



Grow Independent School Vehicle Policy

Policy Effective Date: 12/06/2024

Review Date: June 2026

At Grow, we are committed to providing an accessible and inclusive environment for all our students, staff, parents, and visitors. We strive to ensure that everyone can fully participate in our educational community, regardless of any physical, sensory, cognitive, or neurodiverse conditions.

We can provide information in multiple formats, including printed, electronic, and audio versions. Please let us know your preferred format. We offer translation and interpretation services to support non-English speakers and those who use sign language.

We value feedback from our community to help us improve our accessibility measures. If you have any suggestions or require assistance, please contact us: office@growschool.co.uk

*Thank you for helping us make Grow a welcoming and accessible environment for everyone.***Introduction**

This policy outlines the procedures and guidelines for the safe operation of the school vehicle at Grow Independent School. It is designed to ensure the safety and well-being of all passengers and to comply with relevant UK legislation.

Objectives

- Ensure the safety of students, staff, and other passengers.
- Maintain the vehicle in a roadworthy condition.
- Comply with all legal requirements and best practice guidelines.
- Provide clear procedures for the use and management of the vehicle.

Scope

This policy applies to all staff, volunteers, and students using the school vehicle for any school-related activities, including trips, sports events, and regular transportation.

Responsibilities

Headteacher

- Oversee the implementation of this policy.
- Ensure regular review and updates to the policy.
- Ensure all relevant staff are aware of and understand the policy.

Vehicle Coordinator

- Schedule regular maintenance and safety checks.
- Ensure all drivers have the necessary qualifications and training.
- Maintain records of all trips, including driver details and passenger lists.
- Ensure compliance with all relevant regulations and safety standards.

Drivers

- Hold a valid UK driving license with the necessary category (D1 or D1+E if applicable).
- Complete the MIDAS (vehicle Driver Awareness Scheme) training.
- Conduct pre-trip vehicle checks.
- Ensure passenger safety and adherence to this policy during trips.
- Report any incidents or issues to the vehicle Coordinator.

Staff and Volunteers

- Supervise students during trips.
- Ensure students adhere to behavior expectations.
- Assist the driver with managing student behavior and safety.

Students

- Follow the school's behavior expectations while on the vehicle.
- Wear seat belts at all times.
- Follow instructions from staff and the driver.

Procedures

Driver Requirements

- Drivers must be over 21 years old with a minimum of two years of driving experience.
- Drivers must hold a valid UK driving license and complete MIDAS training.
- Drivers must undergo regular refresher training as required.

Vehicle Maintenance

- The vehicle will undergo regular servicing and safety checks as per the manufacturer's guidelines.
- Daily pre-trip checks will include tire pressure, oil levels, lights, brakes, and seat belts.
- Any defects or issues must be reported immediately to the vehicle Coordinator and addressed before the vehicle is used.

Booking and Scheduling

- All vehicle bookings must be made through the vehicle Coordinator.
- A trip itinerary and passenger list must be provided at the time of booking.
- Priority will be given to curricular activities over extracurricular activities.

Safety Measures

- Seat belts must be worn by all passengers at all times.
- The vehicle capacity must not be exceeded.
- Emergency exits and equipment must be clearly marked and accessible.
- A first aid kit, fire extinguisher, and breakdown kit must be kept on the vehicle.

Boarding and Alighting

- Students must be supervised during boarding and alighting.
- The vehicle must be parked safely before passengers enter or exit.
- Use designated safe pick-up and drop-off points.

Emergency Procedures

- In the event of an accident or emergency, the driver must contact emergency services and the school immediately.
- An emergency contact list for all passengers must be carried on the vehicle.
- Staff should be trained in basic first aid and emergency response.

Behavior Management

- A code of conduct for students must be enforced.
- Disruptive behavior must be addressed immediately to ensure the safety of all passengers.
- Serious breaches of behavior will be reported to the Headteacher and may result in disciplinary action.

Record Keeping

- Maintain records of all trips, including driver details, passenger lists, and incident reports.

- Keep maintenance and servicing records up-to-date and accessible.

Review and Monitoring

- This policy will be reviewed annually or as required by changes in legislation or school procedures.

- Regular audits of vehicle use, maintenance, and safety compliance will be conducted.

Signatures

Headteacher: Sarah Hawthorne

Vehicle Coordinator: Hannah Collins

Date: 14/06/24

Note: This policy template should be tailored to fit the specific needs and procedures of your school. Regular reviews and staff training are crucial to maintaining a safe and effective vehicle operation.