



**THE TRANSPORTATION OF PUPILS
BY ALP SCHOOL STAFF**

**146-148 Park View Road
Welling
Greater London
DA16 1SR**

**Independent Learning Suite
144 Park View Road
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This policy only applies to school activities. The transportation of pupils by parents other than their own, should be actively discouraged.

1. The transportation of pupils in the vehicles of staff, executive board members, or other appointed agents should be avoided whenever possible. However, it is recognised that this is sometimes unavoidable. In such cases it is the responsibility of the driver to:
 - Ensure they are a fully vetted member of staff with full DBS check.
 - Complete and comply with all details in the Driving at Work Policy
 - Allow the school to hold copies of your driving license, motor insurance and most recent MOT certificate.
 - Hold valid insurance for such an event
 - The vehicle must be well maintained and roadworthy.
 - Obtain explicit permission from the parent prior to the journey. This is preferable in writing. If permission is given verbally the driver must obtain clearance from an SMT member personally before making the journey.
 - It is desirable to avoid transporting pupils with only one adult present. While every effort should be made to avoid such an event, the school recognises that it is sometimes unavoidable.
 - Ensure all Risk Assessments and Educational Visit forms are completed before leaving school premises
 - When transporting pupils the journey must be undertaken without deviation of any kind. The departure and arrival times should be noted.
 - In the event of an accident, claim by the student concerning inappropriate behaviour, etc, the driver should immediately:
 - Inform the Head Teacher
 - Provide a report at the earliest possible opportunity
 - Inform the Police

It is the responsibility of the driver to check with the relevant SMT member/HLT/Tutor regarding the character of a pupil if that pupil is to be transported on their own by a member of staff driving alone. Please refer to the PHP, pupil/school risk assessment

2. Please also refer to the following Policies:

- Safeguarding
- Risk Assessments
- Lone Working

- Driving at Work