



St Andrew's Church Transportation Policy Reviewed March 2017

Purpose

The purpose of this transportation policy is to direct staff and volunteers in their practice regarding transporting children and young people they are working with in cars and minibuses, buses and coaches. It is designed to provide a framework to protect children, young people, staff and volunteers.

Scope

'Young people' for this policy are defined as those in school years 4 to 13, or equivalent. Where a young person reaches the age of 18 before leaving our youth work provision it is still good practice to adhere to this policy. Children in year 3 and below should only be transported in cars by staff or volunteers in exceptional circumstances. They may be transported in minibuses, buses and coaches.

Guidelines for cars

1. Transport and travel arrangements are the responsibility of parents if they make informal arrangements among themselves. They are the responsibility of St Andrew's if staff or volunteers organize or provide them.
2. Volunteers and staff may use cars to transport young people to and from St Andrew's and Cutteslowe meetings, activities and other trips, provided they have obtained prior consent from their parents or carers. However, giving lifts should be the exception, rather than usual practice.
3. All those who transport young people to or from St Andrew's-organised activities should be over 25 and should have held a full driving licence for over two years.
4. Any driver who has an endorsement of 6 points or more on their licence should inform the Parish Safeguarding Officer.
5. Any driver who has an "unspent" conviction for a drink driving offence or for Dangerous Driving or Racing on the Highway should not transport young people.
6. All cars that carry children and young people should be comprehensively insured. The insured person should make sure that their insurance covers the giving of lifts during church activities. Note that overcrowding invalidates any insurance policy.
7. All cars that carry children and young people should be clean throughout and in a roadworthy condition.
8. All children and young people must wear suitable seat belts and use appropriate booster seats. Children and young people should only be carried when there are seat belts.
9. Drivers should drop children and young people off on the relevant side on the road so they do not need to cross the road. Drivers should try to ensure children and young people exit the car on the pavement side of the car.
10. Drivers should not drive away until all passengers are safely away from the vehicle at their destination.
11. It is the driver's responsibility to ensure there is enough fuel in the vehicle to complete the journey.



St Andrew's Church Transportation Policy Reviewed March 2017

12. If a child or young person is known to have a disability or special need, it may be necessary to have a non-driving adult in the car. This adult should sit in the back, behind the driver, with the child or young person in the seat beside him or her.
13. For all journeys there should preferably be a non-driving escort as well as the driver.
14. Where explicit parental permission is given (by email or text) a young person may sit in the front if they are the only passenger. Children under the age of 12 should sit in the rear of the car on an appropriate car seat.
15. Drivers should carry a mobile phone and have the young people's emergency contact details with them.
16. Drivers must obey the Highway Code.
17. For non-local journeys drivers should carry a first aid kit in the vehicle and have young people's medical information with them.

Guidelines for minibuses, buses and coaches (from the Oxford Diocesan Safeguarding Handbook)

1. Seat belts

- It is compulsory for drivers to ensure that all passengers wear an appropriate safety restraint when travelling in a minibus, bus or coach.
- The legislation that requires baby/child seats and booster cushions to be used in cars does not apply to minibuses, buses and coaches – i.e. commercial companies do not have to provide this equipment.
- However, a school or local authority (and therefore assume a church) contracting vehicles to carry children in their care should ensure that the children are provided with a safe journey.
- It is therefore recommended that only mini-buses with fitted seat belts (both front and rear) should be used, and all children and adults must use the seat belts.

2. Permit to drive

- When using a minibus, whether owned, hired or borrowed, all drivers must hold the correct permit on their driving licence or take the appropriate driving test. Drivers with entitlement to drive cars prior to 1 January 1997 (shown as group A, B for automatics on an old style licence or as category B and D1 not for hire or reward on a new style licence) can drive a minibus provided they are over 21 and under 70, the minibus has a maximum of 17 seats including the driver's, and is not being used for hire or reward.
- This minibus entitlement remains valid in the UK and on temporary visits abroad until the licence is next renewed. When this happens, the minibus entitlement can only be issued by making a special application which involves meeting higher medical standards.
- Minibus entitlement is normally renewed for 3 years.
- If minibus entitlement is not renewed, or the car licence was obtained after 1 January 1997, the driver may drive a minibus with a maximum of 16 passenger seats provided:
 - it is driven on behalf of a non commercial body for social purposes but not for hire or reward
 - the driver is aged over 21 and under 70 years
 - the driver has held a car licence (category B) for at least 2 years



St Andrew's Church Transportation Policy Reviewed March 2017

- the driver is providing his/her service on a voluntary basis; and the minibus maximum weight is not more than 3.5 tonnes excluding any specialist equipment for the carriage of disabled passengers
- When driving a minibus under these conditions, no payment must be received other than out of pocket expenses; no trailer can be towed; and minibuses may only be driven in the UK. If payment is needed, for example to cover the costs of the trip as a whole, then the driver will need a permit. This can be obtained from the Community Transport Association (see below).
- Drivers aged 70 or over will need to make a special application which involves meeting higher medical standards.
- Regular drivers of minibuses should be encouraged to take a MiDAS (Minibus Driver Awareness Scheme) test, organized by the Community Transport Association U.K. (CTA) which promotes a nationally recognized standard for the assessment and training of minibus drivers. It is a membership-based scheme that has been designed to enhance minibus driving standards and promote the safer operation of minibuses. Further information is obtainable from www.ctauk.org/training/midas.aspx.

3. Escorts

There must be a children's officer or other responsible adult travelling as escort in the rear of the vehicle, in most cases sitting next to the door.

The adult should be responsible for ensuring a reasonable standard of behaviour, and particularly that children's and young people's seat belts remain fastened.

The adult should also supervise boarding and alighting.

Next review date: July 2018