



Carter's Charity Primary School

Pilling Lane, Preesall, Poulton-Le-Fylde, Lancashire FY6 0HH

Tel: (01253) 810236

e-mail: head@carters.lancs.sch.uk

Headteacher: Mr Brendan Hassett

Policy on the use of private vehicles in the transportation of pupils on school events/activities.



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Private Car Use: Staff and Leaders

Process for staff to use their own vehicle

1. They have business insurance – fully comprehensive is recommended.
2. The vehicle is taxed and has a valid MOT. www.vehicleenquiry.service.gov.uk
3. The insurance certificate should be checked by the line manager and a copied retained and signed, this should be checked annually, or an auditable record kept.
4. The Employee enables their line manager to check their driving licence online via a sharing Code www.gov.uk/view-driving-licence this would need to be checked annually. A signed copy of the driving licence should be retained on file. Any convictions for dangerous driving, drink driving or the driver has 6 or more points on their licence, they should not be allowed to transport young people.

Please ensure:

- No money for reward or hire is paid, only payment for running costs.
- Parents have been informed of the arrangements.
- Seatbelts or correct child restraints must be worn by all children.
- The vehicle cannot carry more than 8 passengers.
- Careful consideration is given to the behaviour and needs of the group travelling in cars as the driver cannot supervise the child whilst driving.



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Transportation of Children by Parents/Carers in Private Vehicles **Academic Year 2024 - 2025**

In order to minimise the cost for school visits, parents may offer the use of their car when assisting with school activities. This could be for an educational visit or a sports fixture. There is a need for the school to make a distinction between informal arrangements, solely organised by the parents without any school involvement and formal arrangements whereby the school is involved in the organisation.

Process for Formal Arrangements

1. The school has seen the insurance certificate for the vehicle. Please note the parent should check that their insurance cover allows for these activities as some may regard this as official business and require business insurance. – Fully comprehensive insurance is recommended.
2. The vehicle has a valid MOT, TAX and Vehicle Excise Licence. These can be checked www.vehicleenquiry.service.gov.uk
3. The driver views their own licence online and generates a sharing code so the school can check convictions via www.gov.uk/view-driving-licence
4. A driver should not be allowed to transport children if they have convictions for serious offences e.g. drink driving, dangerous driving or have 6 or more points on their licence.
5. If the activity is deemed a Regulated Activity with a frequency of 1 or more times in a week, or 4 or more days in a 30 day period, then a DBS will be required.
6. The driver is 21 or over and has over 3 years driving experience.

School will ensure:

- Parents are informed of the arrangements and explicit parental consent given
- Seatbelts/ correct child restraints are worn by all the child passengers.
- The vehicle should not carry more passengers than there are seats with working seatbelts and in any event not carry more than 8 passengers
- Unless due to an emergency situation, or where there is a specific job requirement, a staff member or volunteer should not be in a position where they are alone with young people.
- A signed statement from the parents using their cars for school activities (See App A)
- Careful consideration is given to the behaviour and needs of the group travelling in cars as the driver cannot supervise the child whilst driving.

Important note:

This section should be used in conjunction with the child protection procedures.

Some parents may not want their child(ren) to travel with other parents, or particular parents.

They should have the opportunity to make their views known. It is recommended that any parent who has contact with the group of children at the school or on a school trip (non-residential) for a single occasion are issued with guidance about appropriate contact with children if regulated activity i.e. every week for 6 weeks then a DBS check would be required.

Regardless of whether a DBS check is carried out it is recommended that:

- All parents and volunteers are issued with guidance about appropriate contact with
- children.
- The departure and collection point is the school for those visits taking place during the school day, unless otherwise stated.
 - In these cases, the member of staff will travel to the venue in their own car without children so that children will travel in same vehicle for outbound and return journeys.
 - Parents may decide to meet at the venue and take their own child with them at the end of the event.
- The vehicles will aim to travel in convoy as much as possible.

Retention of Records

We will hold, retain and use all data provided in line with General Data Protection Regulations.

We may, in order to reduce the level of checks to be carried out, advertise at the beginning of the school year for parents to assist in the transportation of pupils on off-site visits during the school year and operate a pool car scheme. The checklist can be completed along with a DBS check if this will be a regular activity.

**Confirmation letter regarding use of personal vehicle
in transporting children to recognised school events/activities**

Registration of personal vehicle	
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Dear Headteacher,

I confirm that I do have a motor vehicle insurance policy for the vehicle in which I intend to drive.

Name of Insurance Company	
Policy Number	

I understand that I am not indemnified by the Council in the use of my vehicle.
I have checked with my insurance company and confirm that the activity is covered by them.

I can confirm that my vehicle has a current MOT and Vehicle Excise Licence (Tax Disc) and that the vehicle is in good condition. I acknowledge that school will use the Vehicle Enquiry Service to validate the information that I provide

I can confirm that I have a full driving licence that I am over 21 years old and have held my licence for at least 3 years. I will also view my own licence online and generate and provide a sharing code so the school can check convictions via www.gov.uk/view-driving-licence

Driving Licence Sharing Code	
last 8 characters of driving licence number	

Name	
Signed <i>A digital signature is acceptable if the form is returned via a known, personal email address</i>	
Date	

Checklist for the use of private cars

Parent/Carer/Team member	
Destination	
Date	

	YES	NO
Insurance certificate is valid and has been seen.		
The driving licence has been checked and seen.		
The vehicle has a current MOT and VEL.		
DBS is in place if required		
Driver is 21 or older and has 3 years driving experience.		
Parents have been informed of the use of parents' cars for this offsite activity.		
The vehicle cannot carry more than eight passengers.		
A signed statement from parents using their cars for school activities.		
All parents and volunteers are issued with guidance about appropriate contact with children.		