



St Paul's Church

Transport Policy

March 2018

Approved by PCC on 13th March 2018

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TRANSPORT – MINIBUSES, COACHES AND CARS

This guidance applies to approved drivers for organised transport for children, young people, or for adults who are vulnerable.

GENERAL RESPONSIBILITIES

Transport arrangements to or from church activities are the responsibility of parents or carers or individual adults if they make arrangements among themselves. They are the responsibility of the PCC if the Church organises them.

RESPONSIBILITY OF ORGANISERS

- Those organising outings, requiring the use of private cars or minibuses are responsible for ensuring that drivers are aware of this procedure.
- To assess whether an escort is needed or not.
- Approved drivers must be recruited according to the Diocesan Safer Recruitment procedures. This includes the requirement for a satisfactory Criminal Records check.
- To ensure that this procedure is adhered to, you are advised to obtain from those people who are recruited to transport children or adults who may be vulnerable in their cars or drive minibuses:
 - a signed undertaking, covering the issues below
 - sight of their driving licence and their insurance certificate

ALL TRANSPORT

CONSENT

- Children and young people should not be taken out in transport without the prior consent of their parents or carers
- Adults who may be vulnerable should give permission to being transported themselves, and discretion used in consulting first with their carers
- Care should be taken when assisting children, young people or adults who may be vulnerable to board and alight vehicles, both to ensure the road is safe to do so, and in following the guidelines on physical contact.

THE DRIVER

- All those who drive children, young people or adults who may be vulnerable on church organised activities should be over 25 and should have held a full current driving Licence for over two years
- Any driver who has an endorsement of 6 points or more on their Licence should inform the Parish Safeguarding Officer
- Any driver who has an "unspent" conviction for any serious road traffic offence e.g. a drink driving offence or dangerous driving or racing on the highway should not transport children or adults who may be vulnerable for the church
- Drivers who are not Children or Youth workers should be recruited for the task through the normal recruitment process.

- Drivers must always be in a fit state i.e. not under the influence of alcohol; not taking illegal substances; not under the influence of medicine which may induce drowsiness

TRANSPORT IN PRIVATE CARS

SEAT BELTS IN CARS

- Only cars fitted with seat belts may be used, and the numbers of people transported should not exceed the number of seat belts available
- All car passengers are required to wear safety belts
- All children up to 3 years old must be carried in an age appropriate baby carrier or car seat
- Rear-facing baby seats must not be used in a seat protected by a front air-bag unless the air-bag has been deactivated
- Children from aged 3 up to 135cm in height (approx. 4'5") or their 12th birthday (whichever they reach first) must use baby/child seats, or booster cushions
- All passengers aged 13 years or older must wear an adult seat belt

THE VEHICLE/INSURANCE

- All cars that carry children or adults who may be vulnerable should be comprehensively insured.
- The insured person should make sure that their insurance covers the giving of lifts relating to church sponsored activities.
- Vehicle owners **MUST** check with their insurers that their vehicle is insured for the transportation of children or adults who may be vulnerable. Additional cover can very often be included for a small extra charge and some insurers make no additional charge.
- All cars that carry children or adults who may be vulnerable should be clean and in a road worthy condition

ESCORTS

- Consideration should be given in consultation with the leader in charge of the activity as to whether an escort is required
- If in an emergency a driver has to transport one child on his or her own, the child must sit in the back of the car.

MINIBUSES, BUSES AND COACHES

SEAT BELTS IN MINIBUSES, BUSES AND COACHES

- It is compulsory for passengers to wear a safety belt when travelling in a minibus, bus or coach

- It is recommended that only mini-buses with fitted seat belts (both front and rear) may be used, and all children and adults should use the seat belts.

PERMIT TO DRIVE:

- When using a minibus, whether owned, hired or borrowed, all drivers must hold the correct permit on their driving licence
- 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.
- 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;
 - 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
- 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

ESCORTS:

- There must be another responsible adult travelling as escort in the rear of the vehicle
- The adult should also supervise boarding and alighting.

***Undertaking of Voluntary Driving to transport children, young people and vulnerable adults
in private cars on behalf of St Paul's Church, Letchworth.***

Name of driver: _____

Phone No: _____

Email: _____

Address: _____

CONSENT – PLEASE TICK

- I understand that children and young people will not be taken out in transport without the consent of their parents/carers
- I understand that adults will give permission to being transported themselves, but discretion should be used as to whether their cares should be consulted.
- I will take care when assisting children, young people or vulnerable adults to board and alight my vehicle, both to ensure the road is safe to do so, and in following guidelines on physical contact.

THE DRIVER – PLEASE TICK

- I am over 25 and have held a full current driving licence for over two years
- I have/do not have an endorsement of 6 points or more on my licence (if 6 points or more I will share the details with the Parish Safeguarding Officer or Incumbent.
- I do not have an “unspent” conviction for a driving offence.

THE VEHICLE – PLEASE TICK

- My vehicle is **comprehensively** insured.
- I have **informed my insurance company** that I am a volunteer driver for church activities, and if required, I have obtained a passenger endorsement for the transportation of children, young people or vulnerable adults.
- I understand that in case of any accident, injury or vehicle damage, the church's liability insurance policy does not provide primary or direct insurance on my vehicle
- My vehicle is clean and, in a road, **worthy** condition
- At no time will the number of people in a car exceed the usual **passenger number**.

Seat belts:

- My car is **fitted with seat belts** (both front and rear), and the numbers of people transported will not exceed the number of seat belts available
- All car passengers will wear safety belts
- All children up to 3 years old must be carried in an age appropriate baby carrier or car seat
- Rear-facing baby seats will not be used in a seat protected by a front air-bag unless the air-bag has been deactivated
- Children from aged 3 up to 135cm in height (approx 4'5") or their 12th birthday (whichever they reach first) will use baby/child seats or booster cushions

Escorts:

- I will be accompanied by an escort where a risk assessment has been undertaken and the need for an escort has been highlighted.
- If in an emergency I have to transport a child on my own, the child will sit in the back of the car.

General Data Protection Regulations 2018:

I confirm that I give consent for the details contained in this undertaking to be kept securely on the church database for the purpose of the administering policy.

Signed (driver): _____ **Date:** _____

Name of vehicle owner if different: _____

Signed (vehicle owner): _____

VERIFICATION

Confidential declaration and Criminal disclosure received Yes/No Date: _____

Driving licence seen and Insurance certificate seen Yes/No Date: _____

Car make and model: _____ Reg No: _____

Signed: _____ **Date:** _____

Role/Designation: _____