

Some children and young people are subject to formal transport arrangements between education settings and their home, e.g. school buses or escorted transport for pupils with a disability or learning difficulty.

However, there are also occasions when staff (and exceptionally, volunteers) may be asked to provide transport for children & young people to attend trips and appointments as part of their employment duties.

These guidelines are designed for occasions when the pupil is transported by staff in their own vehicle or in transport provided by the organisation.

Before agreeing that a journey can be made, a risk assessment must be undertaken:

This should be done alongside a member of the senior management team and the Designated Safeguarding Lead or Deputy, to consider whether:

- The journey is necessary and appropriate
- The pupil has behaviour, safeguarding, health or mobility issues
- The pupil may require medication during the journey
- The number of adults required for a safe journey (usually, minimum 2)
- Whether the adults are fit to carry out the journey e.g. have any health issues that may put them or the pupil at risk
- Safeguards can be put in place to reduce any risks identified

No adults involved in transporting should do this unless they have had appropriate:

- Safeguarding and behaviour management training
- Recruitment checks for 'regulated activity'

Volunteers who transport pupils unsupervised are considered to be in 'regulated activity' and must have appropriate DBS and other checks before they do this.

However it is recommended that 2 people accompany a pupil to ensure the journey is safe for all parties.

Education settings must:

- Declare in writing to their insurers that their staff carry pupils in their cars or in transport provided by the setting
- Check:
 - Staff driving licenses in accordance with council policy
 - A driver's suitability if they have any offences e.g. for drink driving
 - That the vehicle insurance is current, fully comprehensive and insured for business use
 - The vehicle has a current MOT certificate, is in a road worthy condition & is appropriate to transport pupils
- Keep a copy of the above documents with their insurance paperwork and complete and update annual checks
- Ensure that only appropriate staff members drive and escort pupils

Any organisation or individual who provides transport to children or young people has a legal duty to ensure they carry them safely, called their 'Duty of Care'.

The Health & Safety Executive has produced useful guidance here: [Driving at work: Managing work-related road safety](#)

Top tips:

- **Risk-assess all journeys**
- **Ensure that the vehicle is in a suitable condition to make the journey**
- **Ensure that you are fit and well to make the journey**
- **Ensure all health & safety requirements are in place**
- **If you have any doubts, consult your manager**
- **Never take a pupil out of the setting without letting a member of the senior management team know & agreeing the journey**

If it is agreed that the journey should go ahead, the organisation must ensure that:

- A risk assessment and a behaviour management or health/care plan is completed for each pupil
- The risk assessment, behaviour and health/care plan are shared fully with the staff members who are driving and escorting **prior** to the journey
- Pupils should usually travel with a minimum of 2 appropriate adults whether travelling in a car or minibus, to ensure there is sufficient support in e.g. a medical or other emergency, car accident etc.
- No pupil should travel with only the driver unless it's an emergency and/or cannot be avoided, i.e. all other options have been considered
- Age appropriate seating and seat restraints are in place and the driver and escort are fully aware of how they operate
- The journey is pre-planned and the written plan is copied and left with a member of the senior management team at the setting
- A contingency plan is included which considers, for example: adverse weather, breakdown, accident and other possible situations

Providing transport for pupils under 5 years old:

- Staff need to inform their manager and seek medical advice about any medication they are taking 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 also**:
 - Consider hazards that may arise and identify steps to remove, minimise and manage these risks
 - Include consideration of adult to child ratios
- Vehicles (and their drivers) in which pupils are being transported must be adequately insured

For further information go to:

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

The staff members who are driving and escorting must ensure that:

- They carry the following up-to-date documents on the journey:
 - An accurate list of all children, young people and adults included in the planned journey
 - The emergency contact details for all children and young people involved in the journey
 - The child or young person's health/care and/or behaviour plans if applicable
- They carry a fully charged mobile phone, provided by the setting, for emergency contact
- They do not carry people or engage in activity that is **not** work related during the journey
- They are fit and competent to drive or escort children and young people at the time of the journey
- The vehicle is safe and suitable at the time of the journey
- Age appropriate seating and seat restraints are used appropriately at all times
- The setting management is fully aware of and have agreed the journey, and has appropriate copies of all documentation
- The setting is aware of and monitoring their expected time of return
- Staff report in to their setting when the journey has ended
- They do not smoke in the vehicle whilst children/young people are present

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

Useful links/resources:

- [In Car Safety, RoSPA](#),
- [DVLA – Health conditions and driving](#)
- [Driver Risk Assessments & Training, RoSPA](#)
- [Smoking in Vehicles, DoH 2015](#)
- [Driving at work: Managing work-related road safety](#)