

The Hub Educational Services CIC

Transporting Pupils & Travelling for Work Policy



Policy Date	April 2026
Policy Review Date	April 2027
Lead Persons for Policy	Mrs V Brooks

Transporting Pupils and Travelling for work

Transporting Pupils

At The Hub we do not ask parents to transport other pupils to Hub events, however, parents are free to make their own private arrangements if they wish.

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

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

Adults must ensure:

- That their car insurance covers them for taking children, other than their own, to and from venues. This is usually considered business insurance.
- Any medical conditions of the driver are declared.
- Their driving licence covers them to drive the category of vehicle they are driving.
- The vehicle is fully taxed and insured.
- There are no endorsements for driving offences that would be considered unsafe i.e. dangerous driving.
- That car seats and seat belts comply with legal obligations for the height of the pupils carried.
- That any special seating is securely installed to the regulatory standards.
- That they do not travel alone with a child, ideally there should be two adults, or there may be more than one child. When mentoring and travelling alone Dashcam with sound will be on at all times and parents will be informed and agree to its use as the member of staff is acting as Loco Parentis.

The 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 pupils' 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 pupils will be transported in a private vehicle and that we are acting as Loco Parentis..
- That all adults transporting pupils will complete a Validation Form (V4) 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 ie 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 and that Dash cam with sound is on for the journey.
- 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.

Travelling for Work

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 pupils 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.

Links to other policies:

This policy should be read and reviewed in conjunction with the Child Protection Policy to ensure that all related Child Protection implications are taken into account in both policy and practice. Other relevant policies are listed below.

Health and Safety Policy

SEN Policy



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 the The Hub 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 vehicle insurance cover includes the transport of young people (parents/adult helpers);
- 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):

Under the terms of the Data Protection Act 1998, we must inform you of the following:

By signing this form you are giving your explicit consent to The Hub 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 to The Hub processing the information detailed in this form.

Signed..... (driver)

Date.....



VALIDATION FORM (V4) FOR USE OF PRIVATE VEHICLE

Recommended checks:

	Date checked	Copy taken?	Signed by
Driving licence			
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..... (Directors)

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, parent/guardian or other adult helper.

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 another parent/adult helper or staff member providing the driver and vehicle have been assessed as suitable by the Directors using the information provided on this form.

Signed:

Date..... Relation to child...

..... (Parent/Guardian/Carer)

Name and
address:.....

