All Saints Catholic Primary School

Private Motor Vehicle Use Policy

Developed by: Staff and School Board

Note: All references to ‘Staff members’ include Administration Staff, Support Teachers, Teachers and Temporary Relieving Teachers. All references to ‘Parents and Carers’ include Grandparents, Relatives, Friends and Volunteers.

Underlying Assumptions, Philosophy and Rationale:

We at All Saints Catholic Primary School believe that:

- this policy provides a framework of common understanding for children, staff, parents/carers and the community who interact with the school to provide a safe environment
- staff/volunteers have a duty of care towards all children involved in activities
- guidelines have been introduced to keep children safe and to promote a safe operating environment for staff/volunteers when transporting children to and from activities
- the main intention of this policy is to ensure the health, safety and welfare of our children who use the services and facilities of private transport.

Purpose/Aims:

Through the application of this policy, we at All Saints Catholic Primary School aim to:

- accept that there are occasions when it is necessary for parents/carers/staff to use their own private vehicle to transport children for the purposes of attending excursions, sporting activities or other activities.

Therefore:

- the use of transport by bus/train with a professional driver will always be the preferred option of travel to and from school related activities. Only when there are small numbers of children representing the school will private transport be considered as an option of travel.
- the permission of the Principal must be obtained before children can travel in private motor vehicles.
- if transport is to an official school event, the school must seek written parent/carer consent for children to travel by private vehicle.
- where it is necessary to transport children by private vehicle, the employee/parent/carer will have third party cover under the Motor Accidents (Liabilities and Compensation) Act in respect of injuries to other persons including passengers.
Guidelines:

In support of this policy

The Principal will:

- provide clear guidelines and procedures to staff on the use of private vehicles for transporting children
- give permission to staff, parents/carers or volunteers to use private vehicles for transporting children when appropriate

The Staff will:

- ensure appropriate paperwork is completed for transport by private vehicles
- ensure that:
  - the vehicle being used is registered and roadworthy, particularly tyres, brakes and lights.
  - as a minimum, the vehicle being used is covered by third party property insurance
  - the driver is experienced and competent and holds a full licence (no P or L plates).
  - the driver is not affected by drugs or alcohol
  - the vehicle is equipped with seat belts or appropriate child restraints and these are used properly
  - the car must not carry more passengers than there are seatbelts or appropriate child restraints fitted
- keep records of children being transported in specific vehicles
- carry out a risk assessment on the transport requirements
- ensure that where children have a medical condition, a copy of the care plan will be accessible at all times.
- ensure that a member of staff who has received training in administering support / medication will accompany the child in the vehicle.

The driver of the Vehicle (Parents/Carers / Staff / Volunteers) will:

- ensure the car is fully registered
- hold a current full drivers licence
- hold a police clearance as required
- complete ‘Declaration by Drivers of Private Cars on School Organised Activities’ form
- travel directly from the point of departure to the point of destination
- drive in a safe & responsible manner
- ensure they are not affected by drugs or alcohol
- ensure appropriate seatbelts / child restraints are used by all passengers
- travel with another adult when transporting one child in their private vehicle.

The children will:

- behave appropriately while travelling in the vehicle
- be secured in the appropriate restraints when travelling in the vehicle.
Implementation
All Staff, Parents/Carers and children will be made aware of and have access to the policy via the school newsletter and website

Basis of Discretion:
Nil

Support Documents:
New Child Restraint Rules July 2010
Procedures for Camps, Excursions, Adventure, Physical and Sporting Activities for Catholic Schools and Preschools 2005

Financial Budget:
Nil

Resources N/A

Signed
(Principal on behalf of School Board)

Date 15 May 2013
Date to be reviewed May 2016