



SMITHDON HIGH SCHOOL

POLICY DOCUMENT

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

**Jon Goodchild
April 2008
Amended June 2008
Re-adopted October 2011
Re-adopted October 2012
Re-adopted October 2014**

This policy only applies to school activities. The transportation of pupils by parents other than their own, or sixth form students, should be actively discouraged.

1. In order to transport pupils in the school minibus, a member of staff must have:
 - Passed the Local Authority minibus driving test.
 - Booked out the minibus in the normal manner.
 - Left full details of all passengers in the main office, as well as the destination and estimated departure and return times.
 - Undertaken the necessary preliminary checks and collected the standard 'Health and Safety' box (from the Main Office) prior to departure.

2. The transportation of pupils in the vehicles of staff, governors, 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:
 - 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 SLT member personally before making the journey.
 - It is highly 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.
 - 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 Headteacher
 - Provide a report at the earliest possible opportunity
 - Inform the Police

It is the responsibility of the driver to check with the relevant Head of Year regarding the character of a pupil if that pupil is to be transported on their own by a member of staff driving alone.