

TRANSPORT POLICY

This policy refers to both Wellington Senior School and Wellington Prep School

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INTRODUCTION

Wellington School recognises its duty of care towards all its staff, to anyone who may travel in School transport or drive a private vehicle on school business to perform their role, and to other persons who might have contact with our vehicles being used on school business. The School supports road safety and all drivers must comply with driving law and the current Highway Code.

1. WELLINGTON SCHOOL TRANSPORT ROLES AND RESPONSIBILITIES

1.1 Director of Operations

The Director of Operations is responsible for all matters relating to School transport and is assisted in this role by the Transport Coordinator

To ensure that this policy is implemented in full, the Director of Operations has responsibility for driver compliance and registration and this is managed in conjunction with the Transport Coordinator who is responsible for DVLA Licence checking and Driver risk assessments and procedures.

1.2 Transport Coordinator

Is responsible for the following –

- managing all persons engaged in driving School transport; producing and maintaining all relevant documentation required by legislation including the Health and Safety at Work Act 1974 & the Management of Health and Safety at Work Regulations 1999;
- ensuring, as far as is reasonably possible, that all persons driving School transport are doing so legally and safely;
- ensuring that all persons working within the Transport Team are trained, supervised, informed and instructed in all relevant aspects of Health and Safety as required under the Health and Safety at Work Act 1974;
- identifying all hazards and assessing all risks presented by School transport and its activities and introducing appropriate procedures to ensure the safety of all when driving on School business;
- authorising approved drivers of all School vehicles (this is considered part of the risk assessment process);
- checking all School transport driver documentation and carrying out DVLA checks where appropriate;
- maintaining an up to date register of all approved School transport contractors and drivers, trips, maintenance and service checks;
- approving all School journeys using contract transport;
- checking the Health and Safety policies and risk assessments of all School transport contractors and ensuring that all staff vetting procedures have been carried out by the HR Department prior to the commencement of each agreement;
- ensuring that First Aid kits are kept in each School vehicle.

1.3 Persons working within the Transport Department

All persons working within the School Transport Team are to comply and cooperate with the management of the department in accordance with Health and Safety at Work Act 1974,

All persons working within the department must adhere to the wearing of personal protective equipment (PPE) as issued and instructed by the Transport Coordinator and look after and maintain that PPE in a clean and safe state as well as advising colleagues and management of any risk to their health and safety

1.4 The Campus Office

The Campus Office is responsible for maintaining a register of all drivers who may use their vehicles for "School Business". All these drivers should complete a School Business Driver Registration Form.

1.5 Director of Finance

The Director of Finance is responsible for ensuring that those drivers who claim mileage allowances are on the "Business Driver Register" before paying any such claim.

2. WELLINGTON SCHOOL TRANSPORT PROCEDURES

2.1 Driver Registration, Licence and Health Checks

The School has fully comprehensive insurance cover for all School vehicles and holds an Occasional Business Use Policy for the use of private vehicles on School business.

The current insurance policy covers any driver aged 17 – 70 (excluding any driver with less than 1 years-experience) driving with the School's permission (provided that they hold a licence for that particular vehicle) in connection with School business and social, domestic and pleasure use.

Drivers must provide copies of their driving licences and advise the School of any convictions. The School will carry out driving licence checks via the DVLA on all registered drivers.

Any issues that arise as a result of these checks will be discussed with the registered driver in person. Where necessary these checks will be carried out in conjunction with the HR Department.

A Staff Health Declaration form must be completed by all School drivers whether they are employed by the School or are volunteers. This form will be kept by the Campus Office and will only be discussed with other relevant staff if necessary for transport safety reasons.

Drivers must notify the Campus Office immediately -

- If they are convicted of any offence resulting in penalty points or disqualification.
- If they suffer any medical condition which is reportable to the DVLA or may affect their ability to drive either temporarily or permanently.

The School reserves the right to refuse a member of staff or approved third party contractor i.e. Catering or IT employees, access to School vehicles and to remove private vehicles from the registered list.

2.2 Driver Assessments

The Campus Office is responsible for ensuring that all drivers who are going to drive a School Mini Bus complete a physical ON ROAD Driver Assessment in advance.

2.3 Trailer Assessment and Training

All drivers that need to tow a trailer must be approved by the Director of Operations and staff must not tow a trailer unless their licence permits it and they have received appropriate training.

2.4 School Business Drivers

All staff that may use their own vehicles for School Business Use (those drivers who may make a mileage claim) must ensure their details are registered with the Campus Office. The Insurance and Corporate Manslaughter Act of 2007 requires the School to verify the details of any such private vehicle and ensure that drivers have both a current certificate of insurance and a valid MOT Certificate. Private vehicles will only be registered by the School if this information is provided.

School business drivers must also complete and sign a Health Declaration Form and be aware they must notify the School if there is any change to their health that may affect their ability to drive safely.

A request will be made for renewal copies of both Insurance and MOT certificates as they expire. Failure to supply these documents within 21 days will result in the registered vehicle being removed from the list until such time as the documents are supplied. This will affect the driver's ability to be approved to use a School vehicle or to claim mileage.

Heads of Departments should ensure that new staff do not drive on School business until they have been approved as a School Business Driver and added to the register.

Drivers under the age of 25 and over the age of 70 years old are subject to special requirements under the School's insurance and any additional checks will be discussed on registration of the vehicle.

On notification by the HR department, all staff that leave the employment of the School will be removed from the School Business Drivers register.

2.5 Penalty Points

Drivers with more than **6 points** on their licence, or those who accumulate more than **6 points**, must inform the Director of Operations and will not be permitted to drive School vehicles or to transport pupils in a private vehicle on School business.

2.6 Mileage Expenses - Own Vehicle

To claim mileage expenses drivers must have completed a School Business Driver registration form prior to undertaking their journey and must then keep an exact record of mileage claimed.

Reimbursement for mileage will be made in line with the School's Expenses Policy and all mileage claims must be authorised by the appropriate budget holder and submitted on the appropriate claim form which is available from the Finance office.

2.7 Staff who receive a Car Allowance

Those staff in receipt of a car allowance must provide the Campus office with a valid insurance document which includes "Business use". This is to ensure that they are properly insured whilst travelling on "School Business"

2.8 Penalty Fines and Speeding

Drivers are personally responsible for the payment of fines and for penalties incurred whilst driving a School vehicle or a private vehicle on School business. This includes penalties for speeding and in relation to a vehicle's fitness for road use.

To improve road safety throughout the School, any approved School driver penalised for speeding is to attend the Road Safety Course, if offered, rather than paying the fine and accepting the point's deduction.

2.9 Approved Vehicles

No vehicles, whether School owned or privately owned, may be used for the transport of students or for School business if the vehicle is not on the approved School transport lists.

2.10 Minibuses

Minibuses can only be driven by approved drivers who hold the correct category licence and have passed the required driver assessment. Please refer to the School Minibus Policy for further details.

2.11 Approved Transport Contractors

All School journeys using contractor transport must be approved by the Campus Office before any booking is made.

2.12 Grounds/Catering/CCF/Campus Vehicles

These vehicles can only be driven by an approved driver who has been authorised to drive them by the Director of Operations.

2.13 Students in Private Vehicles

Students should not be transported in any private vehicle that has not been registered. However, in the case of an emergency, the use of a private vehicle is permitted when no other alternative is available. The circumstances of any emergency use must be fully recorded as soon as is practical after the event.

3. General Vehicle Use

3.1 Before Use

Drivers must: -

- Drivers must not drive any vehicle until safety and mechanical defects have been rectified.
- If driving a mini bus complete defect sheet, check the mileage and log – any issues please notify the Campus Office or Transport phone out of hours

3.2 After Use

Drivers must: -

- ensure that the vehicle is returned and parked safely in the designated parking area.
- log the end mileage on the mileage log form
- check the external condition of the vehicle, noting any damage on the log sheet. All damage, even of a minor nature, must be reported to the Campus Office as soon as possible.
- check all windows, doors and roof vents are properly closed and secured.
- ensure all keys are returned to the Campus Office
- ensure that all School vehicles are left as they are found, especially minibuses, where all litter should be removed from the vehicle as there may not be time to clean it again before it is next used.

Any additional cleaning of vehicles left in an unacceptable condition will be charged to the department using the minibus.

3.3 Speed Limit

All School transport drivers must adhere to the School site speed limits, as signed, whilst on School premises and to the national speed limits off-site.

3.4 Vehicle Security and Parking

It is the driver's responsibility to ensure the security of a vehicle in their charge at all times and drivers must ensure that vehicles are securely locked when not in use and left unattended.

All drivers must park their vehicles safely on School premises, ensuring that no emergency access is blocked. Drivers are advised that there is no certainty of a parking space being available on the School premises.

In addition to complying with legal requirements, vehicles must be parked at all times with consideration for other road users

3.5 Loading of Vehicles

All vehicles, particularly minibuses, must be loaded safely and with the passengers' safety in mind. No luggage is to block passageways and emergency exits. Pupils are to be guided on and off the School vehicles so as to ensure their safety and drivers should wear a hi-visibility jacket or bib to give other road users warning that loading and unloading is taking place.

3.6 Mobile Phones/Hand Held Devices

Drivers **MUST NOT** make or receive calls or texts messages whilst driving.

Use of mobile phones/hand held devices whilst driving is a criminal offence and drivers caught using a mobile phone may face prosecution.

All drivers must sign the mobile phone policy

3.7 Driver Distractions

When driving, drivers should avoid activities that may cause distraction including tuning a radio, reading a map, using a hand-held device, adjusting satellite navigation systems etc.

3.8 Reversing with Care

All drivers of School vehicles must reverse with care. Where fitted, a reversing alarm must be used on School premises between the hours of 07.00 and 23.00. Between the hours of 23.00 and 07.00 the reversing alarm must be switched off. Where vehicles are not fitted with a reversing alarm, extreme care must be exercised when reversing, particularly when driving around the School grounds where students and staff are present. If possible, drivers should seek assistance from a colleague to ensure that there are no hazards around whilst reversing and to guide the reversing manoeuvre.

3.9 Satellite Navigation Systems (Sat Nav)

Sat Nav's can be booked via the Campus Office if required. Drivers should set up or programme satellite navigation systems before starting any journey. They should not set or re-set the programme whilst driving. Where Sat Nav is a function of the driver's mobile phone, such use could be considered to be use of a mobile phone and, if caught, the driver could face prosecution.

Where Sat Nav is fitted to any School vehicle, any loss or damage of that equipment will be charged to the department or individual responsible for the vehicle at the relevant time.

3.10 Seat Belts

All persons using School transport must wear a seat belt. It is the driver's responsibility to ensure that all passengers have secured their seat belts before setting off on any journey, however long.

3.11 No Smoking

Smoking or vaping is not allowed in any School vehicle. Smoking and vaping must not take place in a private vehicle used for School business if transporting pupils or other staff.

3.12 Alcohol

Drivers are not to be under the influence of alcohol or drugs and are not allowed to drink any alcohol or take drugs whilst in charge of any School vehicle or whilst driving on School business. The School reserves the right to randomly test staff.

3.13 Pets in School Vehicles

Pets are not permitted to be carried in School vehicles.

3.14 Vehicle Maintenance and Repairs

All School vehicles are controlled by the Director of Operations in conjunction with the Transport Coordinator. The Campus Office keeps all vehicle records.

Minibuses are inspected regularly and have formal safety checks to ensure they are in a roadworthy condition at all times and records are kept in the Campus Office.

3.15 Mechanical Breakdown

All School vehicles have breakdown cover, details of which are held in every vehicle along with information on "What to Do in the event of an Accident/Breakdown".

Breakdown cover includes changing tyres /wheels and drivers should not attempt to do this themselves.

If a vehicle breaks down on the highway it is the driver's responsibility to ensure that the vehicle is placed in the safest possible position before assistance is summoned. Drivers should switch on hazard lights and attempt to stop the vehicle at the side of the road where it is out of danger. If this is not possible then passengers must be offloaded and moved to safety. Once safely off the road the driver should adhere to the instructions for mechanical breakdown, which are stored in the vehicle.

3.16 Accidents

Where School vehicles are involved in an accident, whether or not the vehicle should be moved from the scene of an accident will depend on the severity of the accident, the safety of the passengers, the location of the accident and whether or not the Police have been called. If the situation allows, the vehicle should be moved off the road or to a safe place and, if necessary, all passengers offloaded and moved to a safe refuge. Drivers must never admit liability or apologise to the other driver even if they think it was their fault as this can complicate insurance claims. Drivers should telephone the Emergency Services if appropriate. In addition, drivers should telephone the Campus Office or Transport phone

Following an accident, drivers must write down the names and addresses of all drivers, passengers and witnesses, as well as all the registration numbers of all vehicles involved. If possible, they should also take photographs or make a quick sketch of the accident. If somebody is injured in an accident it must be reported to the Police within 24 hours.

Drivers are obliged by law to give their details to any person affected by the accident. An insurance claim form must be completed by the Campus Office and should be submitted to the Insurance company as soon as possible after the accident. Claim forms are available from the School's Director of Finance.

3.17 Reporting Accidents

An accident report form must be completed for all accidents which result in medical attention being provided.

3.18 Risk Assessments, CoSSH Assessments and Safe Systems of Work

The Risk Assessments, CoSSH Assessments and Safe Systems of Work are available in the Campus Office.

Please see Appendix 1 – Forms to be completed:-

Business Driver Registration Form

Medical Health Declaration

Mobile phone form

Appendix 1

**School Business Driver Registration Form
Confidential Annual Form
Please return to Campus Office**

Personal Details

Full Name:

Position/Organisation:

Home Address:

..... Postcode:

Tel. No. (day): Tel No. (eve):

Date of Birth:

Licence and Driving Details

Driver Licence Number:

Date Issued: Date Expires:

Full Licence (Y/N): Years since passed test:

Licence Groups:

If you answer 'yes' to any of the following questions, then please give details in the space below each question.

Have you been convicted during the past 5 years of any offence in connection **YES/NO** with a motor vehicle?

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Have you ever been disqualified from driving? **YES/NO**

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.....

Have you any prosecutions or police enquiries pending for motoring offences? **YES/NO**

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Have you had a motor insurance policy declined, cancelled or been refused renewal
YES/NO

or had any special conditions 'imposed'?

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Have you been involved as a driver in an accident in the last five years regardless of fault?
YES/NO

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Have you currently, or have any history of, any condition or disability which may affect your
YES/NO
ability to drive safely now or in the future? If in doubt, declare any condition or disability.

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Are you currently taking any medication which may affect your driving ability? **YES/NO**

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Have you resided outside the United Kingdom or the Republic of Ireland for at least 3 years?
YES/NO

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Have you any additional licences e.g. HGV or PCV? **YES/NO**

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Declaration

I declare that the details given are correct, and that within my knowledge, there is no other material fact which should be disclosed. I agree to exercise all due care for the safety of my passengers and the security of the vehicle whilst it is in my charge and I also undertake to inform of any accident that occurs whilst I am responsible for the vehicle. I understand that it is an offence under the Road Traffic Act to knowingly make a false statement to obtain insurance cover.

I undertake to advise of any subsequent illness, condition or event which might affect my suitability as a minibus driver and including any subsequent refusal of motor insurance or any driving convictions. I understand that failure to do so and any false declaration made above may render the insurance cover for the vehicle invalid and that I may then be held personally responsible to pay costs or damages. I understand that all information will be treated in the strictest confidence.

Signature of Driver Date
.....

Campus Office:

Medical Health Declaration

Mobile Telephones and Driving

Copies of: Valid MOT Certificate, Valid Insurance Document, to include business use and Driving Licence

Medical Health Declaration

Professional vehicle drivers are subject to strict medical standards and are legally required to report any changes in their medical status to the DVLA. Drivers can be fined up to £1,000 if they fail to advise DVLA of a medical condition which affects their ability to drive a vehicle safely and a driver may be criminally liable and prosecuted if they're involved/cause an accident as a result of an undeclared medical condition. We are committed to ensuring your health and safety and that of others and need to be satisfied that all employees are medically fit to drive, and any medical status that may affect your ability to legally drive must be reported to your manager.

Therefore, you are required to read, acknowledge and complete this form. Failure to do so, or providing false information, may lead to disciplinary action.

Delete/Sign as appropriate:

- I confirm that, to the best of my knowledge, I do not currently have or suffer from any medical conditions or any condition whatsoever that may affect my ability to carry out my role safely including driving any Company vehicle.
- I confirm that I have not been advised by a doctor or other medical professional to cease driving or to notify the DVLA concerning any medical issue or treatment that may affect my ability to drive safely.
- I confirm I am aware I have a legal duty to notify the DVLA if I develop a medical condition or disability that affects my ability to drive safely or if a condition or disability I have previously reported deteriorates.
- I confirm I am aware and accept that I must notify the Company immediately if I develop a medical condition that could affect my ability to safely carry out the tasks associated with my role and that failure to do so could invoke disciplinary action that may result in my dismissal for gross misconduct.
- I agree to informing the Company of any prescription medication that I am taking/or prescribed going forward which may have an impact on my ability to carry out my role safely. I understand that the side effects of medications may impair my driving ability. I confirm that if I am provided with prescription medication it is my responsibility to take advice from my GP regarding its effects and advise the Company of these effects.
- I understand and agree that I may be referred to the Company Occupational Health Provider if my medical condition changes or if the Company has any concerns over my medical fitness to drive. I understand that all information provided to the Company will remain confidential.
- I accept that failure to sign and return this form within the prescribed period, or providing false information, will lead to disciplinary action being taken against me by my employer and will be considered gross misconduct.

I declare that I have read and understood all the above declarations and confirm to the best of my knowledge and belief that I comply with all aspects detailed above.

Signed

Print name:..... Date:

Please either sign the box above OR the box below

- I confirm that I do currently have a known medical condition that may affect my driving.
- I am currently undergoing treatment that might affect my driving or that requires referral to DVLA.
- I agree to provide further details of the above when requested by my employer.

Signed

Print name:..... Date:.....

Mobile telephones and driving

- It is a criminal offence to drive a motor vehicle while using a 'handheld' mobile telephone.
- For the purposes of this policy, 'driving' will include sitting in a stationary vehicle with the engine running and a 'handheld' mobile telephone will include any 'hands free' mobile telephone.
- Using a 'hands free' mobile phone while it is in its holder is also not permitted.
- Passengers in vehicles are not prohibited from using handheld mobile telephones, however, they must not hold it for the driver to use in a moving vehicle.
- In relation to handheld mobile telephones, employees must:
 - Never use a handheld or hands-free phone while driving.
 - Keep the phone switched off while driving; and
 - Only use the phone once the vehicle has been parked in a safe place and the engine has been switched off.
- Even a hands-free phone can cause distraction and it should not be used while driving. Employees who wish to make a call while driving should only use the telephone once the vehicle has been parked in a safe place and the engine has been switched off.
- For clarity, it is also School policy not to use a handheld or hands-free telephone for any other reason. The following list is examples but not exhaustive, including texting, reading a text message, using the Sat Nav facility, listening to music, sending/receiving emails, watching videos or on-line content, checking social media, using the camera to take photo's or make videos.

I have read the policy and I will ensure any queries are raised with the Operations Director.

Print Full Name _____

Signature _____

Date _____