

Learner Transport and Driving for Work Policy

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1. Introduction

Remedicare Education Services is committed to ensuring that all learners have access to safe, appropriate and personalised education. As an Alternative Provision provider, Remedicare delivers bespoke education packages designed around the individual needs, abilities and circumstances of each learner.

Transport may form an important part of a learner's education package, enabling access to personalised learning sessions, community-based activities, enrichment opportunities and off-site education.

Remedicare recognises that transporting learners is a position of trust and forms part of our safeguarding responsibilities. Staff responsibilities for learner safety, professional conduct and wellbeing continue throughout all journeys undertaken as part of a learner's provision.

This policy outlines the expectations for staff who drive for work purposes or transport learners on behalf of Remedicare Education Services. It ensures that transport arrangements are planned, risk assessed and delivered safely, while maintaining appropriate safeguarding standards.

2. Purpose

The purpose of this policy is to ensure that:

- Learners are transported safely and appropriately.
- Staff understand their responsibilities when driving for work.
- Transport arrangements support learner wellbeing and safeguarding.
- Vehicles used for work purposes are safe, suitable and maintained appropriately.
- Risks associated with transporting learners are identified and managed.
- Staff understand expectations regarding professional boundaries during transport.
- Remedicare meets its responsibilities as an employer and education provider.

Remedicare Education Services recognises that transport can present additional safeguarding considerations due to the nature of one-to-one working and lone working arrangements. Therefore, all transport activities must be carried out in line with agreed procedures, risk assessments and safeguarding expectations.

3. Scope

This policy applies to all staff members who:

- Drive Remedicare vehicles.
- Use their own vehicle for approved work purposes.
- Transport learners as part of an agreed education package.
- Support learners during community-based learning activities.
- Undertake journeys on behalf of Remedicare Education Services.

This policy applies to all permanent employees, temporary staff, agency workers, volunteers and any person authorised to transport learners on behalf of Remedicare.

No member of staff should transport learners unless they have received approval from Remedicare leadership and have completed the required checks and procedures.

4. Roles and Responsibilities

Directors and Leadership Team

The Directors and Leadership Team are responsible for ensuring:

- Appropriate transport systems and procedures are in place.
- Staff transporting learners are suitably authorised.
- Safeguarding responsibilities are embedded within transport arrangements.
- Appropriate risk assessments are completed and reviewed.
- Incidents, concerns and accidents are appropriately investigated.
- Staff receive relevant guidance and training.

Staff Drivers

Staff who transport learners are responsible for:

- Driving safely and responsibly at all times.
- Following road traffic legislation and Remedicare procedures.
- Maintaining professional boundaries with learners.
- Following learner-specific risk assessments and support plans.
- Ensuring vehicles are safe before journeys commence.
- Reporting any concerns, incidents, accidents or changes in circumstances immediately.
- Maintaining accurate records where required.

Staff must recognise that transporting learners is part of their professional role and that safeguarding responsibilities remain in place throughout the journey.

5. Driver Authorisation and Safer Recruitment Checks

Remedicare Education Services is committed to ensuring that all staff transporting learners are suitable, competent and appropriately checked.

Before transporting learners, staff must have:

- Completed all required safer recruitment checks.
- Received a satisfactory enhanced DBS check.
- Completed identity and right-to-work checks.
- Provided evidence of a valid driving licence.
- Confirmed appropriate insurance arrangements where a personal vehicle is used.
- Read and understood this policy.
- Signed the Staff Code of Conduct.
- Completed relevant safeguarding training.

Remedicare will ensure that transport responsibilities are only assigned to staff who are considered suitable to undertake this role.

Any concerns regarding a staff member's suitability to transport learners will be managed through safeguarding procedures and/or the Staff Concerns and Conduct Protocol.

6. Driving for Work Requirements

Remedicare Education Services recognises that driving for work carries responsibilities for both staff and learner safety. Staff who drive as part of their role must ensure they follow all legal requirements and Remedicare procedures at all times.

Staff driving for work purposes must:

- Hold a valid driving licence appropriate for the vehicle being driven.
- Drive in accordance with the Road Traffic Act and all relevant driving legislation.
- Follow the Highway Code at all times.
- Ensure they are fit and safe to drive.
- Drive responsibly and consider the needs of any learners travelling with them.
- Follow agreed routes and transport arrangements where applicable.
- Report any changes that may affect their ability to drive safely.

Staff must not drive for work purposes if they:

- Are under the influence of alcohol or illegal substances.
- Are affected by medication that may impact their ability to drive safely.
- Are excessively tired or unable to concentrate safely.
- Have a medical condition that has not been discussed where it may affect driving ability.
- Do not have the appropriate authorisation or documentation.

Any concerns regarding driving ability, vehicle safety or compliance must be reported immediately to a member of the Leadership Team.

Unsafe driving practices may be managed through Remedicare Education Services' Staff Concerns and Conduct Protocol.

7. Vehicle Safety, Checks and Maintenance

Remedicare Education Services is committed to ensuring that all vehicles used for learner transport are safe, suitable and maintained to a high standard.

To support learner safety, staff must complete a **Vehicle Safety Check Form** before taking any Remedicare vehicle out and again when returning the vehicle at the end of the journey/day.

The vehicle check process ensures that any concerns are identified, recorded and reported promptly.

Before using a vehicle, staff must check:

- Fuel level is sufficient for the planned journey.
- No warning lights are showing on the dashboard.
- Tyres appear safe and have no visible damage.
- Lights and indicators are working correctly.
- Windscreen, mirrors and windows are clean and undamaged.
- There is no visible external damage, including scratches or dents.
- The interior is clean, safe and free from hazards.
- The vehicle is suitable and safe for transporting learners.
- Required equipment is present, including any first aid equipment or specialist learner equipment where required.

When returning a vehicle, staff must complete the same checks and confirm:

- The vehicle has been returned safely.
- Any damage, concerns or issues have been recorded.

- Any issues requiring attention have been reported to a member of the Leadership Team.
- The vehicle has been left in an appropriate condition for the next user.

Reporting Vehicle Issues

Any concerns identified during vehicle checks must be reported immediately.

Examples include:

- Warning lights.
- Vehicle damage.
- Tyre concerns.
- Missing equipment.
- Cleanliness concerns.
- Any issue that may impact learner or staff safety.

Staff must not use a vehicle where they believe there is a risk to themselves, learners or other road users.

Where an issue is identified, staff must record the concern clearly and inform management before the vehicle is used again.

Staff Responsibility

Completing vehicle checks is a professional responsibility and forms part of Remedicare Education Services' safeguarding and health and safety expectations.

Staff are responsible for ensuring that:

- Checks are completed honestly and accurately.
- Vehicles are only used when safe.
- Issues are reported promptly.
- Records are completed each time a vehicle is used.

Failure to complete required vehicle checks or deliberately failing to report concerns may be managed under the Staff Concerns and Conduct Protocol.

8. Learner Transport Arrangements

Transport arrangements at Remedicare Education Services form part of the learner's agreed educational package. All transport must be planned and approved before being delivered.

Before transport begins, consideration must be given to:

- The learner's individual needs.
- Communication requirements.
- Medical needs.
- Behaviour support strategies.
- Sensory needs.
- Emotional wellbeing.
- Previous transport experiences.
- Any safeguarding concerns.

Where appropriate, learner transport arrangements will be supported by:

- Individual risk assessments.
- Learner support plans.
- Positive behaviour support strategies.
- Communication approaches.
- Emergency procedures.

Staff must follow agreed transport arrangements and must not make changes without approval from Remedicare leadership.

This includes:

- Changing collection or drop-off arrangements.
- Providing additional journeys.
- Transporting learners to alternative locations.
- Agreeing transport arrangements directly with families without approval.

Any request to amend transport arrangements must be discussed with a member of the Leadership Team.

9. Safeguarding Responsibilities During Transport

At Remedicare Education Services, learner transport is considered an extension of the educational provision. Safeguarding responsibilities begin from the point of collection and continue throughout the journey until the learner has been safely handed over at the agreed destination.

Staff transporting learners hold a position of trust and must maintain the same high standards of professionalism, safeguarding practice and learner support expected during education sessions.

Transport arrangements must always be:

- Safe.
- Planned.
- Appropriate to the learner's individual needs.
- Supported by relevant risk assessments.
- Delivered within agreed commissioned arrangements.

Staff must be aware that journeys may involve lone working and one-to-one contact with learners. Staff must therefore ensure all interactions remain professional, transparent and in line with the Remedicare Education Services Staff Code of Conduct.

Staff Responsibilities During Transport

Staff transporting learners must:

- Prioritise the safety, dignity and wellbeing of learners at all times.
- Follow learner-specific risk assessments, support plans and behaviour strategies.
- Understand individual learner needs, including communication, sensory, medical and emotional needs.
- Use agreed communication approaches to support learners.
- Maintain appropriate professional boundaries.
- Treat learners with respect and promote independence wherever possible.
- Remain alert to safeguarding concerns, changes in behaviour or presentation.
- Report any concerns immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL.
- Complete required transport records, including vehicle checks, attendance information and incident reporting where required.
- Ensure learners are safely supervised during collection, transport and handover.

Professional Boundaries During Transport

Due to the nature of transport, staff may spend individual time with learners. Staff must recognise that this is a position of trust and must maintain clear professional boundaries.

Staff must not:

- Engage in inappropriate conversations or behaviour.
- Share personal information unnecessarily.
- Discuss their personal life in a way that could impact professional boundaries.
- Develop personal relationships with learners outside of their professional role.
- Contact learners or families using personal phone numbers, social media or personal accounts.
- Make informal arrangements with learners or families outside agreed Remedicare procedures.
- Offer additional transport, lifts or support that has not been approved.

All communication with learners and families must remain professional, appropriate and transparent.

Safeguarding Concerns During Transport

Staff must remain vigilant to safeguarding concerns that may arise during journeys.

Concerns may include:

- Changes in a learner's behaviour or emotional presentation.
- Disclosure of information by a learner.
- Concerns relating to abuse, neglect, exploitation or harm.
- Unsafe behaviour during transport.
- Concerns regarding family circumstances or handover arrangements.
- Any situation where the learner's safety or wellbeing may be affected.

If a learner makes a disclosure or a safeguarding concern arises, staff must:

1. Listen calmly and reassure the learner.
2. Avoid asking leading questions.
3. Do not promise confidentiality.
4. Record the concern accurately as soon as possible.
5. Report the concern immediately to the DSL/DDSL in line with Remedicare safeguarding procedures.

Collection and Handover Safeguarding Expectations

Staff must follow agreed collection and handover arrangements at all times.

Staff must:

- Collect and drop off learners only at agreed locations.
- Ensure learners are handed over safely to the agreed person or setting.
- Report any unsuccessful collection or handover immediately.
- Follow safeguarding procedures where a learner cannot be safely transferred.
- Record any concerns or changes to arrangements.

Staff must not change collection or drop-off arrangements without approval from Remedicare leadership.

Transport and Learner Safety

Staff must ensure that learners are transported safely by:

- Following all vehicle safety procedures.
- Ensuring seatbelts are used appropriately.
- Ensuring the vehicle environment remains safe and suitable.
- Following any medical, behavioural or risk management guidance.
- Seeking support where a situation presents an increased risk.

Where transport becomes unsafe due to behaviour, medical needs or unforeseen circumstances, staff must prioritise safety, seek appropriate support and report the incident.

Recording and Reporting

Accurate recording is an essential part of safeguarding practice.

Staff must ensure that:

- Attendance and transport records are completed accurately.
- Vehicle checks are completed before and after vehicle use.
- Incidents, accidents and safeguarding concerns are recorded.
- Significant events are communicated to the appropriate member of staff.

Failure to follow transport safeguarding procedures may place learners at risk and may be managed through Remedicare Education Services' Staff Concerns and Conduct Protocol.

10. Lone Working and One-to-One Transport

Remedicare Education Services recognises that due to the nature of Alternative Provision, some transport arrangements may involve staff working alone with a learner.

Lone working is sometimes necessary to provide personalised education packages; however, it must always be planned, risk assessed and carried out safely.

Staff undertaking lone transport responsibilities must:

- Ensure they understand the learner's individual needs and risks.
- Follow agreed risk assessments and support plans.
- Ensure colleagues are aware of planned journeys where required.
- Carry a charged mobile phone for emergencies.
- Follow agreed communication or check-in procedures.
- Report any concerns or changes in risk immediately.

Where a learner presents with increased risk or additional needs, transport arrangements must be reviewed to ensure appropriate safeguards remain in place.

Staff should remember that being alone with a learner in a vehicle is a position of trust. Professional boundaries must always be maintained.

11. Collection and Drop-Off Procedures

Remedicare Education Services recognises that collection and drop-off arrangements are important safeguarding points.

Staff must:

- Follow agreed collection and drop-off arrangements.
- Confirm learner handover arrangements where required.
- Ensure learners are safely transferred to an agreed responsible adult or location.
- Report any unsuccessful collection or drop-off immediately.
- Follow safeguarding procedures if a learner cannot be safely handed over.

Staff must not:

- Leave a learner unattended.
- Change arrangements without approval.
- Leave a learner with an unauthorised person.

- Agree alternative arrangements directly with families without leadership approval.

If a learner is not available for collection, staff must follow Remedicare attendance and safeguarding procedures.

12. Learner Behaviour During Transport

Remedicare Education Services recognises that some learners may experience anxiety, communication difficulties, sensory needs or behaviours that require additional support during transport.

Staff must use a positive, supportive and trauma-informed approach when supporting learners during journeys.

Staff must:

- Follow learner-specific behaviour support plans.
- Use agreed communication strategies.
- Remain calm and professional.
- Support learners to feel safe and comfortable.
- Use de-escalation strategies where required.
- Prioritise the safety of the learner, staff member and other road users.
- Report any incidents, concerns or changes in behaviour.

Staff must not:

- Use threatening, humiliating or punitive language.
- Shout at or embarrass learners.
- Continue a journey where there is an immediate risk of harm without seeking appropriate support.

Where a learner's behaviour creates a significant risk during transport, staff must:

- Prioritise immediate safety.
- Stop the vehicle safely if required.
- Seek advice or support from the Leadership Team.
- Record and report the incident.
- Review the learner's transport risk assessment where necessary.

13. Mobile Phones and Technology

Remedicare Education Services recognises that mobile phones are an important safety tool for staff undertaking transport and lone working responsibilities.

However, mobile phone use must not compromise learner safety or safe driving practice.

Staff must:

- Carry a charged work mobile phone when transporting learners.
- Use work phones only when it is safe and appropriate to do so.
- Ensure emergency contact details are accessible.
- Follow Remedicare approved communication systems.

Staff must not:

- Use a handheld mobile phone while driving.
- Text, message or browse while driving.
- Take photographs or recordings of learners using personal devices.
- Contact learners through personal accounts or social media.
- Share learner information through unauthorised platforms.

If staff need to make a call or communicate during a journey, they must ensure the vehicle is safely parked before doing so.

14. Accidents, Incidents and Emergency Procedures

Remedicare Education Services recognises that accidents, incidents and unexpected situations may occur during transport. Staff must respond calmly and follow appropriate procedures.

In the event of an accident or emergency, staff must:

1. Ensure the immediate safety of themselves and the learner(s).
2. Contact emergency services where required.
3. Provide appropriate first aid if trained to do so.
4. Inform a member of the Leadership Team as soon as possible.
5. Record the incident using Remedicare reporting procedures.
6. Cooperate with any investigation or review.

Examples of incidents that must be reported include:

- Road traffic accidents.

- Vehicle damage.
- Learner injury.
- Significant behaviour incidents.
- Safeguarding concerns.
- Failed collection or drop-off arrangements.
- Near misses.

All incidents will be reviewed to identify learning, improve practice and ensure ongoing safety.

15. Personal Vehicles and Business Use

Remedicare Education Services recognises that, in some circumstances, staff may use personal vehicles for approved work purposes.

Staff must not transport learners in a personal vehicle unless this has been:

- Approved by Remedicare leadership.
- Risk assessed.
- Confirmed as appropriate for the learner's needs.
- Covered by appropriate insurance arrangements.

Where staff use their own vehicle for work purposes, they must ensure:

- Their insurance provider is aware of business use where required.
- The vehicle is road legal.
- The vehicle is safe and suitable.
- Any concerns are reported immediately.

Staff must not use personal vehicles to create informal transport arrangements outside Remedicare agreed provision.

16. Staff Fitness and Wellbeing to Drive

Remedicare Education Services has a responsibility to ensure staff are safe and fit to undertake driving duties.

Staff must ensure they are physically and mentally able to drive safely.

Staff must not drive if they:

- Are affected by alcohol or illegal substances.

- Are experiencing extreme tiredness or fatigue.
- Are unwell and unable to drive safely.
- Are affected by medication that may impair driving ability.
- Have a medical condition affecting their ability to drive safely that has not been discussed.

Staff have a responsibility to inform management where there may be concerns regarding their ability to safely undertake driving duties.

Remedicare will support staff where health concerns affect their ability to drive and will consider reasonable adjustments where appropriate.

17. Transport Hours and Commissioned Provision

Remedicare Education Services is an Alternative Provision provider delivering personalised education packages commissioned by schools, Local Authorities and other professionals.

Transport arrangements form part of the agreed educational package and must remain within the hours, arrangements and expectations agreed with the commissioner.

Staff must understand that:

- Transport must only be provided as part of an agreed Remedicare programme.
- Staff must not independently arrange additional transport, journeys or support outside commissioned arrangements.
- Any request for increased transport or additional provision must be discussed with a Director and formally agreed with the commissioning body.
- Accurate records of transport and attendance must be maintained.

Maintaining clear boundaries around transport arrangements supports safeguarding by ensuring:

- Learners receive appropriate educational oversight.
- Staffing arrangements remain safe and appropriate.
- Risk assessments remain accurate.
- Responsibilities between Remedicare, schools and Local Authorities remain clear.

Any concerns regarding transport arrangements must be reported immediately to a member of the Leadership Team.

18. Monitoring, Training and Review

Remedicare Education Services is committed to ensuring that transport arrangements remain safe, effective and responsive to learner needs.

Monitoring will include:

- Review of transport incidents.
- Review of learner transport risk assessments.
- Feedback from learners, families, schools and commissioners.
- Monitoring of staff compliance with procedures.
- Review of vehicle safety arrangements.

Staff involved in transporting learners must receive appropriate guidance and understand:

- Safeguarding responsibilities.
- Professional boundaries.
- Lone working expectations.
- Transport procedures.
- Incident reporting processes.

This policy will be reviewed annually or sooner where required due to:

- Changes in legislation or statutory guidance.
- Changes to Remedicare services.
- Learning from incidents.
- Feedback from staff, learners or commissioners.

Appendix 1 - Learner Transport and Driving for Work – Staff Declaration

Remedicare Education Services

This declaration confirms that I have read, understood and agree to follow the **Remedicare Education Services Learner Transport and Driving for Work Policy**.

I understand that transporting learners is an important part of Remedicare Education Services' Alternative Provision and that my responsibilities for safeguarding, learner wellbeing and professional conduct continue throughout all journeys.

I understand that I am in a position of trust when transporting learners and that I must always maintain safe, professional and appropriate boundaries.

By signing this declaration, I confirm that:

- ☐ I hold a valid driving licence and am authorised to drive for Remedicare Education Services.
- ☐ I understand my responsibilities when driving for work and transporting learners.
- ☐ I will follow all road traffic laws, the Highway Code and Remedicare driving procedures.
- ☐ I will complete vehicle safety checks before taking a Remedicare vehicle out and when returning the vehicle.
- ☐ I understand that I must not use a vehicle if I believe it is unsafe or unsuitable.
- ☐ I will report any vehicle damage, faults, incidents or concerns immediately.
- ☐ I understand that transport is an extension of Remedicare's educational provision and safeguarding responsibilities apply throughout every journey.
- ☐ I will follow learner-specific risk assessments, support plans and behaviour strategies.
- ☐ I will maintain professional boundaries with learners at all times.
- ☐ I will not provide unauthorised transport, additional journeys or informal arrangements with learners or families.
- ☐ I will not use personal devices, social media or personal communication methods to contact learners.
- ☐ I understand the expectations around lone working and one-to-one transport.
- ☐ I understand how to report safeguarding concerns, incidents and low-level concerns.
- ☐ I understand that failure to follow this policy may result in action under Remedicare Education Services' Staff Concerns and Conduct Protocol.

Staff Details

Staff Name: _____

Job Role: _____

Vehicle(s) Authorised to Drive: _____

Driving Licence Checked By: _____

Date Checked: _____

Declaration

I confirm that I have read and understood the Remedicare Education Services Learner Transport and Driving for Work Policy and agree to follow the expectations outlined within it.

Staff Signature: _____

Date: _____

Manager Signature: _____

Date: _____

Appendix 2 - Learner Transport Support Staff Declaration (Non-Drivers)

Remedicare Education Services

This declaration applies to staff members who support learners during transport but are not responsible for driving the vehicle.

I confirm that I have read and understood the **Remedicare Education Services Learner Transport and Driving for Work Policy**.

I understand that supporting a learner during transport is part of my professional role and that safeguarding responsibilities remain in place throughout the journey.

I recognise that travelling with a learner may involve one-to-one working and that I am in a position of trust. I understand the importance of maintaining professional boundaries and ensuring that every journey is safe, respectful and appropriate.

By signing this declaration, I confirm that:

- ☐ I understand my safeguarding responsibilities when supporting learners during transport.
- ☐ I understand that transport is an extension of Remedicare Education Services' educational provision.
- ☐ I will maintain professional boundaries with learners at all times.
- ☐ I will treat learners with dignity, respect and understanding.
- ☐ I will follow learner-specific risk assessments, support plans and behaviour strategies.
- ☐ I will support learners using agreed communication approaches and individualised strategies.
- ☐ I will report any safeguarding concerns, disclosures, incidents or changes in learner presentation immediately to the DSL/DDSL.
- ☐ I understand that confidentiality must be maintained and learner information must only be shared with appropriate professionals.
- ☐ I will not use personal mobile phones, social media or personal communication methods to contact learners.
- ☐ I will not engage in inappropriate conversations, behaviour or relationships with learners.

- ☐ I will not make informal arrangements with learners or families outside agreed Remedicare procedures.
- ☐ I will support safe collection, transport and handover arrangements.
- ☐ I understand my responsibilities when working alongside a driver, including supporting learner safety and reporting any concerns.
- ☐ I understand that any concerns regarding professional conduct may be managed through the Remedicare Staff Concerns and Conduct Protocol.

Staff Details

Staff Name: _____

Job Role: _____

Date of Transport Training/Briefing: _____

Declaration

I confirm that I have read and understood the Remedicare Education Services Learner Transport and Driving for Work Policy and agree to follow the expectations outlined within it.

Staff Signature: _____

Date: _____

Manager Signature: _____

Date: _____