

Leverton Church of England Academy



School Transport policy

October 2026

Policy:	School Transport Policy
Approved by:	LGB
Date:	October 2026
Review cycle:	Three yearly or as required

VERSION CONTROL			
VERSION	DATE	AUTHOR	CHANGES
1	October 2023	RL	New policy
2	October 2026	RL	

Introduction

The schools will, from time to time, have the need to use some form of transport to enable pupils and staff to go on educational visits, to sports competitions and to other events not held on the school premises. The “vehicle” may be owned by the school, privately hired, on loan, free of charge, or public transport and be driven by a member of staff, a volunteer or come with a professional driver. It is anticipated that in most cases the range of vehicles used will be limited to coaches/buses, minibuses, taxis and private cars.

The Headteacher is responsible for ensuring that the choice of vehicle is suitable for the intended use and the needs of the passengers and that its design meets appropriate current standards.

Transporting children in hired coaches or minibuses

Where the vehicle is being used on a self-drive basis (usually a minibus), members of staff and adult volunteers must be appropriately licensed to drive the vehicle and their total hours of work properly controlled. More guidance related to travel using the school minibus can be found in the Minibus Policy.

Parents will be advised in advance of the transport arrangements proposed. Any issues raised by parents will be taken into account in finalising plans.

Suitable and sufficient checks will be made on the company providing the vehicle and driver.

At least one member of staff will accompany children on the minibus or coach. The member of staff will be contactable by mobile phone during the trip.

Children will not travel in the front seats of coaches or minibuses without parent consent, or in seats adjacent to the exit door on coaches.

All children must be properly seated at all times whilst in the vehicle. The school will only book vehicles that have been fitted with seat belts. All pupils will be required to wear seat belts for the duration of the journey. If necessary, appropriate booster seats must be used.

Transporting children in private cars

On occasion parents/carers or staff are kind enough to help with the task of transporting children to visits and off-site activities arranged by the school. (This is in addition to any informal arrangements made directly between parents for after school clubs etc.).

In managing these arrangements, the school must put in place sensible measures to ensure the safety and welfare of children transported in volunteers’ cars. This guidance applies equally to parents/carers or school staff using their cars on school business. Anyone transporting children, other than their own, in their car will need an up to date DBS check in place.

All volunteer drivers, whether staff or parents/carers, must read this policy and sign the Transport Policy Compliance Declaration annually. See Appendix 1. Drivers must inform the school if circumstances change and you can no longer comply with this policy.

The Headteacher or member of staff responsible for the trip/event will ensure that travel arrangements are clear to all parents. For those children that may be transported in private cars, explicit parental consent will be sought.

The Headteacher will ensure that parents/carers/staff volunteering to transport children other than their own are notified of their responsibilities:

- For the safety of children
- To maintain suitable insurance cover
- To ensure their vehicle is roadworthy.

The Headteacher or member of staff responsible for the trip/event must consider the suitability of volunteers to carry young people in their car and ensure they have a valid DBS check. Judgment will also be required about the likely behaviour and individual needs of the children being transported.

All drivers must:

- Have a full and valid driving licence for the class of vehicle that will be used, and have held this for a minimum of two years.
- Be fit to drive and have no medical condition that affects their ability to drive.
- Be free of any convictions and/or endorsements/penalties other than fixed penalty speeding endorsements.
- Drive safely, adhering to the Highway Code and speed limits.
- Ensure that all seat belts are working and worn by everybody in the vehicle.
- Maintain appropriate insurance cover when carrying children, as a minimum for third party liability

Parent/carer volunteers must be willing to present their driving licence for inspection if requested.

Staff volunteers must disclose any endorsements and be willing to present their driving licence for inspection if requested.

All vehicles must:

- Have a valid MOT Test Certificate (if over three years old)
- Have current road tax
- Be roadworthy
- Conform to all legal requirements.

Every child must be restrained by a seat or lap belt. If necessary, given the height of the child, an appropriate booster seat must be used. Child proof locks should be used where they are fitted. No child should be transported in the front passenger seat, with the exception of the driver's own child at their discretion, or if the child's parent has given permission.

The volunteer driver must be contactable by mobile phone during the trip. If it is necessary to use a mobile phone to answer or make a call during the trip, this should only be done when not driving.

The member of staff responsible for the trip will carry a list of contact details for all participating volunteer drivers together with details of the children travelling in each car.

No child should be transported on their own with a volunteer adult that is not their parent/carer, unless the volunteer driver has completed a DBS check and parental permission has been obtained.

Charging for school trips

Where costs are incurred directly by the school in arranging transport to school trips and events, the principles set out in the Charging and Remissions Policy will apply.

The school will not charge for transporting children in private cars owned by volunteer drivers.

The school does not reimburse costs incurred by volunteer drivers, unless agreed prior to the journey taking place.

This policy should be read in conjunction with the school policies concerning:

- Charging and Remissions
- Health and Safety
- Safeguarding & Child Protection Policy
- Minibus policy

Monitoring and Review

This policy is monitored by the Governing Body and will be reviewed in line with any updates or changes.

SCHOOL TRANSPORT POLICY APPENDIX 1

Transport Policy Compliance Declaration for Volunteer Drivers

Name of Volunteer Driver:

Address:

Home Telephone No.:

Mobile Contact No.

(to be used if necessary to make contact when transporting children):

Registration number of the vehicle(s) that will be used:

Details of any endorsements or penalties:

Declarations:

1 I do hereby declare that I am/am not over 25 years of age (please state age if 25 or under)

2 I confirm that the vehicle(s) that I will use to transport children conforms to legal requirements for road tax and roadworthiness. If older than three years, the car has a valid MOT Certificate.

3 The vehicle is well maintained and safe.

4 Either the vehicle, or driver, are covered by appropriate insurance, including third party liability as a minimum, for journeys undertaken for Leverton Church of England Academy.

The name of the insurance Company (not the broker) with which the vehicle is insured is.....

You have not been refused insurance or had special terms imposed.

5 I have a full and valid driving licence for the class of vehicle that I will use for purpose of transporting children. I have held this licence for at least two years.

6 You have not been convicted or have a prosecution pending of any motor offence with conviction codes AC BA CD DD DR IN UT TT or XX.

7 I am not restricted in any way by the DLVA from driving due to medical conditions. You do not suffer from any heart complaint, diabetes, fits or any other physical or mental infirmity that renders you incapable of driving.

8 I have read and agree to abide by Leverton C of E Academy School Transport Policy.

Signed:

Date:

For school use:

Reviewed by:

Date: