

# Rainbow Horses

LEARNING CENTRE

## ***Policy for the Use of Private Vehicles for Transporting Pupils/Learners (Staff Drivers)***

<b>Document control</b>		<b>POLICY LEVEL:</b> Statutory	
Approved by	Managing Director	Approved Date	11 June 2022
Portfolio	Safeguarding / Transport	Next Review	10 June 2023

### Introduction

1. In order to minimise the costs of visits, staff may offer the use of their car when assisting with activities. This could be for an educational, community visit or an agreed Journey with referral placement or legal guardian.
2. No money for reward or hire will be paid. Payment for mileage may be claimed at the rate set by Rainbow Horses Learning centre, in line with rates determined by [Inland Revenue](#).

### Safeguarding Arrangements

3. Safeguarding is our highest priority. This policy must be read alongside the safeguarding and child protection procedures. An Enhanced DBS check has been completed for all staff as part of their induction, regardless of whether the frequency of the activity is defined as 'regulated'. In volunteering use of their private vehicle, all members of our community confirm that they:
  - a Are aware of their responsibilities in relation to Safeguarding and Child Protection.
  - b Know the procedures that should be followed if they have a cause for concern.
  - c Know where to go to find additional information regarding safeguarding.
  - d Are aware of the key indicators relating to child abuse.
  - e Fully support the Trust's commitment to Safeguarding and Child Protection.
3. All staff are expected to conform to the staff Code of Conduct.
4. Unless due to an emergency situation, or where there is a specific job requirement, a staff member should not be in a position where they are alone with young people.

# Rainbow Horses

## LEARNING CENTRE

### Safety Provisions

8. Parents, Guardians & Referral placements are informed of the arrangements and explicit parental/Guardian consent is obtained for pupils to travel in private vehicles. It may not be practicable to set out the allocation of pupils to drivers at the point of consent but parents may refuse consent if they do not want their child to travel with staff members. The Centre will ensure parental choice is followed.
9. Seatbelts/ correct child restraints are worn by all the child passengers.
10. Parents/Guardians should supply a booster seat for their child if required when travelling by car.
11. The vehicle should not carry more passengers than there are seats with working seatbelts and in any event not carry more than 8 passengers
12. The Trip Leaders will ensure careful consideration is given to the behaviour and needs of the individual children and groups travelling in cars as the driver cannot supervise the child whilst driving.
13. All vehicles must travel in convoy using a route determined by the Trip leader.

### Procedural checks required

14. All drivers will be required to follow the following procedural checks in order to be eligible as drivers.

Driver	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.
Driver	Views their own licence online and generates a sharing code so the Centre can check convictions via <a href="http://www.gov.uk/view-driving-licence">www.gov.uk/view-driving-licence</a> . 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.
Driver	All drivers must complete the <b>Staff Driver Declaration</b> in Appendix A annually
Managing Director	Has seen the insurance certificate for the vehicle and should note the date of expiry on the SCR.
Centre Administrator	Must check that the vehicle is taxed and has a valid MOT. These can be checked at <a href="http://www.vehicleenquiry.service.gov.uk">www.vehicleenquiry.service.gov.uk</a> and note expiry dates on SCR.
Centre Administrator	<b>For each trip/visit</b> , check convictions via <a href="http://www.gov.uk/view-drivinglicence">www.gov.uk/view-drivinglicence</a> and inform visit leader that this has been done.
Managing Director	Verify the driver is 21 or over and has 3 years driving experience (visible on driver's licence).
Trip Leader	Must ensure that the specific allocation of pupils to named drivers is logged and documented

# Rainbow Horses

LEARNING CENTRE

## Staff Driver Declaration

<b>Name:</b>	
--------------	--

*Rainbow Horse Learning Centre*

To the Managing Director,

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

Name of Insurance Company.....

Policy Number.....

Vehicle Registration .....

I have checked with my insurance company and confirm that the activity is covered by them.

I confirm that my vehicle has a current MOT and Vehicle Excise Licence (Tax ) and that the vehicle is in good condition.

I give permission for the Centre to check the status of any convictions on my driving licence prior to each trip at [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence). (Please provide code below)

Code \_\_\_\_\_

I confirm I have read Keeping Children Safe in Education and am aware of the Centre's safeguarding policy and what to do if I have concerns about any child.

<i>Name</i>	
<i>Signed</i>	
<i>Date</i>	

# Rainbow Horses

## LEARNING CENTRE

*This declaration will be held on file in the Centres Single Central Record for the duration of the time that I volunteer as a driver. I understand it will not be used for any other purposes, in line with the Centres Data Protection policies.*

## Checklist for the use of Staff Cars

<b>Learning Centre Name</b>	
<b>Trip/ Activity Name</b>	
<b>Date</b>	
<b>Names of Drivers</b>	

### **Checklist**

*(For completion by Rainbow Horses)*

- 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/Guardians have been informed of the use of staff cars for this offsite activity. And consent has been obtained
- The vehicle cannot carry more than eight passengers.
- A signed statement from Staff using their cars for learning activities.
- All staff have been reminded about Keeping Children Safe in Education and Child Protection Policy.
- Route has been shared with all drivers by Trip Leader

# Rainbow Horses

LEARNING CENTRE

**This checklist will be provided to the Trip Leader before the trip/activity and will be securely destroyed after each trip.**

## Pupil Passenger Declaration

<b>Name:</b>	
--------------	--

### ***Rainbow Horses Learning Centre***

To the Managing Director,

I confirm that I give full consent for staff members to transport my child during trips/ community visits and other outings that may take place during the day where other transport may not be cost effective for the event, I have read all the criteria in the 'Policy for the use of private vehicle transporting pupils' for the vehicle and driver that will be transporting my child.

<i>Name</i>	
<i>Signed</i>	
<i>Parent/Carer</i>	
<i>Date</i>	

*This declaration will be held on file in the Centres filing system for the duration of the time that your child is on role with us. I understand it will not be used for any other purposes, in line with the Centres Data Protection policies.*

*Any individual concerns with regards to transport please speak to the Managing Director- Sue Coombes*