

ST. MICHAEL'S PREP SCHOOL
PRIVATE CARS USED FOR SCHOOL PURPOSES.

Thank you for offering to help with transport. We would be grateful if you could take the time to complete the questionnaire below for our records. It is imperative that you can answer all questions otherwise we will not be able to take up your offer of assistance.

Please give your full name.	
What is your Car Registration Number	
Is your car taxed ?	Yes/No
Do you have fully comprehensive car insurance? <i>Please let us make a copy of your insurance certificate.</i>	Yes/No
Does your insurance company know and have they agreed to you using the car to transport pupils. Please clarify to them that Hire and Reward is not applicable as we do not pay you for this service.	Yes/No
Do you have a full driving licence? <i>Please let us make a copy of this.</i>	Yes/No
Is your car serviced in line with the manufacturer's guidelines?	Yes/No
Are you satisfied to the best of your knowledge that your car is safe to drive and that tyres etc are legal.	Yes/No
Are you fit and well? Do you have an illness that needs to be notified to the DVLC? If so please give details.	Yes/No
<i>Do you wear glasses to drive? If so what is the date you last had your eyes tested?</i>	Yes /No Test date:
<i>Have you ever been convicted of a driving offence? If so please give details (offence/ date/ and any other details)</i>	Yes/No
Do you know of any other reason why there may be a problem with your car or your ability to drive it safely?	Yes/No
I undertake to ensure that those travelling in my vehicle do so safely and that seatbelts are used along with booster seats where necessary.	I agree/disagree
<i>I understand that I should not supply children with snacks and treats while transporting them</i>	Yes/ No
<i>I have read the Safeguarding Policy and understand what I would need to do in the event of a disclosure being made to me.</i>	Yes/ No

I confirm that the declaration I have made above is correct to the best of my knowledge and that I will advise the school before transporting pupils if the information changes

Signed _____ Date _____

Print Name _____

I have checked these details and am satisfied that this parent can provide occasional assistance to transport pupils

Headteacher _____ Date _____