

# TRAVEL POLICY

## S L Drama Academy CIC

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### 01 INTRODUCTION

- 01.1** This policy ensures that the adults taking part in such activities, and the students in their care, are safe in respect of the checks taken to ensure that all drivers are covered to undertake such activities.

### 02 TRANSPORTING STUDENTS

- 02.1** On occasion, it may be necessary for members of staff to use their own vehicles to transport students, for example on educational visits or outings, in an emergency, or when there are too many children to travel on one coach.

A range of alternative options should be considered where a child needs to be transported including:

- Contacting the commissioner to inform them
- Contact the parents/carers for them to transport the child
- Contact the parents/carers for them to arrange a taxi to transport the child
- Arrange for a taxi with escort to transport the child from an approved list of taxi operators

Only where none of these options is appropriate or viable should children be transported in a staff car.

Parents/carers must give their permission for children to be transported in a staff member's vehicle. Every effort should be made to gain written consent, but where this is not practically possible details of the verbal consent should be recorded.

### 03 ROLES AND RESPONSIBILITIES

#### 03.1 DRIVERS

Drivers are responsible for their own vehicle's roadworthiness and appropriateness for the task to be undertaken and their fitness to drive. Drivers must ensure that:

- Their driving licence covers them to drive the category of vehicle they are driving.
- Their car insurance covers them for taking children, other than their own, to and from venues. This is usually considered business insurance.
- They have a valid MOT certificate, and the vehicle is fully taxed and insured.
- The vehicle is in a roadworthy condition
- They meet minimum eyesight standards for driving. If they need to wear glasses or contact lenses to meet minimum standards, these must be worn at all times.
- They have no medical condition including the taking of medication or infirmity that may affect the ability to drive safely.
- Children wear an appropriate seatbelt comply with legal obligations for the height of the students carried. If a passenger refuses to wear a seatbelt then the journey is ceased until a solution is found.
- Any special seating is securely installed to the regulatory standards.

- Drivers should also ensure that if their health changes and this could affect their ability to drive then they inform the head of provision of this immediately.
- Drivers are also obliged to notify the head of provision of any driving convictions, endorsements or disqualifications immediately.
- Drivers should notify the head of provision when they have arrived at a destination and that the journey has been complete.
- All loads are secured in the boot where possible.
- That they do not travel alone with a child, ideally there should be two adults, or there may be more than one child.
- Drivers must not use mobile phones, drink, or smoke while driving on AP business. They should be aware of the highway code and drive appropriately and within speed limits. If the child has a medical condition that is likely to require additional support/medication, a copy of their medical plan plus appropriate medication must be available. A parent/carer or member of staff who has received appropriate training in administering support/medication should accompany the child in the vehicle.

### 03.2 HEAD OF PROVISION

The Head of Provision must ensure that the staff being asked to carry out this role have the necessary competence and experience. Whilst defining driver competence is a subjective decision drivers will not normally be deemed competent unless they are between the ages of 21 and 70 and have at least 1 years driving experience after passing their driving test. Managers deeming staff competent to drive outside their parameters will need to fully justify and record the reasons for this decision.

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### 03.3 STUDENTS

Students must:

- Wear an appropriate seatbelt for the entire car journey
- Behave appropriately while travelling in the vehicle

## 04 PROCEDURE

04.1 S L Drama Academy CIC Alternative Provision, through the V4 form and other precautions, ensure that the above checks are correct and:

- That the driving licence is valid in date, name and endorsements.
- We have returned parental permission slips from all students' parents that are travelling by car / people carrier etc; in advance of the journey.
- Parents are fully aware of the timing of the visit / trip, its purpose and that the students will be transported in a private vehicle and that we are acting as Loco Parentis.
- That all adults transporting students will complete a Validation Form (V4) (see appendix 1) for use of a private vehicle and retain the original for our records and a copy for themselves.
- A risk assessment is in place and that direct and planned routes are used without stop offs except in an emergency or difficulty in the route i.e. roadworks. This will also include accident procedures and procedures for missing learners.
- Learners always sit in the back of the vehicle.
- Staff are aware of professional boundaries around social conversation
- Any staff member transporting a child will have completed the paediatric first aid training and a first aid kit will be taken in the Vehicle.

- All journeys will be smoke and vape free with signage in the vehicles.
- Pre site trips will have been carried out where possible.
- All staff will have signed Risk assessment which will include detailed plans for breakdown or accidents.

## 05 ACCIDENTS/INCIDENTS

- 05.1** In the case of a road traffic accident, these must be reported by the driver, to their own insurance company if using their own car. Passengers must be advised of the name and address of the insurance company, if wishing to make a claim.

## 06 TRAVELLING FOR WORK

- 06.1** Staff must be aware that ANY travel which is not to their usual place of work is deemed as travelling for work i.e. training courses, meetings etc;

In the event of an accident insurance companies will not pay claims unless the driver is insured for the purpose of "travelling for work." This is deemed business use.

In order to ensure the safety of all employees and students staff must comply with the above and the following:

- All staff must complete the V4 and the additional section for employees. The original to be retained by The Hub and the staff member to keep a copy.
- Inform the Directors if there are circumstances which change during the period of one year from completion to the next form.

This policy does not cover every eventuality that may occur. It is considered good practice to:

- Always have the contact number of the Alternative Provision in case support is required.
- That the correct ratio of adult to pupil is adhered to.

## 07 LINKS WITH OTHER POLICIES

- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Behaviour Policy
- Medical Policy

## 08 MONITORING ARRANGEMENTS

- 08.1** This policy will be reviewed as guidance from the local authority or DfE is updated, and annually as a minimum by the head of provision. At every review, the policy will be approved by the full governing board.

## 09 REVIEW

<b>Review of this Policy</b>	October 2025
<b>Next Review Date</b>	October 2026
<b>Reviewed By</b>	Anna Malik
<b>Position/Role</b>	Director, S L Drama Academy CIC

## Appendix 1

### VALIDATION FORM (V4) FOR USE OF PRIVATE VEHICLE

Your offer of support to transport young people to offsite activities and events that are organised by S L Drama Academy CIC AP is greatly appreciated. To safeguard everyone involved, all drivers of private vehicles are asked to provide the following information and assurances by placing a tick or cross in each box below and adding comments where appropriate. Directors can then use this information to assess the suitability of drivers and vehicles for transporting young people.

**(N.B. a crossed box does not necessarily mean that you cannot be used as a driver, but Directors need to be aware of all relevant issues to make informed decisions).** Thank you for your assistance and support.

NAME OF DRIVER	MAKE AND MODEL OF VEHICLE(S)	REGISTRATION NUMBER(S)

- The vehicle has a valid MOT certificate (where required – i.e. all vehicles over 3 years old);
- The vehicle is regularly serviced, and kept in safe roadworthy condition;
- I understand that I am not covered under the establishment's insurance for the use of my vehicle;
- I have current motor vehicle insurance covering the vehicle(s) and myself;
- My motor vehicle insurance includes business cover (employees) – also complete section overleaf;
- I am aged 23 years or over;
- I have a valid full driving licence suitable for the type of vehicle;
- Name of any medical conditions reported to DVLA

- I am an experienced driver who has held a full driving licence for at least 2 years;
- I have not had past convictions (in the last 5 years), and am not facing impending prosecution, for any significant driving offences (e.g. drink driving) ;
- I have no points or endorsements on my driving licence (if yes, please state details below);

- I have no previous convictions or ongoing investigations regarding offences against young people;
- I am healthy and fit to drive, and will not drive under the influence of alcohol or drugs;
- I shall ensure that all passengers wear correctly fastened seatbelts;

I am aware that any formal payment for petrol or mileage cost could invalidate my insurance unless it had been previously declared to the insurance company;

I agree to show supporting documentation of the above to Directors, if requested;

Further information provided by the driver (continue on a separate sheet if necessary):

By signing this form you are giving your explicit consent to S L Drama Academy CIC AP to process your data for the purpose of monitoring health and safety, in accordance with relevant legislation. This may involve sharing relevant information with local regulatory bodies.

I will immediately notify the Directors in writing of any changes to the information provided above,

and will not transport young people until further written approval has been given.

I consent S L Drama Academy CIC AP processing the information detailed in this form

Signed ..... (Driver)

Date.....

Recommended checks:

	Date checked	Copy taken?	Signed by
Driving license			
Vehicle MOT			
Vehicle insurance			

I am satisfied that this driver is suitable to transport young people using their private vehicle

Signed ..... (Director)

Date.....

**ADDITIONALLY, FOR EMPLOYEES:**

My insurance includes business use in addition to social, domestic and pleasure. The vehicle I shall be using is/is not\* insured in my name. (N.B. If you are driving as a "named driver" on someone else's insurance, the cover is usually restricted to social, domestic and pleasure purposes. As an employee, you will need to check that you may use the car for business.) As a named driver and an employee, I confirm that the insurance covers me for business use.\* (\* Delete as appropriate or if not applicable).

Signed ..... (Driver)

Date.....

I am satisfied that this driver fulfils the necessary requirements to transport young people by private vehicle

Signed ..... (Director)

Date.....

**Parental/Guardian Consent form for their child to be transported in another adult's vehicle**

There may be occasions in which your child could be transported to an offsite activity or event in the car of a staff member.

The conditions under which other adults are approved to use their own vehicles are listed above.

I give permission for (Child's full name) to be transported in the vehicle of a staff member providing the driver and vehicle have been assessed as suitable by the Directors using the information provided on this form.

Signed ..... Relation to child.....(Parent/Guardian/Carer)

Date.....

Name and address:.....

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