



Pontypridd High School

Driving vehicles for school use Policy

'Learning and achieving together'
'Dysgu a chyflawni gyda'n gilydd'

Driving Vehicles for School Use Policy

Date of policy:	January 2023
Adopted:	Adopted : Premises Committee Meeting, 7 th February 2023
To be reviewed:	Spring 2026
Member of staff responsible:	Headteacher
Committee Responsible:	Premises

This school policy is presented with consideration for RCT ‘Workwell’ Health and Safety policies. The Pontypridd High policy will take account of updated RCT policy and guidance as appropriate through governing body review meetings.

1. Introduction

Pontypridd High School does not own its vehicles. The “school car” and any self-drive minibus are hired from the Local Authority (Fleet Management) and while this policy aims to outline the clear procedures to drivers regarding the safe use of these vehicles, it should be read in conjunction with RCTCBC’s “Driving on Council Business Policy, Council Owned, Leased and Hire Vehicles (Managing Work-Related Road Safety)” policy.

School Car

The school car helps provide:

- access to STEP 4 curriculum provision
- school trips & visits
- assist with transporting students where there are safeguarding concerns
- numerous other extra-curricular activities

2. Approval to drive the school car

Cars and minibuses up to 8 passenger seats can be driven on a normal car licence (B) subject to a completion of a council’s driving consent form. Drivers should be comfortable in driving the vehicle if it is larger than the vehicle they are used to driving. There is no minimum age to drive on a car licence.

Self-Drive Mini Bus

The hire of a self-drive mini bus helps provide:

- transport for school fixtures
- school trips and visits
- assist with transporting students where there are safeguarding concerns
- numerous other extra-curricular activities

3. Approval to drive a self-hire mini bus

A minibus is described as a motor vehicle with between 9 and 16 passenger seats.

The local authority requires drivers to:

- be between 21 and 70 years of age
- hold a current full driving licence subject to completion of a council’s driving consent form

- have category D1 or D PCV entitlement on their licence

The local authority is currently moving towards putting all staff that drive school minibuses through CPC training to ensure their competence to drive them.

There may be occasions when staff may use their own vehicle as part of a school-based event/and or to assist in matters related to students. Before using their own vehicle, staff should provide the Headteacher with:

- a copy of their insurance certificate clearly showing business class 1 cover
- a copy of a valid MOT certificate
- a copy of the V5C document (vehicle log book)

4. Responsibilities

The school's Admin Assistant for Wellbeing is responsible for maintaining a list of approved drivers for all hired vehicles.

The Headteacher is ultimately responsible for ensuring that all vehicles are properly maintained through the council but this responsibility has been delegated to the Finance and Resources Manager.

The Headteacher has overall responsibility for any hired vehicle and final powers of authorisation over its use.

School Staff

Any staff wishing to drive the school car or mini-bus will need to complete a council's driving consent form – 3 year mandate (appendix 1).

The school's Admin Assistant for Wellbeing will send all mandates to Fleet Management for a licence check before staff are permitted to drive any hired vehicles.

Should a driver change details such as address or name or gain points on their licence or acquire or lose categories, Fleet Management should be immediately informed.

The Admin Assistant for Wellbeing should also inform Fleet Management of any driver that leaves employment or are no longer required to drive the vehicles, this prevents unnecessary checks being carried out.

Students

All students will be expected to abide by the expectations of behaviour whilst being transported in any vehicle.

Where there are instances of poor behaviour and/or lack of respect for staff and the vehicles, students may be prohibited from travelling in the vehicles.

5. Procedures for using school vehicles

School Car

The school car is predominately used as part of the Step 4+ provision. Any approved driver wishing to use the car should discuss the availability with the SLT lead for Alternative Curriculum. The school car should be collected from, and returned to, its parking space located in the main car park immediately in front of the main reception. Car keys should be returned to the Reception Office at the end of the journey. Prior to ANY journey, the named driver must complete a visual check of the vehicle. This is to ensure basic, but necessary, safety checks are undertaken.

Any defects noted should be reported to the Finance and Resources Manager.

- Serious defects must be reported IMMEDIATELY
- Minor defects can be reported after the journey has taken place
- If the driver is in any doubt, the vehicle MUST NOT be taken onto the road

The school car is “off hire” during the school holidays. The school’s Admin Assistant for Wellbeing informs Fleet Management of this however, there are occasions when the car is left onsite during this “off hire” period. Under no circumstances should the car be used during this time.

Mini Bus

The school’s Admin Assistant for Wellbeing will organise any requests to hire a self-drive minibus. Fleet Management delivers all mini-buses directly to the school. On delivery the keys and visual check list showing minor marks and scratches are left at reception for collection by the hirer. Once the hired period has ended, keys are left at reception and collected by Fleet Management.

6. Insurance/Maintenance of the school car

All hire vehicles are insured under the council insurance policy.

Service of the school car is annually or upon reaching a certain mileage (whatever comes first).

7. In the event of an accident

In the event of an accident whilst driving any vehicle when another vehicle causes damage:

- The driver must stop and make the accident scene as safe as possible. If necessary and, if possible, it may be appropriate to move the vehicle to a safer position
- Where it is safe and reasonable to do so, pupils should be removed from the vehicle and taken to a safe area away from the accident site, where they should be fully supervised
- The driver must stay at the scene of the accident until the emergency services and anyone else with reasonable cause have taken all the details
- Insurance details should be swapped with a third party at the scene, however, NO LIABILITY should be admitted
- A visual check of the vehicle should be undertaken before the journey resumes
- If the vehicle is not roadworthy, the driver should contact the breakdown service (details in the Driving Checklist Folder)
- The driver should inform the Finance and Resources Manager as soon as is reasonable possible

8. In the event of a breakdown

In the event of any vehicle breaking down whilst away from the school premises, staff should:

- Where it is safe and reasonable to do so, remove students from the vehicle and they should be taken to a safe area away from the breakdown site, where they should be fully supervised
- The driver should inform the Finance and Resources manager as soon as reasonably possible
- The breakdown service (details in car folder) should be contacted as soon as is reasonably possible.

9. Health and safety of drivers and passengers

Drivers should make students aware of the following before the commencement of the journey:

- Seatbelts must be worn at all times (this is a legal requirement and it is the driver's responsibility to check this)
- Everyone should remain seated at all times, should be well behaved and provide no distraction to the driver
- Bags should be kept on laps or stored in the boot of the car.

10. Other Safety considerations

The driver must always assess if they are safe to drive the car before commencing a trip:

- Drivers should have had sufficient rest prior to undertaking a journey
- Drivers should remember that prescribed medication or over the counter medications may affect their ability to drive
- Drivers who have had any alcohol within the previous 12 hours should not drive the school vehicles
- Drivers MUST NOT drive for longer than 2 hours without taking a break for at least 15 minutes
- For safeguarding reasons, the driver should always be accompanied by a second member of staff when transporting students.

11. First Aid

Before any journey a first aid box should be collected from Pupil Services. If a situation arises where first aid is required the member of staff present will need to make an informed decision about what advice and level of first aid to provide depending on their own training and qualifications.

Appendix A



Driving licence information fair processing declaration form

Guidance notes for the driver - please read these notes before you fill in this form

1. Under Health and Safety and Duty of Care requirements, your employer is obliged to check that all employees who carry out business mileage for the company, no matter the distance or frequency are correctly licensed to drive. Your employer has outsourced this process to Admin Business Solutions Limited to minimise any inconvenience and ensure consistency. By outsourcing this process to a specialist provider in the field of data management, the risk or exposure to possible data fraud is minimised due to our highly secure and encrypted systems and process. For further information about how we process your data, your rights and who to contact, see our privacy notice at http://absdrivercheck.co.uk/Home/Terms_and_conditions#privacypolicy

2. You should only fill in this form if you have read and understood how your driving licence information will be processed by Admin Business Solutions on behalf of your employer. Admin Business Solutions will fill in the Company Details and the Reason for processing information sections of the form on behalf of your employer. You must then fill in the CPC and Tacho check boxes, Driver Details section and sign and date the Driver information fair processing declaration section. Admin Business Solutions and DVLA will not accept forms if they haven't been signed and dated by you. **If you make an error on this form please complete a new form for processing.** Completed forms can be returned to admin@absdrivercheck.com.

3. In some instances, your employer may also be working with a Third Party (e.g. Leasing Partner), if this is the case Admin Business Solutions or your employer will list all relevant companies in the "Company Details" section.

4. Immediately after your employer notifies Admin Business Solutions that you are no longer an employee, or that you no longer drive on business, your record will be archived. In accordance with DVLA requirements, your Fair Processing Declaration form will be archived for seven years from the date of signature and subsequently destroyed. If your connection with the company or companies listed in the Organisation Details Section stops, you have the right for your information not to be processed by them. Please refer to the privacy notice for the named company or companies in that Section.

5. You can also view or share your driving licence information online at www.gov.uk/view-drivinglicence.

6. If the details on your driving licence are not up to date, return it to DVLA and inform them about the changes they need to make. By law, you must tell DVLA immediately if you change your permanent address or name. You could be fined up to £1,000 if you do not tell DVLA about these changes.

7. If your licence has been lost, stolen or destroyed you will need to apply for a replacement. You can find out how to do this online at www.gov.uk/apply-online-to-replace-a-driving-licence. Or, as long as you have not changed the details on your photocard licence, you can apply for a replacement licence using a debit card or credit card by phoning 0300 790 6801 between 8am and 2pm on Saturdays. |

Fair Processing Declaration Form

DECLARATION ON RELATIONSHIP
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IMPORTANT: Please read the notes over the page before filling in this form and write clearly in **black** ink using CAPITAL LETTERS.

1. Company details (to be filled in by the company making the enquiry before driver fills in Sections 3 and 4)

Company name and address (the company): <u>Admin Business Solutions Limited</u> <u>Unit 10 Moons Park</u> <u>Burnt Meadow Road North Moons Moat</u> <u>Redditch</u> <u>B98 9PA</u> Postcode: <u>B 9 8 9 P A</u>	Account number: <u>K 3 4 0</u> Reference number: <u>PONTYPRIDD HIGH SCHOOL</u> Are you making an enquiry on behalf of another company? <u>Yes</u> <u>No</u> <u>D</u> If yes, please give the third party and company name below:
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2. Reason for processing information (to be filled in by the Employer making the enquiry before driver fills in Sections 3 and 4)

All driver ~~licence~~ checks are conducted as part of your ~~company~~ duty of care, health and safety procedure where ~~relevant~~ driver on company business.

Do you need CPC information?	<u>Yes</u> <u>X</u> <u>No</u> <u>D</u>	Do you need tachograph information?	<u>Yes</u> <u>D</u> <u>No</u> <u>X</u>
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3. Driver details (to be filled in by the driver)

Surname:	Middle name(s):
First name:	Relation to driver (if required):
Date of birth:	Address on licence (if different):*
Current address:	Line 1
Line 1	Line 2
Line 2	Line 3
Line 3	Post town
Post town	Postcode:
Postcode:	Postcode:
Driver licence number:	* You must tell DVLA about any changes to your address. If you don't, you could be fined up to £1,000.

4. Driver information fair processing declaration (to be filled in by the driver)

IMPORTANT: Please read the notes over the page before signing this form. Do not sign if Sections 1 and 2 are not filled in.

Declaration:

I am the person referred to in Section 3. I understand that Admin Business Solutions will ask DVLA for my driver record information, as and when they require, for the purpose set out in Section 2. I understand DVLA will disclose to Admin Business Solutions all relevant information held in the ~~computerised~~ register of drivers maintained by DVLA. This includes personal details, driving entitlements, valid endorsements, and disqualifications (if relevant), photo images, Certificate of Professional Competence (CPC) and Digital Tachograph Card details (where appropriate). This declaration will expire when I stop driving in connection with the company or in any case, three years from the date of my signature.

SIGNATURE:

DATE:

