



Nailsea School

Transportation Policy

Headteacher Mrs D. Elliott

1. Rationale:

- 1.1 This policy is established to provide a clear understanding of the schools commitment to the transportation of students and use of personal and/or hired vehicles in the transportation of students/staff.
- 1.2 This policy does not replace or overrule any external policies which refer to the legal responsibilities that must be undertaken by the school and/or local authority.

2. Purpose:

- 2.1 To ensure that all reasonable steps are taken to ensure staff and students are transported in a safe and cost effective manner.
- 2.2 To ensure that school owned mini-buses and hired mini-buses are used appropriately and that staff driving them are qualified to do so
- 2.3 To ensure that staff using personal vehicles for school business are appropriately and correctly compensated for such use.

3. Guidelines:

- 3.1 The school is not responsible for the transportation of students legally entitled to free transport to and from school which falls under the responsibility of the Local Authority
- 3.2 The school may wish to run a transportation service for collecting and dropping off of students who wish to attend the school using owned or hired mini-buses/coaches but has no legal requirement to do so
- 3.3 Where it is necessary to transport students to or from a school sponsored activity then only school owned or hired min-buses, transportation companies, or private transport approved/authorised by the school may be used.
- 3.4 Staff must ensure that safeguarding procedures are adhered to when arranging for students to be transported to the sponsored activity, ensuring that more than one adult is present in the vehicle at any time whilst students are transported.
- 3.5 Staff responsible for a sponsored activity must ensure that the means of transportation to be used is the most cost effective available for the number of students/staff undertaking the activity.
- 3.6 Where staff use their personal vehicles for transporting other staff or students they must demonstrate that they are qualified, and legally allowed to do so under their license, and must supply the school on request a copy of their insurance documents stating they are covered for business use.
- 3.7 Staff will be reimbursed at the agreed rate through payroll for use of their own vehicle on provision of a VAT receipt for petrol, and an authorised travel claim.
- 3.8 Where it is necessary for staff to drive a minibus they must meet the following qualifications;
 - 3.8.1 Hold a MIDAS (Minibus Driver Awareness/Assessment and Training) certificate.
 - 3.8.2 Hold the correct license to drive that particular mini-bus if appropriate (anyone having passed their test before January 1997 will hold the correct qualification for any mini-bus capable of carrying 16 passengers)
- 3.9 School owned mini-buses cannot be 'hired for reward', but, subject to the appropriate extension to insurance, may be hired by community groups, and a charge levied to cover the running and maintenance costs of the hire, at the discretion of the School Business Manager

4. Review:

- 4.1 The policy will be reviewed bi-annually, with the next review being July 2021.
- 4.2 The Business Manager and Chair of Resources are responsible for the review.

5. Related Documents:

- 5.1 Nailsea School Trips and Visits Policy
- 5.2 North Somerset Councils statutory transportation policies