

# Transporting pupils



These guidelines are for occasions when staff or volunteers transport a pupil in their vehicle or in transport provided by the organisation e.g. to attend trips & appointments.

Any organisation or individual who provides transport has a legal 'Duty of Care' & the Health & Safety Executive has produced useful guidance here:

[Driving at work: Managing work-related road safety](#)

## Risk assessment:

Before the journey a member of the senior management team & the Designated Safeguarding Lead/ Deputy (DSL/D) must consider:

- The journey is necessary and appropriate
- Adult & pupil suitability for journey
- Vehicle is suitable for the intended use
- Safeguards to reduce any risks identified

## No adult should transport a pupil without:

- Safeguarding and behaviour management training
- Recruitment checks for 'regulated activity'
- Checking any doubts/concerns with their manager
- The agreement of a senior manager

## Education settings must:

- Declare in writing to their insurers that staff & volunteers carry pupils in cars or setting transport
- Check:
  - Staff driving licenses & suitability
  - Vehicle is compliant e.g. insurance, MOT, road-worthy & suitable
- Keep copy of above with insurance documents
- Complete and update annual vehicle checks

## Setting must ensure journey has:

- A risk assessment and a behaviour management or health/care plan is completed for each pupil & shared with driver and escort **prior** to the journey
- Pupils should travel with 2 appropriate adults to ensure sufficient support in e.g. a medical or other emergency, car accident etc.
- No pupil should travel with only a driver unless an emergency or if all other options have been considered, and the benefit outweighs the risk
- Age appropriate seating & restraints in place & driver & escort are fully aware of how they operate
- Journey is planned & written plan is copied & left with a senior manager at the setting
- Contingency plan e.g. for adverse weather, breakdown, accident and other possible situations

## Transporting under 5's (additionally):

- Staff **must** inform manager about any medication they take & get medical advice to ensure their ability to care for children is not affected
- At least one staff member accompanying a pupil must hold a current paediatric first aid certificate
- Risk assessments **must** consider adult-child ratios & steps to identify, remove, minimise, manage risk

**For further information go to:**

[Early Years Foundation Stage, DfE 2017](#)

## Drivers & escorts must ensure that they:

- Carry up-to-date documents on the journey:
  - Accurate list of all pupils & adults on journey
  - Emergency contact details for pupils on journey
  - Any pupil health/care/behaviour plans
- Have a fully charged mobile phone, from setting
- Don't take people/do anything **not** journey related
- Are fit & able to drive/escort at the time of journey
- Check vehicle safety and suitability
- Age appropriate seating & restraints are used
- Ensure setting management have agreed the journey & have copies of all documentation
- Have let setting know their expected time of return
- Report in when the journey has ended
- Do not smoke in vehicle or while pupils are present

**If you have any concerns about the transportation of a pupil you MUST discuss them with a senior manager and the DSL/D at your setting.**

## Useful links/resources:

- [Driver Safety Advice, RoSPA](#)
- [DVLA – Health conditions and driving](#)
- [Management of Occupational Road Risk, ROSPA](#)
- [Smoking in Vehicles, DoH 2015](#)
- [Driving for Work](#)

