

Remedicare Education Services

Transportation Policy

August 24

Review: August 2025

Transport Arrangements

Remedicare Education will provide transport for students to get to and from the provision or activities on agreement with Parents/ Guardians.

Staff Responsibilities:

Directors are responsible for checking and ensuring all cars being driven to transport staff and students have sufficient insurance and MOT where applicable.

Directors are responsible for checking on commencement of employment that staff using own cars have business insurance, valid MOT certificates and that driving licences of drivers have been checked for validity and endorsements etc.

All staff must produce their current photocard driving licence before being allowed to drive for Remedicare. For photocard licences both parts of the licence must be produced. A copy will be retained.

It is the responsibility of each member of staff to notify Remedicare without delay of any points which are endorsed on their licence, and the offence for which these were imposed, or if they are disqualified from driving.

Driving licences will be checked annually. **All staff** must also notify Remedicare of any medical condition which may affect their ability to drive.

In some cases, where a need is identified, they will also be required to undergo driver training.

For distances more than 300 miles, 2 drivers will be required; drivers must share the driving equally, swapping regularly.

The following must be taken into account:

- a. Passenger safety.
- b. Competence of the driver.
- c. Awareness of driver's hours.
- d. Traffic conditions.

- e. Contingency funds and arrangements in case of breakdown/emergency.
- f. Weather.
- g. Journey time and distance.
- h. Stopping off points for long journeys and toilet breaks - 20 minutes every 2 hours.
- i. Appropriate seat belts or restraints must be used and fastened (see end of this section, below, for requirements).
- j. The transport must have a first aid kit.
- k. A mobile telephone should be carried by each member of staff. If mobile phones are not carried, suitable arrangements should be made to enable communication between staff undertaking the activity.

A First Aid Kit must always be carried within the vehicle.

Where outdoor activities are planned, suitable First Aid Kits should be carried away from the vehicle.

All staff are responsible for checking and maintaining the car before and after every use and reporting any issues or concerns to a member of SLT.

This includes:

Checking Tyres, lights, oil and washer fluid and reporting any indicator lights, alerts or concerns raised when driving a car used for business purposes with Remedicare.

Before setting out, staff must ensure that suitable mechanical checks are undertaken in relation to the vehicle and that there is enough fuel to get to and from the destination.

At the end of each day, **all staff** are responsible for ensuring that there is a minimum of half a tank of fuel in the vehicle they are returning. If below minimum, staff will need to top up fuel using the company fuel cards.

All staff (both drivers and non-drivers) who have journeyed in a Remedicare car are responsible for ensuring that the vehicle is left clean and tidy inside. Remove any rubbish and return car keys, car phones, car seats, first aid kits, or passenger belongings to the provision at the end of EVERY JOURNEY.

All staff are responsible for ensuring cars are accurately signed in and out at the beginning and end of every journey.

All staff are responsible for ensuring activity packs are present in the front of each car and accessible to supporting staff.

All staff have a responsibility to report ANY damage to a car (however small) to the Operations lead or a member of SLT at the first available opportunity.

All staff are responsible for checking child lock are activated prior to a journey.

Driver’s Responsibility:

It is the driver's responsibility to:

- i. Check the condition of the vehicle before each journey. The driver is legally responsible for its roadworthiness. Ensure child locks are activated on rear doors and rear window locks are activated for journeys where it is deemed necessary for maintaining safety of particular at-risk students.

Check that the first aid kit and mobile phone are in the vehicle.

- ii. Not to drive whilst under the influence of any amount of alcohol, drugs or medication.
- iii. Drive safely and within the law. Any fines incurred, including for parking, are the responsibility of the driver. Drivers are responsible for reporting any traffic/parking violations at the earliest opportunity to the Director of Education. These will come directly out of the wages of the staff member driving at the time of the violation.
- iv. Ensure that Remedicare vehicles are left with at least a half of a tank of fuel.
- v. Avoid becoming involved in the management of students whilst driving. Staffing levels on any journey should ensure this is practical.
- vi. Report any damage done to the vehicle.

Staff Passenger Responsibility:

It is the responsibility of the supporting adult(s) on any journey to manage the behaviour of the students being transported, allowing the driver to focus totally on driving.

Seat Belts/Restraints

NOTE: The term 'Child Restraint' means 'Booster Seat', 'Child Seat' and 'Baby Seat'

	Front Seat	Rear Seat	Whose Responsibility
Driver	Adult seat belt must be worn if fitted	N/A	Driver

<p>Child from 3 years of age to 12 years of age or under 135cms in height (approx. 4'5") (or 12th birthday, whichever they reach first)</p>	<p>Correct child restraint must be used based on their height or weight.</p>	<p>Correct child restraint must be used where seat belts fitted. Must use adult belt in rear seat if correct child restraint not available:</p> <ul style="list-style-type: none"> • In a taxi or minicab; or • In a minibus, coach or van; or • On an unexpected journey and for a short distance e.g. an emergency; or • If there is no room for another car seat. 	<p>Driver</p>
<p>Child over 12 years old, or over 135cms in height</p>	<p>Adult seat belt must be worn if available</p>	<p>Adult seat belt must be worn if available</p>	<p>Driver</p>
<p>Adult passengers</p>	<p>Adult seat belt must be worn if available</p>	<p>Adult seat belt must be worn if available</p>	<p>Passenger</p>

Wherever possible, Remedicare do not seat students in the front seat of a vehicle if they are under 12 years of age. In exceptional circumstances such as an emergency and where a dynamic risk assessment has been undertaken, a child under 12 may be required to sit in the front of a vehicle but only if they are above the minimum height of 135 cm.

In exceptional circumstances and where the safety of a student or staff is compromised, a seat belt lock may be applied to a child's seat. In these instances, the key to the lock will remain in side the front of the car and be easily accessible to staff at all times.

Emergency Procedures:

The following procedures must be followed in the event of any emergency, including accidents:

- i. Park the vehicle in a safe place and activate the vehicle Hazard lights.
- ii. Ensure the Students/Young People remain in the vehicle, unless it is obviously dangerous to do so.
- iii. Alert the appropriate services (Fire Brigade, Ambulance, Police).
- iv. Notify a member of SLT as soon as possible.

Accidents:

In the event of any accident involving a Remedicare vehicle telephone our insurers Zurich immediately on 0800 302 9057. They will handle the claim and provide details of one of their local authorised repairers. The policy is in the name of Remedicare.

SLT must ensure the Director of Education is informed of any accidents reported to insurers.

Use of Own Vehicles:

Staff will only be allowed to use their own vehicles when specifically authorised. Remedicare vehicles must always be used when available.

It is the driver's responsibility to ensure that their insurance covers them to drive their own vehicle for business use. Any additional cost will be reimbursed by Remedicare

Drivers who intend to use their own vehicles will be required to produce proof of insurance cover, vehicle excise licence, an MOT certificate (if appropriate) and service history before using the vehicle. Copies will be retained and these will be checked annually.

If students are to be carried the vehicle must be fitted with appropriate seat belts, personal restraints and/or booster seats for the size and ages of the students, complying with latest legislation at all times. Four door vehicles must have childproof locks.

A first aid kit and mobile phone should be carried in the vehicle when students are being carried. These will be provided by Remedicare.

It is illegal to smoke in a vehicle being used for business purposes when passengers are carried.

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