



Transport Policy

Name of Policy	Transport Policy
ISSR	N/a
Reviewed by	SMT
Author/SMT	Guy Collins-Down (Chief Operating Officer)
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Appendices	Appendix A: The use of Prescription Drugs Appendix B: School Vehicles Summary

This policy applies to all staff.

For the purposes of this policy, the term minibus includes the 17-seater minibuses and any smaller vehicles (e.g. MPVs) which may be owned or hired by the School.

Policy Overview

Driving is probably the most dangerous activity that most of us do in the course of our working lives. "It has been estimated that up to a third of all road traffic accidents involve somebody who is at work at the time. This may account for over 20 fatalities and 250 serious injuries every week". Health and Safety Executive: Driving at Work INDG382.

Road accidents can cause a great deal of disruption to a business through lost time, work-related ill health and even death, in addition to financial costs such as repairs to vehicles, insurance claims, and increases in insurance premiums.

As health and safety law applies when employees are driving as part of their work activities, (this means within their working day, not employees' usual commute between their normal place of work and home) then the risks associated with driving must be effectively managed as part of a health and safety management system. As with all risks, consideration should be given to eliminating the hazard wherever possible, and consequently the school requires staff to use public transport, wherever reasonably practicable. Where it is not possible or practicable to use public transport, suitable controls must be implemented to reduce the risks of an accident.

Alleyne's School is committed to compliance with the Health and Safety at Work etc. Act 1974, in addition to road traffic law, to ensure that employees drive safely whilst at work through:

- Suitable and sufficient risk assessment;
- Driver competency and training;

- Ensuring drivers are sufficiently fit and healthy for the task:
- Ensuring vehicles are safe and fit for purpose.

Scope of Policy

This Policy and Procedure is applicable to all staff that drive a motor vehicle (e.g. car, motorbike, minibus, van etc.) as part of their job.

Clearly, some members of staff only drive for work very occasionally or may drive regularly but only for very short journeys. The risk for these members of staff is different compared to those who drive regularly i.e., on several occasions a week and over longer distances. Consequently, the controls employed should be commensurate with the risk identified. In order to differentiate between the controls required for staff who drive the following categories have been identified:

1. **Occasional drivers** – those members of staff who may drive on rare occasions e.g., once, or twice a term, to attend a training session or conference or for an educational visit.
2. **Regular short-distance drivers** – those who routinely, i.e., one or more times a week, drive short distances e.g., less than 5 miles per journey i.e., between school sites.
3. **On-Site Drivers** – those members of staff who use small utility vehicles, minibuses in parking areas etc.
4. **Essential drivers** – those who drive longer distances and where driving is an inherent or the sole part of their job, (e.g., Minibus drivers employed to undertake school pick-ups).

There are some fundamentals, however, which must be adhered to by **ALL** drivers no matter how short the journey or how low the perceived risk, and which must be checked by their line managers or other designated person. These include ensuring:

- That the vehicle being driven is safe and well maintained in accordance with the manufacturer's recommendations by regularly (annually) checking MOT and, for Essential drivers, Service Records;
- That the driver has passed their driving test for the type of vehicle being driven and is not disqualified from driving for any reason by regularly (annually) checking their driving licence details held by the DVLA (these checks are completed by the Head of Estates Compliance through a third party known as Davis); and
- That the driver is adequately insured by regularly (annually) checking insurance certificates. This should include cover for 'business use'* for Regular and Essential Users.

In addition to the above, there are some fundamental safety 'rules' which must be adhered to by **ALL** drivers. These include:

- Not using mobile phones (including hands-free sets) whilst driving for work.
- Ensuring they are fit to drive, e.g., by having regular eyesight tests, wearing glasses or contact lenses if required and reporting any illness, condition, or medication that they are taking that may affect their ability to drive to their Line Manager and the DVLA, and
- Complying with road safety legislation and the Highway Code (see www.direct.gov.uk/highwaycode).

Responsibilities

It is the responsibility of the School through delegated lines of responsibility to ensure that:

- Drivers are competent (i.e. they have passed the relevant driving test and driving course where applicable, e.g. MIDAS for driving minibuses) and have the correct driving licence for the type of vehicle driven;
- Drivers only use vehicles that are insured to be driven for work purposes and that the vehicles are fit for purpose and maintained in a safe condition (whether supplied by the school or whether private vehicles);

- Drivers know they are responsible for carrying out basic safety checks;
- Vehicles (particularly minibuses) do not exceed their maximum load weight;
- Passengers, goods and equipment can be carried securely in the vehicles.

It is the responsibility of all drivers' line managers or other person designated by the Head to ensure that:

- They identify all drivers (Occasional, Regular Short-distance and Essential) within their area of responsibility.
- Staff within their area of responsibility are familiar with this Policy and Procedure and that they are working to the current issue of documentation. (It is recommended that Regular and Essential drivers sign a document to confirm they have read, understood and will adhere to the policy).
- Driving at work risk assessments are undertaken and recorded, and any controls required are adequately implemented.
- Driving at work risk assessments are reviewed periodically (annually) or when changes to driving practice, type of vehicle, type of journey, location etc. arise.
- Drivers are able to satisfy the requirements of the Highway Code with respect to eyesight and that Essential drivers have undertaken an eyesight test at commencement of work (or in the previous two years if proof of the test can be provided) and thereafter every two years, or as specified by a registered optician. NB The cost of an eyesight test for an Essential driver is paid for by the School.
- All drivers are provided with basic safety instructions relating to driving.

Copies of the following driving documentation are obtained upon commencement of work and thereafter on an annual basis (records are kept by the Head of Estates Compliance):

- Driving licence (photo driving licence and details held by the DVLA),
- Eyesight proof dated within 2 years

All drivers are responsible for:

- Ensuring that they have a current driving licence for the type of vehicle being driven, and insurance which includes business use;
- Ensuring that they comply with the general rules of the road (road safety legislation and the Highway Code);
- Ensuring they are familiar with the current version of this Policy and Procedure and are adhering to its requirements;
- Ensuring that they do not use a mobile phone (including hands-free sets) whilst driving;
- Ensuring that their vehicle is roadworthy and fit for purpose and that basic safety checks are carried out before travelling, e.g. lights working, correct tyre pressure, etc.;
- Ensuring that their vision is adequate for driving through regular eyesight tests by a registered optician (these should be undertaken every three years without prescription, or annually with prescription), and wearing glasses or contact lenses if required. NB The cost of an eyesight test for an Essential driver is paid for by the school;
- Ensuring they are fit to drive and informing their Manager and the DVLA if they have any illness, medical condition or are taking any medication that may affect their ability to drive safely.
- Where the driver has a vehicle provided by the School then the driver is responsible for ensuring that the vehicle is maintained and regularly inspected so that it is safe for use at all times.
- The School requires that all eligible drivers will be re-assessed every four years, to help maintain levels of competence. This is completed by our in house MIDAS training team.
- Drivers must inform the Chief Operating Officer immediately if they receive an endorsement to their driving licence in respect of any traffic offence.

- Staff may only drive School minibuses once they have received written authorisation signed by the Chief Operating Officer or the Head of Estates Compliance in their absence.
- Drivers must only book via Reception, if possible a minimum of one week in advance of the journey as this constitutes authorisation for the use. Failure to book the vehicle may render the journey unauthorised for insurance purposes.

Safe Driving Procedure

Driver Rules

ALL drivers must adhere to the following rules:

- Full compliance with all road traffic law including the wearing of seatbelts.
- Familiarity with the most recent edition of Highway Code (see www.direct.gov.uk/highwaycode for more information).
- Possession of a valid full driving licence in accordance with the type of vehicle being driven.
- Not use hand-held or hands-free mobile phones or adjust satellite navigation systems whilst driving (these activities will distract the driver with potentially fatal consequences). If a driver receives a call on their phone whilst driving, they should not respond to it until they have found a safe place to stop and park the vehicle. Similarly, if a driver needs to adjust their satellite navigation systems, they should find a safe place to stop and park the vehicle first.
- No driving under the influence of alcohol, drugs or medicines that may affect their ability to drive safely.
- Ensure that the vehicle is roadworthy prior to use and basic safety checks are carried out before travelling e.g., lights working, correct tread depth and pressure on tyres etc.
- Staff must inform their line manager promptly of any changes in their status which may affect their ability to drive e.g., convictions (including speeding offences), health changes.
- Staff must report any accidents or significant near misses, which occur whilst they are driving for work to their line manager as soon as possible.

The following additional rules should be adhered to by all drivers undertaking longer journeys:

- Plan the journey so as to avoid excessive driving hours and the risk of fatigue.
- A rest-break from driving should be taken approximately every two hours during long journeys.
- Avoid driving when tired, e.g., long distances at the end of a working day; between midnight and 6:00am; or if taking medicines that cause drowsiness.
- Be prepared to postpone the journey if the weather or traffic conditions are poor.

Driver Training

All drivers shall receive basic training on work-related road safety as part of their induction training. All drivers shall be informed of the following:

- Requirements of the policy (Regular and Essential drivers should sign a document to confirm they have read, understood and will adhere to the policy).
- Procedure in the event of a breakdown or accident.
- Procedure for reporting an accident or significant near miss driving incident to school.

- Procedures for safe journey planning.
- Any further controls required arising from the driving risk assessment.

Specific formal training shall be provided to minibus drivers.

Vehicle Maintenance

All vehicles used must be fit for their intended purpose and be maintained in a safe condition. The minimum maintenance requirements for private vehicles are outlined below:

- **Servicing:** All vehicles must be serviced regularly by a competent mechanic in line with the manufacturer's instructions and as a minimum on an annual basis. 'Essential' drivers should provide documentary evidence that this has taken place.
- **MOT Certificate:** In line with current legislation, all vehicles over three years old must hold a current MOT Certificate (NB Minibuses need them after one year). Vehicles owned by the school must be serviced and repaired by the relevant approved dealers at a frequency recommended by the manufacturer. Records of repairs and services must be kept with the vehicle in an easily accessible location.
- **Pre-Use Vehicle Safety Checks:** Before every journey make sure everything is working correctly e.g., lights, windscreen wipers etc. and ensure tyres are at the correct pressure with adequate tread. Ensure that there is adequate fuel in the car for the proposed journey and that all fluid levels e.g., oil, water etc. are adequate.
- **Safety Equipment for Essential Drivers:** The following safety equipment must be carried in all vehicles used for work purposes by Essential Drivers:
 - Warning triangle
 - Travel first aid kit
 - High visibility waistcoat
 - Contact details for breakdown recovery service.
- The above safety equipment will be provided/paid for by the school.
- It is also recommended that the following items are carried in all vehicles used for work by Essential Drivers:
 - Blanket
 - Waterproof coat
 - Refreshments e.g., water and snack in case of breakdown in severe weather conditions (e.g. high or low temperatures).

Longer Journeys

All drivers must consider their journey route and timing in advance. Where possible motorways should be used as these are considered the safest roads.

Where a journey is planned at the end of a working day, e.g., after a day of teaching, serious consideration should be given to the length of the journey and the effect of fatigue on the safety of the driver and passengers.

Sufficient time shall be allowed to meet appointments ensuring that drivers allow a 15-minute break period for approximately every 2 hours driving. Wherever possible drivers should not plan to drive more than 4 hours a day and should allow for an overnight stay, wherever possible, if this limit is to be significantly exceeded.

Where travelling in excess of four hours is deemed necessary, then adequate planning must be undertaken to ensure that the drivers do not suffer from fatigue. This may include ensuring that there are sufficient breaks within the journey

and an adequate break between arrival at the destination and the journey back. The planning may also include trying to avoid travelling at peak traffic times, if possible.

Where the journey is disrupted and lengthened due to unplanned road works, accidents, or diversions then the driver must ensure that they assess the situation at the time and ensure that adequate additional rest breaks are taken, as required.

Journeys should be re-assessed and possibly rescheduled for a later date in the event of bad weather and/or poor driving conditions. Drivers should check the weather forecast prior to commencing their journey.

School Vehicles & Personnel

School Vehicles

Appendix B lists the School Vehicles, their classification, registration and other pertinent information.

School Personnel

Key personnel and their roles are as follows:

Job Title	Incumbent	Responsibilities
Chief Operating Officer	Guy Collins-Down	Policy Owner
Director of Site Operations	Neil Sheppard	Vehicle Maintenance MOTs Statutory Checks (10 Weekly)
Head of Estates Compliance	Christopher Christoforou	Health & Safety Compliance Administers Driving Register Driver Checks Insurance Permits
Head of Adventure Education	Richard Alldrick	MIDAS Instructor
School Staff Instructor	Vacant	MIDAS Instructor

Fines & Charges

Employees are responsible for ensuring they obey the rules of the road, and should pay particular attention to bus lanes, entry restrictions, congestion zones and speed limits.

The School will use its discretion where fines have been received. Generally the School will cover a fine if it is a genuine mistake, but repeated offences will not be tolerated and the employee will be required to cover the value of the fine, and may be barred from driving school vehicles.

Hired Vehicles

Hiring Coaches

The criteria for a coach company to meet in order that it can be added to the schools list of approved coached companies are as follows. NB Wherever possible, school staff must obtain documented confirmation of the requirements and not to rely on verbal assurances alone.

- The company must have a current PSV 'Operators Licence' issued by VOSA (Vehicle and Operator Services Agency). This is only issued if the company can prove that all its drivers have appropriate licences and that the vehicles are appropriately maintained. It is easy to check if a company has a current 'O' Licence by looking them up on the VOSA website: <https://www.gov.uk/check-vehicle-operator-licence-applications>
- All vehicles must have a current MOT Certificate (annual)
 - Class IV test is for vehicles with up to 12 passenger seats
 - Class V test is for vehicles with between 13 and 16 passenger seats
 - Class VI test is for vehicles with over 17 passenger seats
 - All new buses (17+ passenger seats) intended for commercial service need to have a 'Certificate of Initial Fitness' (COIF or CIF) which shows the vehicle was built or has been adapted to PSV standards.
- The company should provide information regarding their current 'OCRS score' (Operator Compliance Risk Score). Each operator has two OCRS Scores: Roadworthiness & Traffic The roadworthiness score is based on the condition of vehicles. The traffic enforcement score includes roadside inspections and VOSA prosecutions in relation to non-mechanical infringements, such as driver's hours, tachograph and overloading offences. Operators can obtain their scores by e-mailing datapcare@vosa.gov.uk.
- The company must have full insurance cover – vehicles, drivers, public and employer's liability (usually a minimum of £5million for both Employers and Public Liability Insurance).
- All vehicles must be fitted with functioning seatbelts.
- The company must undertake not to use sub-contractors or use vehicles that are not from their own fleet.
- Drivers and any Passenger Escorts provided by the coach company must have satisfactory enhanced Disclosures from the Disclosure and Barring Service and all of the other safer recruitment checks required by the Single Central Register must have been completed.
- The company should have procedures in case the coach breaks down or is involved in a road traffic incident, which includes the provision of alternative transport for any passengers travelling in the vehicle at the time of the incident.
- The company must have a H&S Policy - ask to see:
 - Their H&S Policy 'Statement' – it should be signed by the Chief Executive or Managing Director of the company and be dated within the past 12 months,
 - Their H&S 'Organisation' section – it should state who is responsible for what,
 - A contents list of their H&S 'Arrangements' – how they manage the risks associated with their work.
 - The company must have comprehensive risk assessments relevant to hiring coaches.

Staff in charge of pupils travelling in coaches should be able to contact the emergency services and have first aid supplies available. If pupils travel on a coach without being escorted by a member of staff, e.g., home to school transport services, it is recommended that the coach driver has a 1-day Emergency First Aid qualification and the coach is equipped with a first aid kit.

Addition: On longer journeys, staff must be spread out throughout the bus in case of accident.

Hiring Taxis

Only the school's official taxi firm may be used for official school businesses. Other services used are at the risk of staff themselves.

Minibuses

Section 19 Permits

School vehicles must hold a Section 19 Permit to operate any vehicles we own or hire to transport passengers. This exempts us from needing a Public Service Vehicle (PSV) Operators Licence. If vehicles (minibuses or cars) are operated without either a valid PSV Operator's Licence or a Section 19 Permit it could result in a prosecution and the vehicle could be impounded.

No vehicle (minibus or car) may be used for carrying passengers until a Permit has been obtained, and the corresponding disc displayed inside the windscreen. Permits are not specific to individual vehicles and the discs may be swapped between different school vehicles or used with hired vehicles, just as long as every vehicle has a valid disc displayed in its windscreen every time it is used. If you want to operate three vehicles at the same time, you must have three separate permits. The Permits and discs are important documents and must be kept safe. If they are lost or destroyed or become defaced or faded a replacement must be obtained.

Minibus Driving Licences and Refresher Training

Drivers with pre-1997 a UK car driving licence (which includes the D1 'not for hire or reward' entitlement) can drive minibuses with a maximum of 16 passenger seats without having to pass the PCV (Passenger Carrying Vehicle) test until their 70th birthday. However, they must undertake MiDAS* (or equivalent) minibus driver training before they start to transport passengers and take a refresher course run by our in house training team at least every 4 years thereafter.

Drivers who passed their car driving licence after 1996 must not, under any circumstances, drive minibuses (vehicles with more than 8 passenger seats) until they have passed their PCV driving test and have D or D1, without the 101 restriction code, added to their licence.

The School has in-house trainers for the provision of MiDAS. Prospective drivers must complete training with either individual before using school vehicles. Where there has been a prolonged period of absence or non-use of vehicles (3 years) this training should be taken again.

Minibus Drivers

No one may drive a minibus unless they:

- Are between the ages of 21 and 70 years
- Hold the appropriate, valid licence for the vehicle they intend to drive
- Undertake appropriate regular update training.
- Have no more than 6 endorsement points for speeding and no instances of 'driving uninsured';
- Are authorised to do so, in writing, by the Chief Operating Officer or Head of Estates Compliance in their absence;
- Have satisfactorily completed the Drivers Medical Questionnaire.
- It is also recommended that they have a current first aid qualification.

Exceptions to above can be made i.e. on age or endorsement points with prior agreement with the School's insurance.

A first electric minibus was acquired in 2021; staff wishing to use this vehicle may not do so without a separate video induction sent by the Head of Estates Compliance.

All minibus drivers should be familiar with /competent in:

- The requirements of this policy.
- The procedures for safe journey planning within the policy.
- How to conduct routine pre-use vehicle checks, e.g., lights, tyres, windscreen wipers, tyres and fluid levels (fuel, oil, and water) and safety equipment and what to do if any defects are identified.
- The Procedures in Event of a Breakdown or Accident.
- The procedure for reporting an accident or significant near miss driving incident to school.
- Any additional controls identified in the school's Minibus Driving Risk Assessment.
- Wherever possible, there should be a relief driver in the minibus, particularly if journeys are going to be long (in excess of an hour). However, it is accepted that this may not be possible for local trips (e.g., to local away matches and sports fixtures).

By law, the driver is responsible for the safe condition of the vehicle she/he is driving. All drivers must know how to carry out the checks and must assure themselves that the checks have been carried out before taking the vehicle out.

Minibus drivers are forbidden to use mobile phones (including hands-free sets) whilst driving. In the event of an emergency, the driver should pull over as soon as safely possible and switch off the engine before making a call.

Insurance

Insurance cover will extend to anyone driving with permission of the Chief Operating Officer but is limited to drivers between the ages of 21 and 70 years.

If it is proposed to, take a minibus abroad, at least one month's notice must be given to the Chief Operating Officer or Head of Estates Compliance in order to check the latest international requirements with the School's insurers.

Maintenance, Repair and Servicing

The Estates Team are responsible for the maintenance of the minibus. This includes a weekly check that lights are working and that brakes, oil, petrol, water and tyres are in order and topped up as necessary, and all other matters referred to in the Minibus Safety Checklist. It also includes taking the minibus to and from the garage for petrol etc., and for repairs and regular servicing.

The estates team should keep a logbook of services, maintenance checks and use.

As a legal requirement as part of the Section 19 Permit regulations the minibuses will undergo an inspection by an externally appointed mechanic every 10 weeks with any defects rectified and inspection records maintained by the School.

No member of the school staff may undertake repairs and servicing; these must be carried out by a garage or a qualified engineer.

By law, all buses more than one year old must have a valid annual test certificate.

Each minibus should be supplied with:

- Foam fire extinguisher (tested annually)

- First aid kit
- Warning triangle
- High visibility waistcoat
- Contact details for breakdown recovery service (included in the key pack issued by reception).
- It is also recommended that the following items are brought with the driver and passengers:
 - Waterproof coats
 - Refreshments e.g., water and snack in case of breakdown in severe weather conditions (e.g. high or low temperatures).

Any defects found should be reported to the Director of Site Operations. If any serious defects are discovered or if the driver has any doubt about the vehicle's roadworthiness, they should report immediately to Reception. They should not drive a vehicle they suspect of being unroadworthy.

Before setting off, the driver is to ensure that passengers are wearing seat belts and any luggage is securely stowed, and that exits are not obstructed. No more than 16 passengers may be carried in each minibus (8, in the '9-seaters') and passengers should remain seated at all times.

The vehicle should, whenever possible, be parked so that passengers may alight onto the pavement.

Whenever the vehicle is left unattended, all windows should be closed and doors locked.

In the event of needing fuel during a trip, drivers may use the fuel card, supplied with each vehicle, at any filling station without cost to themselves. Otherwise, they may pay themselves and reclaim the cost upon their return to School.

If using the electric minibus, drivers should carefully consider the length of the journey and build-in time to recharge if this is likely to be needed before return to school.

Weight Limits

Drivers must be aware of the carrying capacity of their vehicle (or any hired vehicle) and ensure that this is not exceeded and that the weight is correctly distributed. In cases of doubt, the fully laden weight should be checked at the nearest weighbridge.

By law, the driver is responsible if the vehicle is over laden (no offence is committed if the vehicle is on the way to a weighbridge).

Transport on School Trips

Use of staff cars is not recommended, but where they are used to transport pupils, staff must have clean driving licenses, current comprehensive and business use insurance, an MOT if vehicle over 3 years old, and parental consent should be obtained.

Use of parents' cars is not recommended, but where they are used to transport pupils, parents must have clean driving licenses and current comprehensive insurance, an MOT if vehicle over 3 years old and parental consent should be obtained.

Trips taking place outside of the normal school day – Schools usually arrange transport for these activities, but occasionally parents may be asked to plan for transporting their school to the activity venue, e.g., the local theatre in evening, the airport, or an 'away match' at the weekend.

Driving Under The Influence of Drugs

It is illegal to drive if your driving is impaired by legal or illegal drugs.

Alleyn's School strictly forbids any of its staff from driving whilst under the influence of recreational drugs.

The School also forbids any staff from driving if they are taking prescribed drugs, if these drugs might impair their ability to drive. Please see **Appendix A** for a list of potential prescribed drugs which may be included. This list is not exhaustive nor definitive, staff should always consult their GP and the School if concerned.

If the police stop a driver and think they may have taken illegal or prescribed drugs, they can ask them to do a 'Field Impairment Assessment'. This series of tests assesses a driver's capability to drive.

If they think the driver is unfit to drive because of taking drugs, they may then be arrested and required to provide a blood test at a police station.

A driver does not have to be on illegal drugs to be unfit to drive - many prescription or over-the-counter medicines can also impair their ability to drive. If a driver is taking medicines, they should talk to their doctor, pharmacist or healthcare professional and seek advice before driving. They should report this to their line manager, so that the School is aware of the risk of them being required to drive while on prescribed medicines.

Those individuals who have taken their medicine(s) in accordance with the advice of the prescriber, or supplier of the medicine(s) who are found to have a blood level higher than that specified in the regulations are entitled to raise the statutory "medical defence" and might then not be asked to provide a blood sample. If however, the driver is below the statutory limit but are thought to have been driving whilst impaired by the use of the drugs, they could still be prosecuted for driving whilst impaired.

Blood alcohol levels should be zero during all driving activities. **It is an absolute rule that a driver does not consume any alcohol during or for up to 12 hours before any journey.**

Seatbelts & Car Restraints

Cars & Taxis

A child under the age of three must be accommodated in a correct child restraint. The only exception is if an appropriate child restraint is not available in a taxi when the child may travel unrestrained.

From the age of 3 up until the age of 12 or up to 135cms, whichever they reach first, a correct child restraint must be used where seat belts are fitted except:

- If the correct child restraint is not available in a taxi, in which case the child must use an adult belt in a rear seat,
- On a short and very occasional trip, where the correct child restraint is not available, i.e. an unforeseen emergency. The child must use an adult seat belt and sit in the rear. This exemption is not for journeys such as the regular school run.
- Where two occupied child seats in the rear prevent the fitment of a third child seat.

Once a child reaches the age of 12, or they are over 135cms in height, an adult seat belt may be worn instead of a child restraint, however it is recommended that appropriate child restraints are worn until the child reaches 150cm (approx. 5') as adult seat belts are designed for people over 150cms in height and with an adult bone structure.

Children may not travel in the front of vehicles not fitted with seat belts.

Minibuses and Coaches

- **Front Seats (i.e. parallel With the Driver)** - The law requires all passengers travelling in the front seats of minibuses and coaches to use an appropriate child restraint or adult seat belt if one is fitted. The only exception is for children under three, who must use an appropriate child restraint, otherwise they cannot travel in the front seats.
- **Rear Seats** (Minibuses with an Unladen Weight up to 2540kg)
 - All passengers must wear seat belts.
 - A child required to use a child restraint in a car must do so in a minibus if a suitable one is available. NB A typical car child seat is not suitable for a typical minibus seat - which is narrower and less deep. A seat is not available if it is not suitable. As a rule, therefore, children should use the belts provided in the vehicle, which are typically adjustable. The operator is not required to provide suitable child seats.

It is the driver's responsibility to ensure that the children wear their seatbelts.

Passenger Escorts

When transporting pupils in minibuses or coaches they should be appropriately and proportionately supervised.

Clearly, the minibus or coach driver must concentrate 100% on road and traffic conditions whilst driving, and therefore cannot supervise the passengers at the same time, so other supervisory arrangements need to be in place, particularly as the driver remains legally responsible for ensuring that anyone under the age of 14 wears a seat belt or uses a child restraint (booster seat) if available, at all times. A Passenger Escort should be present on all Alley's journeys.

Passenger Escorts should:

- Receive training for their role, e.g., passenger conduct, requirement to wear seatbelts, safe storage of luggage, what to do in an emergency.
- Supervise the passengers and prevent any behaviour that could create a hazard and cause the driver to be distracted.
- Have satisfactory DBS clearance (if an adult).

Winter Driving

Driving in the winter is very different from in other times of the year. Adverse weather and longer periods of darkness (especially after the clocks go back at the end of October) makes driving more hazardous. Sometimes conditions can be extreme with prolonged periods of heavy snow, fog and floods.

This means that we need to adapt the way we drive.

Different weather conditions create different hazards throughout the winter and in different areas of the country at different times. A single journey may take us into very different weather, road and traffic conditions, so we need to be prepared for each one.

Parking

Parking by Staff

Staff are encouraged to use alternative means of transport to school in line with the Travel Plan and to only use their cars where suitable public transport is not available.

There is limited parking available on the School site, for which staff **MUST** have an allocated parking spot. This is requested through the office of the Chief Operating Officer. This is currently based on longevity of service but will be reviewed by the ASECC for a new policy to be implemented from August 2025 when the School's temporary car park is removed under planning regulations.

Those staff with an allocated parking spot must register their vehicle the Head of Estates Compliance who keeps the register of authorised parking and vehicles on site. If you change your vehicle you must inform us. Please only park in your designated spot.

Although local roads are not parking controlled roads, we ask staff to be considerate of local residents.

The parking situation is currently under review locally, with a potential Controlled Parking Zone to neighbouring streets. We strongly encourage all staff to consider active modes of getting to work or public transport.

Parking by Visitors

The School has a small number of spaces for visitors which are retained. These can be made available via the office of the Chief Operating Officer.

Parking by Students

Students are not permitted to park on site and are discouraged from driving at part of the travel plan. Students who do drive should be considerate of our neighbours, and any staff who find students parking poorly or being disruptive to our neighbours should report this to the office of the Chief Operating Officer.

Vehicles on Site

Due to the nature of the site, there are vehicle movements throughout the day on site, including small buggies, grounds vehicles etc carrying out essential duties. Vehicles are limited to 5mph at all times.

Appendix A: The use of Prescription Drugs

Prescription drugs which may render a driver unfit to drive:

- Clonazepam (used to treat seizures and panic disorder) - 50µg/L
- Diazepam (anti-anxiety) - 550µg/L
- Flunitrazepam (Rohypnol - sedative) - 300µg/L
- Lorazepam (anti-anxiety) - 100µg/L
- Methadone (heroin substitute) - 500µg/L
- Morphine (pain relief) - 80µg/L
- Oxazepam (anti-anxiety) - 300µg/L
- Temazepam (anti-anxiety and sedative) - 1,000µg/L

The following is a list of further medication which may cause drowsiness whilst driving:

- Alpha-adrenergic blocking agents: control blood pressure and problems associated with an enlarged prostate.
- Beta-adrenergic blocking agents: for angina, to control heart rhythm and for high blood pressure.
- Antidepressants: for clinical depression.
- Antihistamines: for the treatment of allergies.
- Antiemetics: for nausea and vertigo.
- Antipsychotics and anticonvulsants: for mental health and seizure.
- Benzodiazepines and sedative-hypnotics: sedatives.
- Medications for Parkinson's disease.
- Muscle relaxants: for muscle spasms.

Take note:

- It is the responsibility of the driver to discuss the effects of their medication and suitability to drive with their GP.
- Drivers must inform their GP that they drive children in a school minibus.
- Drivers must take the correct dose of medication as prescribed by a doctor/ healthcare professional, or as advised in the accompanying leaflet for over-the-counter medication.
- Drivers must not drive if they feel unfit to do so e.g., lack of concentration, drowsiness, or light headedness.
- It is recommended that drivers carry a copy of their prescription with them.
- It is an offence to drive if you have over the specified amount of certain drugs in your blood and these medications have not been prescribed.
- It is illegal to drive if medication impairs your driving.

Appendix B: School Vehicles Summary

Make	Model	Registration	Purpose	Capacity*
Vauxhall	Vivaro	VX18RKN	Large panel van	3
Peugeot	Expert Pro	FV68HHW	Large panel van	3
Citroen	Berlingo	LX56XUZ	Small panel van	2
Ford	Transit	GX68LNR	Minibus	17
Ford	Transit	MT17TRV	Minibus	17
Renault	Trafic	RV66XEP	MPV	9
Vauxhall	Vivaro-E	KP21HWA	MPV	9
John Deere	Gator	OU11EFR	Maintenance buggy	2
John Deere	Gator	OW73XME	Gardens buggy	2
John Deere	Gator	OW73XMF	Porters buggy	2
John Deere	Gator	GN07FKP	Grounds buggy	2
John Deere	Tractor 4066r	OY68GVC	Grounds tractor	1
John Deere	Tractor 4066r	OY68GVD	Grounds tractor	1
Kubota	Tractor	Q730CMX	Grounds tractor	1

*including driver