



Transport Policy

This policy is written to guide staff of requirements should Learners need transporting for the following reasons:

- Offsite mentoring session(s).
- Transport of a Learner to their home address should arranged transport fail.
- Transport of a Learner to their home address in the event of an emergency.

The guiding principle of this policy is to ensure the safety of both the person transporting the Learner and the Learner themselves. It is the responsibility of the driver to ensure that they are acting in accordance with all Health and Safety legislation and all road traffic legislation in the UK.

Drivers & Vehicles:

Drivers are responsible for their vehicle's appropriateness of use and its road worthiness, and their own fitness to operate their vehicle. Any vehicles used to transport Learners will undergo a monthly vehicle check which will be retained on file.

Documentation:

Drivers must provide the following documents that will be held on file electronically, and must be resubmitted annually where necessary or where changes have been made:

- Valid driver's license
- Valid MOT certificate
- Proof of Road Fund Tax payment
- Business insurance certificate
- Enhanced DBS check

Drivers must ensure that:

- They have a valid driving licence that permits them to drive in the UK
- They are not excessively tired
- They are not under the influence of drugs or alcohol
- If they need to use contact lenses or wear glasses for driving then they are worn
- Do not drive if they are taking medication that advises not to drive
- Do not have a medical condition that prevents them driving
- If they are taking medication or have a medical condition that affects them driving they must advise the Director of Operations immediately
- Should they incur driving endorsements or convictions (including speeding) that they inform the Director of Operations immediately
- Their phone is charged and serviceable for the entire journey
- Use a sat nav system (in built into the vehicle or via mobile phone) to avoid delays



- They do not smoke or vape in their vehicle nor have paraphernalia related to both activities in their vehicle whilst transporting a Learner
- Have access to roadside breakdown or recovery services
- Do not take personal mobile phone calls whilst a Learner is in the vehicle, nor text whilst driving
- Ensure the vehicle has sufficient fuel for the journey to prevent stopping to refuel or leaving the Learner alone whilst the vehicle is refuelled
- Must not carry any other passengers whilst having a Learner in the vehicle that is not a member of staff of Productive Learning UK Ltd, i.e. no friends or family members of the driver

Vehicles:

- Must be in a road worthy condition and regularly serviced
- Seat belts are fitted and used
- Child locks are fitted
- Must have a first aid kit on board
- An emergency grab bag will be provided which will contain an umbrella, blanket, torch, and warning triangle
- Vehicles must be clean and tidy

Learners:

Prior to transporting Learners all EHCPs/Learner Referral Forms must be reviewed for each Learner to establish any risks of being transported.

Learners must sit in the rear of the vehicle which child locks engaged, and seat belts securely fastened.

If transporting the Learner alone they must be seated on the passenger side to prevent interference with the driver.

If a Learner becomes unregulated and it is not safe to drive with them in the vehicle, stop in a safe location and telephone a Director who will advise and arrange to attend/assist. If you cannot find a safe location, or you feel unsafe, phone the Police first then phone a Director.

Parents/Carers:

Prior to any transportation a signed consent form for transport must be returned to the Director of Operations for retention on file.

If arranged transport does not arrive, the parent/carer of the Learner must be telephoned by a Director to inform them that we will be transporting the Learner home and ensure there is someone at home to receive them.



Accidents:

In the event of an accident ensure the Learner is unharmed and get them to a safe place away from the accident, reassure the Learner and call emergency services if necessary. Call a Director who will coordinate support and if required arrange for another driver to come and collect the Learner to continue their journey. They will also notify parents/carers, consult with emergency services, and contact the local authority.

Accidents must be reported by the driver to their insurance company, and the details of the insurance company passed to the parents/carers of the Learner.

Ensure all details are recorded of anyone involved in the accident.

Breakdown:

In the event of a breakdown, ensure the Learner is removed from the vehicle and moved a safe distance from the vehicle, taking the emergency grab bag in case of cold/wet weather.

Call a Director who will arrange support and another driver to meet and collect the Learner to continue their journey home.

Call roadside breakdown/recovery if require.

Policy Review

This policy will be reviewed regularly in line with legislative updates, and in any event not less than annually.

A handwritten signature in black ink, appearing to read 'N. Morris', written over a horizontal line.

Nicholas Morris
Director – Productive Learning UK Limited