

Transport Policy

for both the Junior School and Senior School

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FREEMEN'S SCHOOL TRANSPORT POLICY

1. Introduction

- 1.1. City of London Freeman's school aims to produce confident, motivated, happy young achievers. As part of this aim pupils need to feel safe, secure and healthy. The School owns several vehicles to assist with transporting pupils to and from school activities. This document sets out the arrangements for managing transport assets and their use.
- 1.2. The School recognises its duties under the Health and Safety at Work Act etc. 1974 and associated driving regulations to take all reasonable precautions to reduce the risk to employees and pupils; through the implementation of appropriate driving control measures, risk assessments, management plans and protective measures, training/instruction and monitoring.
- 1.3. This policy will be reviewed at least every 2 years or in response to any changes in legislation or operations.
- 1.4. Staff are not permitted to drive any School vehicle unless they have completed the following activities;
 - 1.4.1. Driver Check via City Learning;
 - 1.4.2. Complete the Corporate Transport Policy online course via City Learning;
 - 1.4.3. Register on the DAVIS system consenting to a DVLA licence check;
 - 1.4.4. Complete a Minibus Driver Awareness Scheme (MiDAS) test (valid 4 years) in order to be authorised to drive any of the School's minibuses;
 - 1.4.5. Complete a City Driving assessment (valid 3 years), organised through the Bursary.
- 1.5. The authorisation process will include checks as set out in this Policy. Staff should not drive any vehicle with passengers unless they are competent and are authorized to do so. There are additional restrictions and specific authorisation is required to drive a School vehicle abroad (see 16.1).
- 1.6. The Headmaster reserves the right to refuse staff access to the School vehicles
- 1.7. Our guidelines on minibuses are mindful of ROSPA's *Minibus Safety: Code of Practice*.

2. Permitted Use and Users

- 2.1. Vehicles should only be used for School business e.g. to transport pupils to or from an official school activity.
- 2.2. Under no circumstances should the vehicles be used for any other purpose. Private use is not covered by the terms of the Corporation's Vehicle Insurance Policy.
- 2.3. To become an authorised driver of a minibus staff must have undertaken and passed training provided under MiDAS.
- 2.4. These tests include checks that staff hold the relevant category of driving licence. Staff must inform their manager if they are likely to be disqualified by point accumulation. Staff are responsible for advising their managers if they are disqualified from driving.
- 2.5. They should report any private accident or incident affecting their licence (including all driving convictions and endorsements) in which they are involved during their employment at City of London Freeman's School, to the Bursar and also on the DAVIS system.
- 2.6. Driver details must be maintained and updated on the DAVIS system at all times. All drivers are to ensure they give permission for a licence check by DAVIS every 6 months. Davis works with the DVLA to ensure that all drivers have a valid licence for the type of vehicle they will be driving.

3. Health Checks

- 3.1. Newly authorised drivers will be asked to attend a health check from the School Nurse. Health checks will be required for all drivers periodically thereafter. You will be informed by the Nurse when this is required. Sports coaches and some non-employees will need to have a health check provided by their GP, and you will be notified when this is required. Please discuss the cost of an external health check with the bursar before committing expenditure.

4. Drugs / Alcohol.

- 4.1. Under no circumstance should drugs or alcohol be used eight hours before or during driving the minibus; drivers must be within the legal alcohol limit for driving. Staff must inform the Bursary or Medical centre of any changes to their health if they are on the approved Minibus user list. This will include being prescribed long term medication or changes to vision.

5. Mobile Phones.

- 5.1. Under no circumstances should mobile phones be used whilst driving the vehicles including where a hands-free kit is fitted to the vehicle. Mobile devices must be switched off and stored out of reach of the driver for safety reasons. Full attention must be paid to driving, and the prevailing conditions, at all times, including whilst driving on the School site.

5.2. The use of a mobile device for navigation purposes is permitted but phone and message notifications must be switched to silent and no calls or messages should be accessed whilst driving.

6. How to book a School vehicle / Vehicle Log Books

6.1. The necessary procedures can be found at Appendix A.

7. Drivers - What to check before / after use

7.1. The Driver checklist can be found at Appendix B.

8. Passenger Numbers.

The necessary instructions for passenger assistants to passengers can be found at Appendix C.

9. AA or other Assistance.

9.1. In case of breakdown or mechanical difficulty the AA must be called. The membership card is in each vehicle on the front windscreen or glove compartment. The necessary instructions are issued with the card.

10. Driving Abroad.

10.1. Drivers wishing to take a School vehicle abroad must discuss their requirements in advance with the Bursar.

11. Safety

11.1. The minibuses have lap and diagonal safety belts and forward-facing seating with head-rests. They all carry Small 'Bus Permits on their windscreens. This indicates that we have complied with the following:

- 11.1.1. The number of passengers the 'bus may carry is clearly displayed and is never exceeded;
- 11.1.2. There is a First-Aid kit on board;
- 11.1.3. There is at least one fire-extinguisher on board;
- 11.1.4. The vehicle is serviced regularly.

11.2. The School must NOT hire our vehicles out but confine them to School usage at all times. This is also required by our Insurance policy.

11.3. It is the responsibility of the Drivers of our School vehicles to ensure orderly behaviour and the wearing of safety belts. Pupils must sit well back in their seats and not move around. They must not distract the driver in any way. Pupils must be supervised when boarding or alighting from a School vehicle. Gangways must be clear; luggage and other equipment must be stored safely and securely under seats. It should not be located where it can cause an obstruction to an exit, entrance or gangway.

11.4. A First Aid kit will be made available on each minibus. If it used, it is the responsibility of the driver to request that it be replenished by contacting the Medical Centre.

12. **Other guidelines for Drivers.**

12.1. These can be found at Appendix D.

Failure to comply with this policy may result in formal disciplinary action being taken.

1. **How to book a School vehicle.**

- 1.1. All vehicles bookings are handled via [SchoolBase](#), under the control of Sodexo.
- 1.2. Reception is open from 8.00am – 4.00pm Monday – Friday only.

1.3. **To Book a Minibus:**

1.3.1. All users:

- Log into [SchoolBase](#)
 - Select the Room booking Tab.
 - Uncheck (Turn off) the Buildings button.
 - Identify which minibus/car you require to use under 'Resources'
 - Please note the relevant details required by placing your cursor over the individual vehicle.
 - Select the correct date time for your booking.
 - Insert within the 'Reason' box, your driver details, destination and Dept.
 - Click SUBMIT.
 - An automatic notification will be sent to Sodexo for verification to confirm details and driver is authorised through the DAVIS system. The booking will be shown as blue hatching.
 - Once confirmed the booking will turn to light blue
- [Please note that the named driver on the booking form MUST be the same as the one who collects the keys from the Gatehouse](#)

1.3.2. You will receive email confirmation that your booking has been accepted and entered onto the SchoolBase system.

1.3.3. On the day of your requirement, collect the Key and Fuel Card for the vehicle from the Gatehouse.

- 1.4. **Vehicle Log Books.** Each vehicle has a log book in which details of each journey must be entered including the destination and date and times of departure and return and mileage. If any of the contents of the First Aid Kit are used please write details in the log book.
- 1.5. **Mechanical problems.** Any kind of mechanical problem must be recorded as accurately as is possible in the log book and a return incident report form must be completed, if applicable, when you return to the Gatehouse. School vehicles will be regularly maintained and serviced.
- 1.6. **Weekend Bookings** – Drivers should collect keys and fuel cards from the post room at the back of the Gatehouse, fobs are required for access. Keys and fuel cards must be returned before 8.00am on Monday.

- 1.7. **Ashtead Station.** For bookings for the collection of visitors from Ashtead Station, use the above booking process noting your requirements, especially the number of visitors.

1. **Drivers checks – Before / after use.**

- 1.1. The driver is legally responsible for the condition of the vehicle.
- 1.2. Before departure, check that you are satisfied with the condition of the vehicle you are using and report any concerns to the Gatehouse.
- 1.3. Look for any damage and note details in log book. Report back to the Gatehouse any serious damage before you take it out.
- 1.4. Check the fuel gauge - any user is expected to fill up if the tank shows close to one quarter full. Fuel must be paid for using the fuel card obtained from the Gatehouse. The details of each purchase of fuel must be recorded in the appropriate column in the vehicle log book and receipts returned with the key and fuel card.
- 1.5. Visually check tyres, wipers and lights especially when commencing a long journey.
- 1.6. Check the A.A. breakdown card is in the vehicle.
- 1.7. Check a First Aid kit is in the vehicle.
- 1.8. Check to see the fire extinguisher is in the vehicle.
- 1.9. Check that there are hi-viz jackets available in the vehicle.
- 1.10. Whilst the maintenance of the vehicle is not the responsibility of the member of Staff, if a very long journey is planned, it is advisable to drive the vehicle for a short distance the day before departure.

2. **Drivers - What to complete on return**

- 2.1. Ensure all rubbish is removed, that doors and windows are locked, that the interior lights are switched off and there is plenty of fuel in the tank. Details of the journey must be recorded in the log book immediately at the end of each journey.
- 2.2. Return the key, fuel card and any receipts to the Gatehouse as soon as you return to School.
- 2.3. Any accidents, incidents or concerns with the operation of the vehicle during your booking **must** be reported via the CoL Health and Safety Incident Line on 0207 332 1920. This will enable swift rectification of problems and insurance claims if necessary. Accident reporting posters with a QR code are also to be found at Reception and in the common rooms.

3. **Reporting any Damage**

- 3.1. If any significant defect or damage is noted or occurs before, during or after use, please complete a vehicle incident form which is available in the Gatehouse.
- 3.2. Should you be involved in an accident in a school vehicle you **must** personally report it to the School as required by law especially where injury to persons is involved. You must exchange names and addresses with other drivers but make no admission of liability at all.
- 3.3. Drivers found to be responsible for regular or frequent accidents or damage may be required to undertake additional training and may have their authorisation to drive the School vehicles revoked. In addition, subject to prior written warning, any driver responsible for regular or frequent damage may be required to personally contribute towards the cost of repair.

1. **Passenger Assistant / Passenger Numbers.**

- 1.1. Do not take more passengers than there are fixed seats in each vehicle. To carry more would invalidate the Corporation's insurance.

2. **Passenger assistants and limits on driving time- for school trips (other than those exclusively for boarders)**

- 2.1. In line with the Highway Code, drivers of minibuses without pupils in them (e.g. driving a minibus with the DofE kit in it) must have a rest of minimum 15 minutes every 2 hours of driving (or sooner if tired).
- 2.2. This figure decreases to 1.5 hours if children are being carried.
- 2.3. Maximum 4.5 hours on the road by one driver in one day carrying children [legal limit is 10 hours in one day] - otherwise second driver is required.
- 2.4. Maximum 6 hours if not carrying children (e.g. driving a minibus with the DofE kit in it)
- 2.5. All of the above are based on the member of staff being fully rested and having had adequate sleep prior to driving.
- 2.6. Minibuses always have a passenger assistant (who is a member of staff) if carrying children unless: all occupants are Sixth-Formers or there are ≤6 children AND, in addition, the journey is for <30 minutes.

3. **Passenger assistants and limits on driving time - for Walbrook (Boarding House) day-trips**

- 3.1. Drivers must have a rest of minimum 15 minutes every 1.5 hours of driving (or sooner if tired).
- 3.2. Maximum 4.5 hours on the road by one driver in one day carrying children [legal limit is 10 hours in one day]- otherwise second driver is required.
- 3.3. All of the above are based on the member of staff being fully rested and having had adequate sleep prior to driving.
- 3.4. Minibuses always have a passenger assistant (who is a member of staff) unless the journey is <30 mins. AND risk controlled in the following ways:
 - 3.4.1. There are no pupils on board who are known to be prone to disruptive behaviour.
 - 3.4.2. Pupils are briefed beforehand re. what to do if something happens in the back of the minibus (e.g. travel sickness) and are warned not to distract driver unnecessarily.
 - 3.4.3. If an older pupil is present, he/she is given the role of taking the lead in such situations.
 - 3.4.4. There is a nominated member of SLT who can come out in an emergency to support or relieve the lone member of staff

4. **Passenger assistants and limits on driving time- for sports fixtures / tournaments**

- 4.1. Drivers must have a rest of minimum 15 minutes every 1.5 hours of driving (or sooner if tired).
- 4.2. Maximum 4.5 hours on the road by one driver in one day carrying children [legal limit is 10 hours in one day]- otherwise second driver is required.

- 4.3. All the above are based on the member of staff being fully rested and having had adequate sleep prior to driving.
- 4.4. Passenger assistants deployed as follows:

4.4.1. **F1-L3** - there is always a passenger assistant (who is a member of staff) unless there are ≤6 children AND the journey is <30 minutes.

4.4.2. **U3-U5** - there is always a passenger assistant (who is a member of staff) for journeys of more than 30 minutes. For journeys of under 30 minutes, the residual risk is controlled by a comprehensive briefing to pupils about the following

- Behaviour- no singing, shouting or calling across the bus
- What to do if, say, someone feels unwell
- Driver knows in such situations to pull over safely rather than trying to sort it while driving.

4.4.3. **Sixth Form** - for journeys of over 30 minutes, a suitable Sixth-Former is nominated and briefed to act as a passenger assistant in lieu of a member of staff.

1. **Other guidelines for Drivers**

- 1.1. The door(s) must remain closed until the vehicle is at a complete standstill and the driver indicates that the pupils/passengers may get on/off.
- 1.2. Hazard lights, if fitted, should be used when pupils are boarding or alighting.
- 1.3. Check that no bags or clothing are caught in the door when closed.
- 1.4. Where seat belts are fitted, always insist the pupils and any staff use them.
- 1.5. Do not drive away until all the pupils are seated and seat belts are fastened.
- 1.6. Always park so that pupils alight on the footway and not on the carriageway.
- 1.7. Be aware of pupils running back for items they may have left.
- 1.8. If pupils have to exit by the rear of a minibus, then the driver should supervise this operation.
- 1.9. Reversing should only be attempted when absolutely necessary and preferably with adult guidance.
- 1.10. Remember some pupils may have a disability e.g. difficulties in walking, or poor eyesight.
- 1.11. Cases of indiscipline should be reported to the Deputy Head so that the School's *Code of Conduct* and *Behaviour Policy* can be applied.
- 1.12. Drivers must know the procedures for dealing with:
 - 1.12.1. Accidents
 - 1.12.2. Breakdowns
 - 1.12.3. Poor weather
- 1.13. Drivers should know how to use the fire extinguisher and first aid kit.
- 1.14. No smoking or drinking of alcohol is allowed in any vehicle by the driver or passengers. The driver must not drink any alcohol in the 8 hour period before driving a School vehicle nor be under any influence of alcohol when driving it; they must be within the legal alcohol limit for drivers.