SUTTON VALENCE SCHOOL
SINCE 1576

Transport Policy

(Prep School and Senior School)

Author: Mr Carlos Nasiry
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Policy Review Date: September 2026 or earlier if further updates required

This Policy applies to Sutton Valence School (including as the context requires, the Nursery, the Prep School and Senior School).

Policy Statement

It is the School's policy to take all reasonable steps to manage the health and safety of those employees who drive School minibuses and School vehicles and to comply with our legal duties as an employer. The policy sets out the procedures on work-related driving (excluding grounds equipment) and details what is expected from employees, both in complying with legislation and our own standards.

In order to comply with legal transport and health and safety requirements, Sutton Valence School (SVS) has introduced policies and procedures which are to be followed by employees at all times. A Driving at Work Risk Assessment (Appendix 1) has been carried out and all approved drivers will be required to sign this before driving any school vehicle. Please ensure you read through this carefully and sign to confirm that you fully understand the risk assessment.

Section 7 of the Health & Safety at Work etc Act 1974, places a legal duty on all employees to be mindful of their own health and safety and that of others who may be affected by their activities

Codes of Conduct

Vehicles

1. Each vehicle has an annual MOT test certificate.

2. Each vehicle has a procedures pack with information what to do in an accident, breakdown or fire, which can be found in the glove compartment or in the side pocket of the vehicle.

3. Small bus permits are held by the School, which requires each minibus to conform to the Construction and Use Regulations.

4. A first aid box, fire extinguisher and warning triangle are carried in each vehicle. During the winter, snow shovels will be stored in the minibuses.

5. The School has a contract with a reputable local garage to carry out the manufacturer's recommended services.

6. A safety check and cleaning of the vehicles is carried out each week by the maintenance staff.

Drivers and Supervisors Responsibilities

1. All staff or volunteers must be over 25 years of age and have held a full driving licence with the appropriate license entitlement to drive a minibus (Category B or D1) for two years. Drivers between the ages of 21 – 25 years old may only drive the minibus with the authorisation of the Headmaster or the Bursar. All staff or volunteers who obtain their drivers licence after 1st January 1997 must obtain a Full Passenger Carrying Vehicle Licence (PCV) before being allowed to drive a 17-seat minibus. The School does have 14 seat minibuses, which can be driven by anyone without D1 on their licence. Staff will be required to complete a yearly Driver Declaration Form (Appendix 2) and any endorsements must be divulged to the Estates Bursar. The Estates Bursar will carry out a license check with the DVLA.

2. All minibus drivers are required to take an "Assessment of Competence" by an Approved Driving Instructor before permitted to drive.

3. All drivers are expected to meet the minimum eyesight standard required for driving, with glasses if needed and NOT drive under the influence of alcohol, any substance or medication which may cause drowsiness or affect judgement.

4. Drivers must be able to read (with glasses or contact lenses, if necessary) a car number plate made after 1 September 2001 from 20 metres.

5. You must also meet the minimum eyesight standard for driving by having a visual acuity of at least decimal 0.5 (6/12) measured on the Snellen scale (with glasses or contact lenses, if necessary) using both eyes together or, if you have sight in one eye only, in that eye.

6. You must also have an adequate field of vision - your optician can tell you about this and do a test.

7. All drivers are only permitted to use a mobile phone or other communication equipment when the vehicle is stationary, and it is safe to do so.

8. All drivers are personally responsible for any defects the vehicle may have while it is on the road. For this reason, SVS has a vehicle maintenance system in operation. Staff are required to carry out a Pre-Journey Safety Check of the vehicle prior to the start of their journey (Appendix 3). If a defect makes the vehicle illegal, it is not to be used. It is an offence to drive a minibus without adequate First Aid provision or a Fire Extinguisher.

9. Before each journey complete the Pre-Journey Checks and fill out the form which can be found on a clipboard in the driver's door. This form also doubles up as a mileage log, please complete the mileage and journey details before driving the minibus.

10. The driver is responsible for ensuring that all passengers have a seat and wear a seat belt. On no account will passengers travel standing or seated two to a seat. Seatbelts should be worn at all times by pupils and staff. Drivers are legally responsible for making sure that children under 14 years use seat belts in all vehicles including minibuses, other than in extremely large minibuses.

11. The driver must ensure that there is unobstructed access for every seat to the exits.

12. Minibuses must be cleared of any rubbish at the end of the trip.

13. **It is prohibited to carry flammable or other dangerous substances such as paraffin, gas or petrol inside the minibus.**

14. A maximum speed limit is imposed on all school vehicles of 60 mph on motorways and dual carriageways and 50 mph on all other unrestricted roads. Any speeding fine or parking fine is the responsibility of the driver, not the school.

15. All drivers **must** have had adequate sleep and rest before transporting passengers. Never drive when tired. (*ROSPA Minibus Safety – Code of Practice)*

    - You should plan to take a comfort break of at least 15 minutes every two and a half hours. Drivers who drive for more than two hours after a day's work are significantly more likely to be involved in an accident;

    - Two drivers must share the driving time equally when the total return journey exceeds 300 miles, or when the total journey time is expected to be more than six hours;

    - The maximum permitted number of hours in the working day, including driving and supervising, must not exceed 13 hours;

    - In any 24-hour period the minimum period of continuous rest is 11 hours;

    - **Remember** – Do not drive whilst tired and report any fault or damage as soon as possible.

Seatbelts in Minibuses

Minibuses carrying three or more children, aged at least three but less than 16 years, on organised trips or to and from School, are required to be fitted with forward facing seats and seatbelts. These requirements also apply to coaches, but not to buses.

The law requires either two-point (lap) or three-point (lap and diagonal) belts to be fitted. Three-point belts provide better protection in the event of an accident than two-point belts, although two-point belts are better than no belts at all.

Seatbelts should be worn at all times by pupils and staff. Drivers are legally responsible for making sure that children under 14 years use seat belts in all vehicles including minibuses, other than in extremely large minibuses.

Use of Private Vehicles (Staff)

The School holds an Occasional Business Use Policy to cover drivers in their own vehicles, when they are travelling on School business and claiming mileage.

Members of staff who are travelling on School business and/or transport a pupil(s) in their own vehicle must complete and sign the Private Vehicles Registration Form (Appendix 4) and provide a copy of their driving licence and MOT certificate for all vehicles requiring one.

Written permission from the parent/guardian of pupils travelling in staff vehicles must be obtained by the member of staff in charge of that activity.

Should the need arise for a member of staff to take a single pupil in a car, prior notification must be obtained by filling in a solo journey form, which is kept by the Deputy Head. If prior notification has not been given, due to emergency circumstances, this must happen within 24 hours.

The School will consider only those staff whose licence is free from serious offences.

Adults Other than Teachers Transporting Pupils

Parents or other adults who are qualified drivers, acting on request by a member of staff or as a volunteer, must complete the Private Vehicles Registration Form (Appendix 4) available from the Estates Bursar at Senior School or the Head's PA for Prep School. This must be completed before using their vehicle to transport pupils on School business. A copy of their driver's licence and MOT certificate must be provided and kept with the completed registration form.

Written permission from the parent/guardian of pupils travelling in vehicles driven by adults other than teachers must be obtained.

The School will consider only those qualified drivers whose licence is free of serious offences.

Appendix 1

Risk Assessment – Driving at Work

Risk assessment - topic/area covered	
Location(s):	Senior and Prep School
Department/staff:	All staff
Tasks/activities:	Minibus risk assessment (driving at work)

Risk assessment sign-off					
Prepared by:	Estates Bursar	Signature:	CN	Date:	01/09/25
Reviewed by:		Signature:		Date:	
Date for review:	This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient.				

Risk matrix								
Risk rating guidance	Likelihood (L)	5	5	10	15	20	25	Likelihood (L) x Severity (S) = Risk rating (RR).
		4	4	8	12	16	20	
		3	3	6	9	12	15	
		2	2	4	6	8	10	
		1	1	2	3	4	5	
			1	2	3	4	5	
		Severity (S)						
Acceptability of risk guidance	**High risk: 15-25**	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.						
	Medium risk: 8-12	Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.						
	Low risk: 1-6	Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.						

Guidance. When completing a risk assessment, you should:	1. Identify the persons at risk and the significant hazards. 2. Calculate an initial RR for the activity. 3. Identify risk control measures that reduce the risks to an acceptable level. 4. Calculate a revised RR - you should consider how much safer the task will be if the control measures are followed. Here, you should consider changing both the likelihood (L) and the severity (S) ratings.
Note. Ideally, you should look to reduce the risks so that the task can be classified as “low risk”.	

Risk assessment									
Activity	**Persons at risk**	**Significant hazards**	**Initial**			**Risk control measures**	**Residual**		
			L	**S**	**RR**		**L**	**S**	**RR**
Driving on school business (general)	Staff, pupils & third parties.	Potential for fatality or serious injury in the event of a road accident	**3**	**5**	**15**	• Implement a driving at work policy. • UK speed limits to be adhered to at all times. • All minibus drivers are required to take an "Assessment of Competence" by an Approved Driving Instructor. If the course is not operating or spaces are not available due to the Covid pandemic, training by a trained member of staff will be acceptable, as long as there is an approved training course booked, within 2/3 weeks.	**2**	**4**	**8**
Driving School Vehicles	Staff, pupils & third parties.	Potential for fatality or serious injury in the event of a road accident	**3**	**4**	**12**	• Check all driving licenses every 3 years. Drivers should only be permitted to drive School vehicles, if they hold a valid UK driving licence that explicitly covers the type of vehicle which they are required to drive. See the Transport Policy for further details. • DVLA licence checks completed. • Drivers declaration form completed	**2**	**3**	**6**
Driving for extended periods	Staff, pupils & third parties.	Increased potential for road accident if driver is suffering from fatigue	**3**	**4**	**12**	• Suitable maximum driving periods to be set. • Break periods to be set (example: 15 minutes rest after 2.5 hours driving). • Drive share on long journeys to be considered (where "passenger" can also drive). Driving is prohibited when drivers are suffering from extreme fatigue. It is the driver's responsibility to stop and rest.	**2**	**3**	**6**
Driving when under the influence of alcohol or drugs	Staff, pupils & third parties.	Impaired reaction times may lead to increased risk of serious road	**3**	**4**	**12**	• Transport policy in place • Staff behaviour policy about alcohol and illegal drugs in place. • Driving under the influence of drugs or alcohol will be classed as gross misconduct. • Drivers are prohibited from drinking any alcohol in the	**2**	**3**	**6**

		accident				preceding eight hours before driving. • Drivers should not drive if they are taking prescribed medication which is known to cause drowsiness.			
Driving a poorly maintained vehicle	Staff, pupils & third parties.	Increased risk of road accident or breakdown. Potential for serious or fatal injury when stopped on the side of the road	**2**	**3**	**6**	• A maintenance schedule for all vehicles is in place, such as 13 weekly inspections, annual service and MOT. • All vehicles repaired with a reputable machinal duly. • Spot check employees' own vehicles which are used on company business. • Pre-drive checklist to be used to spot common faults prior to journey (lights not working, tyre under inflated etc.). Emergency procedure to be communicated to all drivers for use in breakdown. • Insurance and MOT verification on employee's own vehicles. • Breakdown information can be found in the glovebox of each vehicle.	**1**	**2**	**2**
Driving when using mobile telephone	Staff, pupils & third parties.	Use of phone is illegal whilst driving and could distract driver leading to increased potential for road accident.	**3**	**5**	**15**	• Transport policy in place • Staff behaviour policy about using mobile phones at work. • Drivers should not use a mobile telephone or similar device whilst driving. • Driver to stop and phone caller back when safe to do so.	**2**	**4**	**8**

Appendix 2

DRIVER DECLARATION

All those authorised to drive on behalf of Sutton Valence School must complete this declaration to confirm that they are legally able to drive the vehicles intended.

You are being asked to confirm that you are fit and hold a full license to drive the following vehicle types:

School Car, van, garden and grounds vehicles.

Please read the following list of health conditions which <u>may</u> affect entitlement to drive:

Epilepsy, fits or blackouts, repeated attacks of dizziness
Stroke including "mini strokes"
Diabetes
Cardiac implants
Heart conditions/operations
Alcohol or drug abuse
Prescription medication which causes drowsiness
Parkinson's disease
Narcolepsy or sleep apnoea syndrome
Brain injury, brain tumour or brain surgery
Long term neurological conditions, serious memory problems or episodes of confusion
Serious psychiatric illness or mental ill health
Loss of sight in one eye, or other significant reduction in sight or visual field
Mobility or flexibility problems which affect ability to use controls or turn in the seat

Note. On return of this form the Estates Bursar will check the online driver details to:

- confirm name, date of birth and address details are correct.
- ensure that the individual has a current licence for the vehicles which they will be driving.
- check endorsements and cross-check with company vehicle insurance conditions where applicable
- evaluate the significance of new endorsements since the last licence check
- check for any restrictions on the licence, e.g. age, medical
- check for renewal/expiry dates, e.g. medical due, photocard expiry.

DRIVER DECLARATION FORM

(To be used for all employees who drive at work)

A copy of this checklist will be retained confidentially for at least

Driver's personal details			
Surname		**Forename(s)**	
Have you had an insurance proposal declined, a policy cancelled, been required to pay an additional premium or had special conditions imposed by a motor insurer?		**YES/NO**	**If yes, please provide details**

Driver's medical details for fitness to drive (please see the attached list)			
Do you have a DVLA notifiable condition?	**YES/NO**	**If yes, have you reported the condition to DVLA and have you received approval to drive with no restrictions?**	**YES/NO**
Do you need to wear corrective lenses/glasses for driving?	**YES/NO**	**If yes, have you had your eyesight examined within the past 2 years?**	**YES/NO**
Do you take medicines or prescribed drugs that may induce drowsiness or otherwise impair your driving?	**YES/NO**	**If yes, are you willing to take a medical examination by a doctor to confirm your fitness to drive?**	**YES/NO**

I confirm that the above information is a true and accurate record to the best of my knowledge at the time of completing this form. I will inform my manager immediately if these details change. I also agree to the Estates Bursar carrying out a license check with the DVLA on an annual basis.	
Signed:	**Date:**

Appendix 3

Pre-Journey Minibus Driver Checklist

Registration No:	Name of Driver:
Date and Time of Journey:	Journey To:
Start Mileage:	End Mileage:

	YES	**NO**	**Defect to be reported**
Fuel level ok for the trip			
Oil level light /Engine Management light not on?			
Windscreen wipers/washers working (water bottle full)?			
Lights working?			
Indicators working?			
Tyres in good condition?			
Brakes (handbrake and Pedal) working?			
Fully stocked First aid kit?			
Fire extinguisher?			
Warning Triangle provided			
Seatbelts working Properly?			

The vehicle is regularly checked, however you **must be aware** that legal responsibility in all cases rests with the **driver** of the vehicle.

Driver's Signature: _____

Appendix 4

Private Vehicle Registration Form

Name:

Vehicle Make, Model and Registration No:

1. I am aware of and agree to abide by the School's Transport Policy. YES/NO
2. My vehicle is covered by a current Road Fund Licence, insurance and, if necessary, a current MOT certificate. YES/NO
3. My vehicle has been maintained and repaired in accordance with the manufacturer's recommendations. YES/NO
4. I accept that I am responsible for checking that my vehicle is in good order. YES/NO
5. My vehicle is fitted with front and rear seat belts. YES/NO
6. I accept responsibility for ensuring that the guidelines relating to seat belts are implemented. YES/NO
7. I agree to notify the Estates Bursar of any endorsements to my licence that may occur in the future. YES/NO
8. I agree to provide a copy of my driving licence and MOT certificate on an annual basis. YES/NO

Signed .....

Date .....

Approved .....