TRANSPORT POLICY

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

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1. Policy Overview

This policy relates to all staff, anyone who may travel in School transport, drive a private vehicle on school business to perform their role, or have contact with school vehicles being used on school business which includes minibuses and campus vehicles.

The purpose of this Policy is to:

- ensure the safety and welfare of all school vehicle users (both drivers and passengers), other road users and pedestrians; and
- ensure we are meeting health and safety and safeguarding obligations.

All employees and authorised third parties are required to comply fully with this policy and associated procedures and to exercise a high standard of care towards students, pedestrians and other road users.

2. Vehicles

The School has fully comprehensive insurance cover for all School vehicles.

All School vehicles are maintained to the relevant DVLA policy and in accordance with Section 19 Permit (used for minibuses).

Where necessary, all school vehicles have a valid MOT Certificate and are correctly taxed.

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.

Written Risk Assessments are conducted at regular intervals and kept with the Health and Safety Advisor. The Risk Assessments are approved by the Transport Manager, Health and Safety Advisor and Director of Finance and Operations.

2.1 Campus Vehicles

The School owns vehicles for use by campus staff for their daily work around campus as well as going off site for training, meetings etc, as agreed by the Transport Office.

The majority of the School's campus vehicles are electric and a suitable charging point has been installed to be used for charging.

2.2 Minibuses

All minibuses leased or owned by the School must fall within the definition of a minibus as set out in The Road Vehicle (Construction and Use) Regulations 1986: "*a motor vehicle that has been constructed or adapted to carry between 9 and 16 passengers, in addition to the driver.*"

A minibus is classed as a category D1 vehicle by the Driving Vehicle Licencing Authority, which is relevant when determining who can drive a minibus (see Drivers section). All minibuses must have seatbelts fitted, either a three-point seatbelt or a lap belt, and seatbelts must be worn at all times when the minibus is in motion, including by the driver.

The School operates its minibuses under a Section 19 permit, as a member of the CTA (Community Transport Association) and must comply with all ongoing requirements, full details of which can be found here. Safety Checks are carried out every 5 weeks.

2.2.1 Equipment

The following equipment must be accessible on all minibuses:

- A British Standard fire extinguisher of water or foam with a minimum test rating of 8A or 21B.
- First aid equipment, which must be prominently marked as first aid equipment and easily accessible in the event of an emergency.
- A warning triangle and hi-visibility jacket.
- Any Passenger Safety Plans which have been produced by the School Health Centre in respect of specific pupils.

Each minibus also contains a red information folder with telephone numbers, risk assessments, safeguarding information, and a grab bag.

2.2.2 Age guidelines for Home to School Transport

Students travelling on the school minibuses must be a minimum of 7 years old.

Where a child who is under 7 years old has an older sibling in Year 5 or above who is also travelling on the minibus, the School may, in its absolute discretion, allow that child to travel on the minibus. Decisions will be made on a case-by-case basis and a separate risk assessment put in place.

2.2.3 Passengers with special educational needs or disabilities

Passengers with special educational needs or disabilities may require additional support when being transported and may require a passenger assistant to be present. The need for a passenger assistant will depend on the individual needs of the pupil, and these needs should be assessed in a risk assessment.

The role of a passenger assistant in a minibus includes:

- Supporting the passengers and ensuring their safety and wellbeing;
- Preventing the driver being distracted by passengers, particularly children;
- Supervising children and preventing any behaviour that could create a hazard;
- Helping passengers whom the driver may not be qualified to help; and
- Assisting in the event of a breakdown or other emergency.

Requirements for passenger assistants include:

- DBS Certificate
- PATS – Passenger Assistant Training, which is run by CTA
- First Aid Training
- Safeguarding Training

In addition to the training requirements, passenger assistants must be made aware of the individual needs of each pupil they are required to supervise, particularly where a student has complex medical needs. The School should satisfy itself that the passenger assistant has the required skill level to deal with behavioural and medical issues as they arise and is fully aware of any specific procedures which must be followed. This is extremely important as, if a medical emergency arises, the passenger assistant must be able to respond quickly and independently to the student's specific needs.

2.2.4 CCTV

All Hatch Green minibuses are fitted with 8 cameras: 4 internal and 4 external. The cameras record images but not sound onto a hard drive unit located inside the minibus, which is locked into position and only possible to remove using a key. To view any CCTV, the hard drive (17 seaters) or sim card (9 seaters) must be removed from the minibus and connected to a computer or laptop containing the compatible software. The Transport Manager and Transport Co-ordinator have access to the CCTV, in addition to approved named personnel at Hatch Green as the system is checked it is in working order at the 5 weekly safety check.

The hard drive continually records when the vehicle is turned on and when full, it records over the earliest data. The timescale for this depends on how much CCTV is recorded but in general recordings will remain on the system for 3 to 4 weeks before being overwritten. The only other place where CCTV recordings may be stored is when copies are made by the Transport Manager or Coordinator for the purposes of investigating an incident or complaint.

2.2.5 Tracking

All Hatch Green minibuses have Quartix tracking, which allows the School to track vehicle location and speed in real time, and gain historic vehicle & driver data. Home to School drivers have their own fobs which provides the school with data specifically for them.

The School has access to view all vehicle and driver ID data for these vehicles and receives a report every morning showing which, if any, minibuses have gone over 5 miles per hour above the speed limit on the previous day. The particular driver is emailed to let them know, with the Transport Manager copied in who will follow up as appropriate, and HR have access to the spreadsheet which has all such instances recorded for the school year.

3. Drivers

All staff who drive to/from work or on school business represent the School and as such should drive responsibly and always be professional. Staff should abide by the Highway Code and must adhere to the School's speed limits whilst on site and the national speed limits off-site.

Smoking or vaping is not allowed in any School vehicle nor in any private vehicle used for School business if transporting students or other staff.

Drivers 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 who drive School vehicles for alcohol levels or request a drug test.

Pets are not permitted in school vehicles.

Drivers must ensure that vehicles in their charge are always secure and locked when not in use and left unattended.

The School's insurance covers any driver aged 21 – 70 to drive any School vehicle with the School's permission in connection with School business, provided that the driver has held their

licence for at least 12 months prior to driving a school vehicle and that they hold a licence for that particular vehicle. Drivers under the age of 21 and over the age of 70 years old are subject to special requirements under the School's insurance, any additional checks will be discussed with the prospective driver.

Mobile Phones/Hand Held Devices

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 phone, personal phone or phone provided by the School.

- Using a 'hands free' mobile phone whilst it is in its holder is not permitted while driving
- Drivers must only use a phone once the vehicle has been parked in a safe place and the engine has been switched off.
- 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.

Penalty Fines and Speeding

Drivers are personally responsible for the payment of fines and penalties incurred whilst driving a School vehicle or a private vehicle on School business.

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 points deduction.

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

Satellite Navigation Systems (Sat Nav)

Sat Nav's can be booked via the Transport Office if required for school business. Drivers should set up/programme before starting any journey, they should not set or re-set the programme whilst driving. Any loss or damage of that equipment will be charged to the department or individual responsible for the vehicle at the relevant time.

A list of School Business, Campus and Minibus drivers who are permitted to drive school vehicles is held by the Transport Office.

3.1 School Business Drivers

The Insurance and Corporate Manslaughter Act of 2007 requires the School to verify the details of any private vehicle that may be used for School Business Use (for example training courses, attending meetings, Outdoor Ed, boarders medical appointments) and ensure that drivers have both a current certificate of insurance (which includes Business use) and a valid MOT Certificate; this includes staff who receive a Car Allowance.

Private vehicles will only be registered by the School if this information is provided and all information is re-checked on an annual basis.

Staff who use their private vehicle for School Business must therefore complete and sign a School Business Driver Registration form and provide the requested documentation to the Transport Office on an annual basis. These forms will be kept by the Transport Office and may be shared with the HR Director and other such members of staff as deemed necessary by the Director of HR. It is the individual staff's responsibility to provide updated documentation as and when there may be any material changes to the information provided.

Reimbursement for mileage will be made in line with the School's Expenses Policy.

3.2 Campus Vehicle Drivers

Staff using Campus vehicles must complete a Driver Annual Registration Form, Medical Health Declaration, Mobile Phones and Driving form and produce a copy of their current driving licence on an annual basis. These forms will be kept by the Transport Office and may be shared with the HR Director and other such members of staff as deemed necessary by the Director of HR. The Transport Office will also carry out driving licence checks twice a year via the DVLA; any issues that arise because of these checks will be discussed with the registered driver in person and, where necessary, shared with the HR Department.

Drivers must notify the Transport Office immediately:

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

The Transport Office is responsible for ensuring that all drivers who use School vehicles have an induction prior to driving the vehicle.
Before and after use, drivers must visually check the external and internal condition of the vehicle noting any damage on the defect sheet and ensure that all damage, even of a minor nature, is reported to the Transport Manager as soon as possible. Completed Vehicle Defect Reports are collated, checked and actioned accordingly by the Transport Manager.

All drivers that are required to tow a trailer must be approved by the Transport Manager and such approval will only be given where the driver holds a licence which permits it and they have received appropriate training.

3.3 Minibus Drivers

Minibus drivers must meet specific criteria as follows:

- For up to 17-seater minibuses, drivers must hold a D1 certification on their driving licence;
- For up to 9-seater minibuses, drivers must hold a Category B on their driving licence.

Staff who would like to drive the minibuses must complete a Driver Annual Registration Form, Medical Health Declaration, Mobile Phone form and produce a copy of their current driving licence on an annual basis. These forms will be kept by the Transport Office and may be shared with the HR Director and other such members of staff as deemed necessary by the Director of HR. The School will also carry out driving licence checks four times a year via the DVLA, to comply with the Section 19 Permit; any issues that arise as a result of these checks will be discussed with the registered driver in person and, where necessary, shared with the HR Department.

Once this documentation is received ALL prospective minibus drivers are required to successfully complete the School's own 2 hour driving assessment; failure to pass the assessment will result in the driver not being approved to drive a School minibus. This assessment is repeated every three years for home to school drivers, and four years for all other staff drivers.

Drivers must notify the Transport Office immediately:

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

All drivers that are required to tow a trailer must be approved by the Transport Manager and such approval will only be given where the driver holds a licence which permits it and they have received appropriate training.

Under the Road Vehicles (Construction and Use) Regulations 1986, the driver is responsible for ensuring:

- the vehicle is roadworthy;
- daily checks have been undertaken and a Vehicle Defect Report completed;
- any defects reported to the Transport Manager immediately, so they can make the decision as to whether the vehicle can be used or not; and
- appropriate emergency procedures are in place.

Completed Vehicle Defect Reports are collated, checked and actioned accordingly by the Transport Manager.

Driving Hours

An employee driving with a Section 19 Permit in the UK must comply with UK Domestic Regulations, unless they drive for less than 4 hours per day in any week but many drivers will need more frequent rests than required by law.

The legal driving hours requirements assume that drivers do not do other work on the days they are driving but where a driver is doing other work (e.g. teaching) on the same day as driving, then great care should be taken not to drive while tired.

The Highway Code recommends that a driver takes a minimum break of at least 15 minutes after every two hours of driving. However, after a full working day, drivers MUST NOT drive for a continuous period of more than two hours without taking a suitable break. If an authorised relief driver is available to drive, a journey can be continued without a break.

In any working day, the maximum amount of driving is 10 hours. After 4.5 hours of driving a break of at least 30 minutes must be taken, during which the driver is able to obtain rest and refreshment. Alternatively, within any period of 8.5 hours in the working day, total breaks amounting to at least 45 minutes must be taken so that the driver does not drive for more than 7 hours and 45 minutes. The driver must in addition have a break of at least 30 minutes to obtain rest or refreshment at the end of this period, unless it is the end of the working day.

Speed limits

Minibuses are subject to lower speed limits than other vehicles; drivers are made aware of the speed limits which apply:

Built up roads	30 mph (unless signed lower)
Single carriageway	50 mph (unless signed lower)
Dual carriageway	60 mph (unless signed lower)
Motorway (minibus less than 12 metres)	70 mph (unless signed lower)
Motorway (minibus longer than 12 metres)	60 mph (unless signed lower)

All minibuses first used or registered after 1 October 2005 have a speed limiter fitted which restricts the maximum speed of the minibus to 62 mph. Minibuses are also restricted from using the outside lane of a motorway that has three or more lanes.

Accident and Breakdown Procedures

In the red folder on each bus there is a full accident and breakdown procedure. In the first instance the following should happen, then the Driver would ring the Transport Manager and discuss next steps.

Accident Procedure

If your vehicle is involved in an accident, then you should:

(a) Stop the vehicle in a safe place if it is possible to do so.

(b) Switch your hazard lights on.

(c) Check whether any passengers that may be on board are injured, and where injury has occurred seek medical attention by calling 999. You should take the names of those passengers who have been injured. There is a first aid box located in each Bus.

(d) Telephone the police or the emergency services to assist in traffic control if there are safety concerns and where vehicle recovery may be appropriate.

(e) Inform the school that you have been involved in an accident, giving full details as to your location, the incident and any assistance that you may require.

(f) Where another vehicle has been involved, you should provide the third party with details of the school (insurance sheets are located in the red vehicle folder on each vehicle) and tell them to contact the Director of Finance. You should also request their name, address, insurance details and registration number where possible.

(g) Immediately report the accident to the Police if the third party involved refuses to give all their particulars or leaves the scene without doing so.

(h) Obtain names and addresses of any witnesses who may have witnessed the accident.
(i) Do not admit liability at any stage, even if you think you are to blame.
(j) Do not sign any documents presented by any other parties involved in the accident.
(k) Do not visit any other person involved in the accident as this could lead to misunderstandings and/or an assumption of an admission of liability; and
(l) Make a full detailed note of the accident circumstances, including factors which may have contributed to the accident including weather conditions, road conditions and speed of the vehicle (and any other vehicles involved).

It is important that you report any incident to the police within 24 hours of its occurrence, however you should contact the Director of Finance prior to undertaking such an obligation.

Breakdown Procedure

1.1 If you are driving a school vehicle in the course of your employment and your vehicle breaks down or develops a serious problem or fault you must attempt to: -

- Park in a safe place
- Switch your hazard lights on.
- In the bus there may be a phone which is to only be used in Emergencies:

Inform the school that you have broken down immediately, giving full details as to your location, details of what is wrong with the bus and any assistance that you may require. Out of hours please ring the Transport mobile phone.

2.1 If you or any of your passengers need to leave the vehicle to wait in a safe location, then you must all put on Hi Vis Jackets (Hi Vis jackets for passengers are in the emergency grab bag in each vehicle).