on the approved suppliers list.

Staff Private Vehicles

Any member of staff who uses their own private vehicle for Academy purposes must ensure that they meet with the requirements for driving as laid down in the Health & Safety Manual.

In exceptional circumstances, staff may transport students in their own vehicle provided that they are authorised to use that vehicle on Academy business

Definitions There are none