Huxlow Academy

Ambition • Respect • Pride

Policy Owner	Department	Effective Date	Approval Date	Review Cycle	Revision Due Date
Ashley Northway	SLT	05.07.2023	05.07.23	Annual	July 2024
Paula Faller	SLT	01.07.2024		Annual	July 2025
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Transport Policy

Policy Approver: Local Governing Body

Version Control

Version Number	Date of Change	Changes Made
1.0	30.06.2023	Overhauled Policy from 2015 HSC Policy.
2.0	01.02.2025	AIB updated to LGB. TENC updated to HA & RA
3.0	24.06.2025	Administration Centre updated to School Business Manager Location of Appendix A updated from Headteacher's PA to School Business Manager

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1. Policy Name

Transport Policy

2. Policy Aims

The aim of this policy is to manage occupational road risk and to ensure the maximum safety of drivers, passengers and pedestrians whilst on academy business.

If there is a prosecution, organisations are likely to be prosecuted for breaching the Health and Safety at Work Act 1974 as well as the Corporate Manslaughter Bill effective April 2008.

Huxlow Academy believes that the provision of a secure location for all pupils, staff and visitors will promote a safe and happy environment to enhance teaching and learning.

Huxlow Academy will minimise and effectively manage the occupational road risk to those using vehicles for the purpose undertaking of academy business by:

Offsite

- Ensuring all vehicles, both business and private used for academy business are roadworthy.
- Any driver using a vehicle is fit to drive and competent.
- Instructing drivers to adhere to national speed limits.
- Journeys undertaken will not cover too great a distance in the time available.
- Ensuring all drivers are fully informed of their obligations.
- Raising drivers' awareness to this policy and the procedure to be followed (They should all sign and return the attached slip). This policy including all appendices will be issued to all staff annually on September training day.
- Drivers are not permitted to use mobile phones whilst on college business unless a hands' free kit is fitted.
- Accidents or incidents must be reported to the School Business Manager immediately.

Onsite

- Pedestrian areas will be protected and crossing points clearly marked.
- Visitors to the site must first report to Reception.
- Access for commercial vehicles to the roadway leading to tennis courts and the rear of the canteen will be restricted between stated times.
- Strict adherence to the maximum speed limit (5mph) on site must be observed.
- Speeds humps remain in place on site to minimise the risk of speeding vehicles.
- No unnecessary reversing should take place.
- Extreme caution must be exercised when reversing is necessary.
- Drivers must observe the correct directional flow of traffic.
- Accidents or incidents must be reported to the School Business Manager immediately.
- Parking at own risk – Huxlow Academy accepts no responsibility for damage to vehicles and/or loss of possessions. Notices will be displayed to this effect.
- Disabled parking, clearly identified, is provided, and reserved for disabled staff and visitors ONLY.
- Risk assessments to identify potential traffic hazards will be conducted regularly by the Site Team who must report issues to the Business manager immediately.
- Adequate signage will be displayed.
- Pupil movement will be supervised by the Duty Team.
- Vulnerable user groups will be identified.

- To safeguard vulnerable students', staff will supervise on a daily basis their arrival and departure from site.
- Buses to park in designated and clearly marked bays.
- Designated locations will be identified for students to get on and off the buses safely.
- Parents' cars will not be permitted on site for routine collection and drop-off purposes.
- Site staff will proactively monitor congestion and parents' vehicles.
- Staff supervising traffic will wear highly visible clothing.
- Cycles will be stored in a highly visible location.
- Whenever students are required to remain during out-of-college hours maximum effort will be made to contact parents/guardians to ensure or arrange their safe journey home.

3. Use of Academy Minibus

Huxlow Academy undertakes to provide a minibus service to support student activities to the highest standards of safety. All drivers will be appropriately trained and required to comply with statutory guidelines and those defined in this policy. All staff trained as MIDAS drivers will be required to hold the appropriate driving licence for the vehicle type and size. The vehicle and/or hired vehicles will be under the control of the academy's Site Manager and operated in compliance with statutory requirements.

Procurement for any replacement minibus will comply with current guidance.

This section of the policy is based on Minibus Guidance and aims to:

1. To ensure maximum safety of all drivers and passengers.
2. To operate the use of academy vehicles and/or hired vehicles in accordance with academy's procedures.
3. To always ensure roadworthiness of vehicles.
4. To ensure maximum security of the vehicle.
5. To ensure the vehicle is fully insured, taxed and tested.
6. To register and train drivers under the national MiDAS scheme.
7. To issue all drivers with the academy's minibus guidelines.
8. Adhere to the EC Drivers' Hours Regulations for Passenger Carrying Vehicles which state that driver hours should not exceed a maximum of eight hours in any working day and, within which, a maximum of four hours continuous driving after which at least a thirty minute break must be taken and, a maximum of a twelve hour working day when it involved up to eight hours of driving. On extended journeys and especially those during the hours of darkness, it is strongly recommended that a relief driver accompany the driver who is also MiDAS trained.
9. To set a standard of awareness, safety and responsibility to reduce the risk of accidents.
10. Where possible there will always be the driver and another adult to accompany students unless special dispensation is given by the Headteacher.
11. Inform parents of their responsibilities with regard to the safe travel of their children in college vehicles
12. Ensure vehicle carries torch, map, data sheet and vehicle record log.
13. Make available mobile telephone for any journey.
14. Operate booking system for use of vehicles.
15. Liaise with MiDAS on relevant issues.
16. Appoint a responsible person to act as Transport Co-ordinator and ensure they receive relevant and up to date training.
17. Will not accept responsibility for any motoring offences incurred during trips.

4. Use of Private Vehicles (Staff, Students and Volunteers)

Members of staff, students and volunteers who transport a student(s) in their own vehicle must:

- complete and sign the Private Vehicles Registration form.
- provide a copy of their driving licence, MOT and insurance certificate to the academy's HR Coordinator.
- In order to satisfy the requirements of the LGB and the Department of Education, teachers must have what is known as Class 1 cover or business use cover. Class 1 or business use cover is generally defined as "social, domestic, and pleasure purposes and use in connection with your business or profession".
- Whenever possible, must obtain permission from the parent/guardian of any pupil travelling in staff vehicles.
- Before using their vehicle to carry students, staff must complete and sign the private vehicle registration form (Appendix 1) available from the School Business Manager.
- Only drivers whose licence is free of serious offences will be allowed to transport students.
- Staff must have breakdown recovery.
- Parents or other adults who are qualified drivers acting on request by a member of staff or as a volunteer must complete the Private Vehicles Registration Form A (Appendix 1) available from the School Business Manager before using their vehicle to transport students on college business. A copy of their driving licence must be provided.
- Sixth Form students who are qualified drivers and who use their own car to carry fellow students on school business/or activities must also comply with these requirements.
- The academy will take positive and proactive steps to raise staff awareness to the law in respect of driving and alcohol/drugs.

5. Inter-site Transport

- Transport will be provided by an approved provider for all sixth form students between the Huxlow Academy and Rushden Academy.
- Students are expected to be punctual in accordance with the published timetable and behave appropriately whilst using this facility.
- Students are required to behave in a courteous and respectful manner to operators of this transport service.
- The operator is required to display all statutory licences and certificates, carry valid insurance, road fund licence and all vehicles must be in a roadworthy and acceptable state of cleanliness.
- Operators will be required to complete the form at Appendix 2 and submit to the HARA Bursar prior to the contract being authorised.

6. Trip Leaders Responsibilities

Arrangements and procedures for the organisation of visits or trips are detailed in the Finance Management Procedures Handbook and trip packs are available from the Educational Visits Co-ordinator ext. 1201. Staff should refer to this prior to organising their visit or trip.

Transporting Pupils – Organisers Responsibilities

- The organiser or minibus driver is responsible for recording the names of all pupils and staff on the Educational Visit.
- If using more than one vehicle, your lists must indicate which pupils and staff are travelling in each vehicle. The teacher in each vehicle, or adults other than teachers, must be supplied with a copy of all lists.
- The teacher in charge must clearly mark any absences prior to commencement of the journey.
- The teacher on each vehicle is responsible for ensuring that the pupils listed on their form as travelling with them must return on the same vehicle. Only in exceptional circumstances

should a pupil change vehicles. Where possible the academy should be notified of such a change via Reception to the EVC.

- Only those coach companies who comply with the academy's safety standards by signing Appendix 2, and are named on the list provided by the academy and attached to this policy, should be hired by the trip leader.
- Use of private vehicles – see Section 4 to this policy.

7. Outcomes

- All staff, students and visitors are always fully aware of their duty of care in respect of traffic safety and everyone will be alerted to pedestrian movement on site.
- All local road safety initiatives will be considered.
- Proactive supervision, monitoring and review of all controls and hazards will take place.
- Potential risks of injury from traffic hazards will be eliminated.
- Statutory obligations will be met.

Signed Date 02.07.2025

Chair

Local Governing Board

FORM 1 **Appendix 1**

HUXLOW ACADEMY PRIVATE VEHICLE REGISTRATION FORM

I accept responsibility to notify the academy of any changes to the following vehicle:

Name:

Vehicle:

Registration Number:

1. My Vehicle is covered by a current road fund licence and MOT certificate. YES/NO
2. I will provide sight of my full and valid driving licence. YES/NO
3. My vehicle has been maintained, repaired and is roadworthy. YES/NO
4. My vehicle is fully covered for breakdown and recovery. YES/NO
5. I accept that I am responsible for checking that my vehicle is in good order in the interests of health and safety. YES/NO
6. My vehicle is fitted with front and rear seat belts. YES/NO
7. I accept responsibility for ensuring that the regulations relating to seat belts are implemented. YES/NO
8. If I use a different vehicle, I confirm that I will also provide the relevant documentation for that vehicle. YES/NO

I agree to notify the academy of any endorsements to my licence that may occur in the future and of any medical condition notified to the DVLA.

Signed:……..

Date:……..

Approved:……..

The academy is not responsible for obtaining proof of roadworthiness. Valid documents must be produced annually upon request.

THIS FORM TO BE ATTACHED TO AUTHORISED DOCUMENTATION

Appendix 2

COACH COMPANY

Huxlow Academy requires all operators to confirm the following details before engaging their services to transport staff, students and volunteers.

1. ……..(Company) has a current operators licence.
   YES/NO

2. ……..(Company) has fully comprehensive insurance and full passenger liability (please provide copies). YES/NO

3. All ……..(Company) vehicles have received a certificate of initial fitness (COIF). YES/NO

4. All vehicles used by ……(Company) have a current MOT.
   YES/NO

5. All drivers employed by ……(Company) have the appropriate level of PCV Licence and adhere to the regulations governing drivers hours.
   YES/NO

6. All vehicles used by ……..(Company) have the appropriate vehicle licence.
   YES/NO

7. All vehicles used by ……..(Company) are fitted with seat belts.
   YES/NO

8. That ……..(Company) will ensure that all buses are in a clean state and maintained in the condition of fitness required by statute. YES/NO

9. ……..(Company) will ensure that, prior to school use, the First Aid box is complete and the fire extinguisher is full. YES/NO

I confirm that the above details are correct.

Signed:……..

Position:……

Date:……