



# St Paul's Church

## Transport Policy

(revised 23<sup>rd</sup> May 2019)

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## TRANSPORT – MINIBUSES, COACHES AND CARS

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

### GENERAL RESPONSIBILITIES

Transport arrangements to or from church activities are the responsibility of parents/guardians or individual adults or their carers if they make arrangements among themselves. They are the responsibility of the PCC if they are organised by or on behalf of the church.

### RESPONSIBILITY OF ORGANISERS

- Those organising outings, activities, or are responsible for organising or providing people with assistance getting to church or other church led activities which require the use of private vehicles are responsible for ensuring that drivers are aware of this policy and its requirements.
- 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 DBS 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 on the church approved form
  - their full driving licence and their comprehensive insurance certificate

## ALL TRANSPORT

### CONSENT

- Children and young people should not be transported without the prior consent of their parents/guardian or carers
- Adults should give permission to being transported themselves, if their capacity to make this decision is uncertain consent must also be sought from 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 for or on behalf of the church must be over 25 and have held a full UK driving licence for over two years. It must be valid for the type of vehicle being driven.
- Any driver who has or obtains endorsements of points reaching a total of 6 or more on their licence should refrain from driving duties and 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) is not allowed to drive for or on behalf of the church
- Drivers who are not Children or Youth workers should be recruited for the task through the standard recruitment process, and be authorised to drive by the church, using the designated form.
- Drivers must always be in a fit state to drive i.e. not under the influence of alcohol; not taking illegal substances; not under the influence of medicine which may induce drowsiness, or suffering from illness that impairs ability to drive safely.
- Drivers must hold a current safeguarding accreditation as required by the Training Policy
- Drivers must have a current satisfactory DBS check at the appropriate level as determined by policy.
- Must comply with all traffic laws and the highway code.

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## THE ESCORT

- Must not be intoxicated, and well enough to perform this function

## TRANSPORT IN PRIVATE CARS

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### 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 the appropriate child seat or booster cushions
- All passengers aged 13 years or older must wear an adult seat belt

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### THE VEHICLE/INSURANCE

- All cars that carry children or adults must 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. Most insurers make no additional charge for this.
- All cars that carry children or adults should be clean, correctly taxed, and in a road worthy condition including holding current MOT certificate if required.

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## ESCORTS

- Consideration should be given in consultation with the leader in charge of the activity as to whether an escort is required. Where the driver has been told that an escort is required by the church, or feels one is necessary the person must not be transported without an escort. An exception to this would be an emergency with consultation and agreement by either the Ministry lead, Parish Safeguarding Officer or member of clergy licenced to St Paul's.
- If in an emergency transportation is needed without an escort, when one would normally be required, the person will sit in the back of the vehicle.

## MINIBUSES, BUSES AND COACHES

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### 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.

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### DRIVING LICENCE:

Special Rules exist in law for driving these vehicles, these rules are complex, some drivers may incorrectly assume they can drive these vehicles, when this may no longer be the case. It is the drivers responsibility to carefully check their license and the vehicles they can drive, seeking advice from the DVLA if necessary.

- When using a minibus, whether owned, hired or borrowed, all drivers must hold the correct vehicle category 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. The driver must not commence a journey unless their entitlement to drive the vehicle has been thoroughly checked and verified by themselves, and there is no uncertainty.
- 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

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#### ESCORTS:

- There must be another responsible adult travelling as escort in the rear of the vehicle
- The escort must supervise boarding and alighting and be physically capable of doing so.