



USE OF SCHOOL VEHICLE POLICY

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Turning Point Academy

Use of School Vehicles Policy

This document sets the policy on the use of school owned vehicles. The school owns 3 Ford Torneo 9 seater mini-buses and one 12 seater ford transit mini-bus.

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We are committed to ensuring the safe, responsible and effective use of school vehicles to support pupils' access to education, enrichment activities and community learning. The safety and wellbeing of pupils, staff and other road users is our highest priority.

Our approach to the use of school vehicles is guided by our core values:

Belong – We ensure pupils feel safe, supported and cared for when travelling in school vehicles, with individual needs and dignity respected at all times.

Commit – We are committed to robust vehicle safety procedures, including trained and authorised drivers, regular vehicle checks, appropriate supervision and clear protocols for transport.

Thrive – By providing safe and reliable transport, pupils are enabled to access learning opportunities confidently, develop independence and engage fully in school life.

All school vehicles are maintained in line with legal requirements and subject to regular safety checks and risk assessments. Transport arrangements are planned carefully to ensure journeys are safe, calm and well managed, supporting positive outcomes for pupils.

1. Purposes for which school vehicles can be used.

The school vehicle can be used for school business and for social, domestic and pleasure purposes and have the appropriate level of insurance cover for this. The school vehicle cannot be used for the carriage of passengers for hire or reward, or in any competition, trial, performance test, race or trial of speed, including off-road events.

2. Requirements for driving school vehicles.

Only individuals who are on the list of authorised drivers, or those with the permission of the Principal, can drive vehicles under the name of Turning Point Academy. The list of authorised drivers is held by the School Administrator. The requirements for being considered to become a school driver are as follows –

- Aged 21 or over, and
- Holding a full British driving licence, including an exchanged British driving licence, or holding a full EU licence.
- The Principal must satisfy himself that any persons driving are competent to do so.

3. Use of non-school vehicles.

With the approval by the Principal vehicles other than school owned vehicles may be used by staff, who are on the list of authorised drivers, in the course of undertaking their duties. The insurance cover on privately owned vehicles may not cover their use for school purposes and in the event of such use steps must be taken to obtain an appropriate insurance cover before the vehicle is used. The school insurance does not cover staff to drive vehicles owned by employees of the school or those hired, leased or lent to them by employees.

Therefore, staff must not drive their own vehicles for school use, unless they are covered by the addition of business use on their own insurance policy.

4. Use of school vehicles by other organisations and individuals.

The school vehicle can be used by another organisation or an individual for business, social, domestic or pleasure purposes, only if their use is covered by the insurance obtained by the organisation or individual concerned, and not for the carriage of passengers for hire or reward. The Trustees authorise the use of school vehicles by another organisation or an individual being satisfied that the insurance cover is in place and that the driver holds a licence to drive the vehicle.

Any agreement to use the school vehicle by any other organisation must be agreed by the Principal and at least one Trustee of the school in advance. It is the duty of the Principal to ensure that the appropriate checks are conducted (age of driver, licence of driver checked and insurance cover checked).

The school vehicle may be taken home by authorised staff members (authorised by the Principal). The school's insurance policy allows for this, provided the vehicle is parked on a driveway. Advice from HMRC states that this is permitted for 'pool vehicles,' for the purposes of travelling to and from the school site only. The vehicle must not be used for personal use other than travel to and from school for work purposes. Providing these terms are satisfied then the use of the vehicle does not need to be declared as a company car and there are no taxable liabilities. A log of all journeys to and from school must be made in the vehicle log book

5. Procedure for appointment of staff as a driver

- Staff member who holds a full British or a full EU licence is recommended by a member of senior leadership to become a school driver, and for what purpose e.g. to drive school pupils.
- Principal conducts relevant checks to ascertain the nominated person meets the criteria for driving school vehicle. For the Principal, the Proprietor will conduct the checks.
- Staff member is confirmed by the Principal as a staff driver for school vehicle; the Principal can also decide whether the staff member can drive school pupils.
- Name of the staff member is added to the list of authorised drivers.
- The authorised driver list is re-checked by the Proprietor annually.

This procedure has to be completed when a member of school staff authorised only to drive cars is considered to become a driver for pupils or minibuses as well. If a staff member holds an EU licence or an exchanged British Licence i.e. his / her original driving licence was issued in one of the DVLA designated countries, as stated below, and has never completed a British driving test, a competency test with a licensed driving school or instructor has to be completed before the member of staff is confirmed as a driver for pupils.

DVLA designated countries are –

Australia, Barbados, British Virgin Islands, Canada, Falkland Islands, Faroe Islands, Gibraltar, Hong Kong, Japan, Monaco, New Zealand, Republic of Korea, Singapore, South Africa, Switzerland and Zimbabwe.

6. Restrictions on driving minibuses.

A school driver who doesn't have D1 on their driving licence can only drive 12 and 14 seater minibuses, with a maximum gross weight which doesn't exceed 3500kg. 15 seater minibuses with a tail-lift, can be driven only by a driver who has D1 on their licence.

7. Rules for school drivers.

School drivers must abide by the following rules –

- Ultimate responsibility for the safety of all passengers in the vehicle lies with the driver.
- The driver must visually check the vehicle before its use.
- All faults or accidents involving a particular vehicle must be reported immediately to the Principal.
- Before starting the vehicle, the driver must ensure that passengers are wearing seat belts, any load safely secured, and that all doors are correctly shut.

- If any of the passengers refuse to wear seatbelts, the driver must not start a vehicle until the situation is resolved.
- If any passenger unfastens their seatbelt, the vehicle has to be halted at the first safe opportunity.
- Any accompanying staff member should be responsible for the good conduct of pupil passengers. The driver should not be distracted during the drive.
- The driver must know the Highway Code and observe the speed limit at all times.
- The driver must ensure that the vehicle is in a reasonably clean condition outside and in.
- The driver and other staff should not hold personal belongings in any part of the vehicle.
- The driver must inform the Principal about any changes to his / her driving licence.
- A driver must not consume any amount of alcohol prior to driving pupils or staff on school business. If he / she feels that the alcohol consumed previously can still affect his / her driving then they have a duty to declare their incapacity to drive to the Principal. Drivers of the school vehicle, while using them for personal and leisure purposes, must ensure that they do not consume the amount of alcohol above the legal limit. Any school driver who is charged with driving under the influence of alcohol, automatically loses their status as a school driver and is banned from driving any school vehicles. School has a right to call the police to breathalyse any driver who is involved in an accident on school grounds or suspected of driving under the influence of alcohol or drugs.
- Turning Point Academy has a zero tolerance to the use of illegal substances by staff.
- If prescribed a medication, the driver must ensure that it doesn't affect their ability to drive.
- A log of each journey must be entered in the vehicle log book, detailing the date of journey, the start and finish mileage and driver name.
- The vehicles must be signed in and out in the vehicle usage log held in the main office by the school administrator.

8. Maintenance of school vehicles.

The School Premises Officer is responsible for the following daily checks on the school vehicle, conducted each afternoon before the end of the school day.

- Tyre inflation
- Screen wash
- Seatbelt check
- Windscreen check

The vehicle is routinely re-fuelled by staff responsible for driving each vehicle.

9. Bus passenger assistants / escorts

Staff supporting the driver with the care and welfare of children on school vehicles should ensure that at least one person (where there is more than one) is positioned at the very back of the vehicle so that all children can be seen. If there is one person conducting this role, they should always be seated in the very back of the vehicle.

It is the role of staff on the school vehicles to ensure they are kept clean and tidy at all times. Litter / debris should not be visible in any part of the vehicle, and staff should maintain daily checks of the vehicles they are responsible for.

Staff and children should observe the no eating or drinking rule in the vehicles. Water may be supplied and drunk on vehicles for long journeys.



SCHOOL VEHICLE USEAGE RULES

STAFF DECLARATION

A) DRIVING LICENCE AND AUTHORITY TO DRIVE COMPANY VEHICLES

- 1) You must be in possession of a current driving licence and have the Principal's authority to drive one of our vehicles.
- 2) Your driving licence must be produced for scrutiny by the Principal prior to driving any of our vehicles and at any other time as requested. Alternatively, we may require you to provide us with the ability to access your driving licence details online.
- 3) If at any time your licence is endorsed, or you are disqualified from driving, we must be informed immediately. Should your licence be removed or become invalid for any reason, your employment may be terminated.
- 4) It is your responsibility to see that the vehicle is not used by anyone other than authorised employees. Special written permission must be obtained from the Principal for the vehicle to be used by any other person.
- 5) **Data collected about driving licences will be processed in line with the Data Protection Act. You may read more about the data we hold on you, why we hold it and the lawful basis that applies in the employee privacy notice.**

B) FIXTURES, FITTINGS AND MODIFICATIONS

- 1) No fixtures such as aerials, roof racks, towing apparatus, stickers, may be attached to any of our vehicles without prior written permission. When handing the vehicle back to us such attachments must remain unless adequate rectification work is carried out professionally to restore the vehicle to its former condition.
- 2) No change or alterations may be made to the manufacturer's mechanical or structural specification of the vehicle.

C) WARRANTY

All warranty work must be reported to us prior to it being carried out.

D) CLEANING AND MAINTENANCE

- 1) As the vehicle has been allocated to you, it is your responsibility to keep it clean, and to ensure that the vehicle is regularly serviced in accordance with the requirements laid down by the manufacturer, and as specified in the maintenance book of the particular model of vehicle.
- 2) Any other maintenance or repair work or replacement of parts, including tyres, must be approved in advance by the Principal.
- 3) Failure to adequately clean the vehicle may mean you are subject to the cost of the Valet being deducted from your pay.

E) FUEL ETC.

- 1) In addition to keeping the vehicle regularly serviced, it is your responsibility to see that the oil and water levels, battery and brake fluid and tyre pressures are maintained and that the

tread of all tyres conforms to the minimum legal requirements.

- 2) Unless contrary arrangements exist in writing between us, we will only reimburse you for fuel and oil used on our business. Claims must be submitted on a report sheet, signed by yourself.

F) DAMAGE OR INJURY

- 1) If you are involved in an accident which causes damage to property or another vehicle, or injury to any person or animal, you are required to give your name and address, the name and address of the vehicle owner, the registration number of the vehicle and the name of the insurance company to any person having reasonable grounds for requiring such information. It is important that you give no further information. If for some reason it is not possible to give this information at the time of the accident, the matter must be reported to the office and where necessary the police as soon as possible, but within twenty-four hours of the occurrence.
- 2) In addition in the case of an incident involving injury to another person or to notifiable animals (i.e. dogs), you are responsible for notifying the police of the occurrence, and you must produce your insurance certificate to a Police Officer attending the accident, or any other person having reasonable grounds for seeing it. The accident must be reported to a police station or to a Police Officer within twenty-four hours. If you are not then able to produce the certificate, you must, in any event, produce it in person within five days after the accident, to such police station as you may specify at the time of first reporting the accident.
- 3) For security reasons, insurance certificates are kept by us. However, a copy of the certificate of insurance is provided with each vehicle and this will be renewed annually. You should make sure that it is with the vehicle at all times. Replacement copies can be obtained from us if necessary.

G) LOSS

- 1) In the case of theft of the vehicle, we and the police must be informed immediately. Full details of the contents of the vehicle must also be given. If any contents are stolen from the vehicle, the Principal and the police should be notified immediately.
- 2) Please note that only Company property is insured by us and you should make your own arrangements to cover personal effects.
- 3) The vehicle should be kept locked when not in use and the contents should be stored out of sight, preferably in the boot. If a vehicle is stolen we are required to prove to the insurance company that there has been no negligence and, therefore, we must hold you responsible in the event of such negligence.

H) ACCIDENT PROCEDURE

- 1) It is a condition of the insurance policy that the insurers are notified of all accidents, even if apparently of no consequence. You must, therefore, as soon as possible after the accident, obtain an accident report form from the Principal which must be completed and returned to us within twenty-four hours. All the information required on the form must be completed. You should note, that whenever possible the following particulars should appear in the form:
 - a) the name and address of the other driver and the name and address of his/her insurers;
 - b) the names and addresses of all passengers in both our vehicle and the third party's vehicle;

- c) names and addresses of all witnesses. It will be of considerable assistance if statements can be obtained from all witnesses at the time of the accident; and
- d) particulars of the police attending i.e. name, number and division.

- 2) A detailed sketch must be provided showing the relative position of the vehicle before and after the accident, together with details of the roads in the vicinity, e.g. whether they are major or minor roads and as many relevant measurements as possible.
- 3) If our vehicle is undriveable you are responsible for making adequate arrangements for the vehicle to be towed to a garage, and the name and address of the garage where the vehicle may be inspected must be stated on the claim form.
- 4) We will organise for repairs to be carried out.
- 5) Under no circumstances may repairs be put in hand until the Insurance Company has given its agreement. We will notify you when this has been done.
- 6) You should not under any circumstances express any opinion one way or the other on the degree of responsibility for the accident. Only exchange particulars mentioned in 1) above and nothing more.

I) ROAD FUND LICENCE

The road fund licence for each vehicle will be renewed automatically when due.

J) TRAVEL OVERSEAS

- 1) Our vehicles may not be taken out of the country without written permission from the Principal.
- 2) Our insurance policy covers the use of the vehicle in Great Britain. Before travelling with the vehicle anywhere else you must obtain our permission and, at least seven days beforehand, give us a list of the countries to be visited and the relevant dates. A letter of authorisation will be issued which must accompany the vehicle and a Green Card may be necessary. On return to the United Kingdom, these should be returned to us for cancellation.
- 3) Unless the journey is on approved business, the cost of any Green Card may be charged to you and must be paid for before the journey starts.

K) PERMITTED USE

Subject to the restrictions already stipulated, our vehicles may only be used for social, domestic and pleasure purposes, and for our business, excluding the carriage of passengers for hire or reward. Our vehicles may not be used for any type of motoring sport, including racing, rallying or pace making, whether on the public highway or on private land. Private mileage must be shown and declared.

L) PERSONAL LIABILITY FOR DAMAGE TO VEHICLES

- 1) Where any damage to one of our vehicles is due to your negligence or lack of care, we reserve the right to insist on your rectifying the damage at your own expense or paying the excess part of any claim on the insurers.
- 2) Repeated instances may result in the use of the vehicle being withdrawn and disciplinary action being taken.

M) USE OF MOBILE PHONE WHILST DRIVING

It is illegal to use a mobile phone whilst driving (without a hands free set). It is our Company policy that you should not use any mobile phones whilst driving. You should pull over to the side of the road in an appropriate place before making or receiving any telephone calls. In the event of you being unable to pick up a call because you cannot find a safe place to stop, you must return the call as soon as conveniently possible.

N) OTHER GUIDELINES

- 1) It must be emphasised that you must never drive under the influence of alcohol, or drugs, including medicines which may affect your driving.
- 2) Use seat belts at all times and comply with local traffic conditions.
- 3) Always drive within the speed limit and reduce speed where weather conditions required you to.
- 4) DO NOT DRIVE if tired.
- 5) Always take regular breaks from the vehicle.

I have read and I understand the above terms.

Employee signature

Employee name (print)

Date: