



LIFE CHANGING EDUCATION

TRANSPORTING PUPILS POLICY

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1. Introduction 2. Drivers 3. Risk Assessment and Management 4. Vehicles 5. Accidents/Incidents
LCE has a wide number of sites and activities which are visited frequently. In order to maximise the educational experience for the pupils attending LCE, we rely on staff to transport pupils between sites.

1 INTRODUCTION

This policy provides a clear framework for staff when transporting pupils, in their own vehicles. This can be for the purposes of offsite education or other education related activities. These guidelines must be followed to ensure that the duty of care to staff and young people is being fulfilled by assessing and managing the associated risks and implementing appropriate control measures, where necessary.

2 DRIVERS

Staff are not specifically required to transport young people in their own vehicles unless it is part of their job description or they have indicated that they are willing to do so. It is the responsibility of the member of staff to hold the appropriate licence and ensure that their vehicle is road worthy.

Staff transporting pupils must be at least 20 years of age and less than 70 years of age and have a minimum of 1 year of driving experience. Staff transporting pupils must notify their manager of any impending disqualification or conviction. Drivers must ensure that their insurance stipulates use of car for work purposes. A copy of the insurance document will be held centrally, along with copies of current MOT certificates (where the vehicle is older than 3 years). Additionally, copies of driving licenses will also be held centrally. Drivers must be in good health and be physically capable of driving safely. If drivers are on any medication they must ensure that the preparation does not affect their ability to drive, if in doubt they should seek medical advice.

3 RISK ASSESSMENT AND MANAGEMENT

A generic, standard risk assessment covering journeys ordinarily completed within the course of the working day will be available. Individual risk assessments should be available and will consider individual pupil needs where there is a known tendency to abscond and/or increased risk of allegations. Staff must take time to explain to pupils the risks posed by unsafe behaviour whilst travelling in a moving vehicle prior to embarking upon any journey. Clear behavioural expectations must be provided before any journey together with an understanding of actions that will be incurred by failure to comply. If there are any concerns during the journey a dynamic “on the spot” risk assessment should be carried out to determine if there is a significant risk to the driver or passenger and appropriate action taken. Pupils should never be left in the vehicle unattended. The driver is responsible for ensuring that all passengers are wearing suitable restraints at all times. A staff mobile phone will be available for use when stationary, in the event of an emergency.

4 VEHICLES

It is the responsibility of the driver to have the correct insurance and to notify their insurers that the vehicle may be used for the transportation of young people on employer’s business. It is also the driver’s responsibility to ensure that the vehicle is in a roadworthy and serviceable condition and has a current and valid tax certificate and MOT. Drivers must ensure that the number of passengers carried safely is in accordance with the manufacturer’s recommendations or specifications and the number of available seat belts. Exceeding the vehicle specification on the number of passengers carried may invalidate insurance policies and expose passengers to unacceptable risk.

5 ACCIDENTS/INCIDENTS

In the case of a road traffic accident, these must be reported by the driver to their own insurance company and passengers must be advised of the name and address of the insurance company, if

wishing to make a claim. All accidents/incidents that occur during working hours must recorded in line with LCE's Accident Reporting Policy.