



St Michael's Prep School Use of Private Cars for Transport Policy

Date of Last Review:	April 2018	Review Period:	As Required
Date of Next Review:		Owner:	DBI
Type of Policy:		Board Approval	

From time to time situations arise that lend themselves to taking advantage of offers from parents and staff to help with transport. The object of this document is to clarify the legal implications of these arrangements.

Insurance:

The school's insurance will cover anyone transporting children/adults at the school's request. In order that the school can be diligent in ensuring that all transport used is road-worthy and appropriate for use it is a requirement that a Private Transport Questionnaire is completed. The questionnaire covers areas such as road tax, MOT and general repair status of the vehicle and some questions on driver suitability. It is the responsibility of the driver to ensure all government legislation in respect of seatbelts, booster seats etc is met.

Seatbelts and Booster Seats:

The seatbelt and booster seat regulations apply fully to anyone transporting children in their private cars. The driver is responsible for making sure the laws are adhered to.

Seatbelts should be worn by all occupants in cars, with children under the age of 12 years or under a height of 135cm also using booster seats.

The school has a small supply of booster seats to lend out to parents or staff helping with transport arrangements. These should be picked up from the Reception and returned there after use.

Please note the only exception from using booster seats is in an emergency. Travel to and from matches and events do not constitute an emergency.

DBI - January 2015
Reviewed April 2018 JAI

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. We will need to see the originals of your driving licence and insurance document. Please bring them to the school office for copying by our staff. Please answer all questions otherwise we will not be able to take up your kind offer of assistance. Thank you.

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 may need to be notified to the DVLA/ our insurers, e.g. insulin dependency? If so please give details.	Yes/No
Do you wear glasses to drive? If so what is the date you last had your eyes tested?	Yes /No Test date:
Have you ever been convicted of a driving offence? If so please give details (offence/ date/ and any other details such as points)	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 understand that I should not supply children with snacks and treats while transporting them	Yes/ No
I have read the Safeguarding Policy and understand what I would need to do in the event of a disclosure being made to me.	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 _____

Please return this to the office together with your original insurance and licence documents.

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

Headteacher _____ Date _____