**st. Patrick’s Primary School, Hilltown**



**Private Car Transport Policy**

**May 2021**

**Progress through Partnership**

**Private Car Transport Policy**

On occasions, the use of private cars for transporting small numbers of people may be required. Pupils may need transport to a local school for a lesson. Groups or teams may be taken by teachers/parents/carers to an away sporting match, a musical competition or to a variety of other educational events such as quizzes.

* All volunteer drivers must read this policy and sign the transport policy slip prior to transporting children.
* All drivers must have a full and valid driving licence for the class of vehicle they own and be free of any motoring convictions, and be willing to present their driving licence for inspection if requested.
* All drivers must adhere to the Highway Code.
* All drivers must have fully comprehensive insurance cover when carrying children. Members of staff are asked to check that their car insurance covers business use, which will then allow them to transport pupils in their own private cars.
* All vehicles must conform to all legal requirements.
* Each child must be restrained by a seat or lap belt.
* Parents must supply booster seats for their child if under 135cm tall. They must give permission for children to travel in a car driven by a staff member or another parent for a school organised event. It is the driver’s responsibility to ensure that the seat is used.
* No adult should be 1:1 with a child unless it is their own.
* The teacher in charge will ensure that permission has been obtained from the parent and ensure that all parties are fully informed of the transport to and from events.

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**Private Car Transport Policy Slip**

I confirm that the vehicle(s) that I will use to transport children:

* Conforms to legal requirements (tax, adequate insurance and MOT) and is roadworthy.
* I have a full and valid driving licence for the class of vehicle to be used and am free of any conviction.

I have read and agree to abide by St Patrick’s Primary School's Transport Policy.

**Signed:** **Date:**

**Name in Block Capitals:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**