



Transporting Students & Driving at Work Policy

Approved by:
The Directors of Strive Alternative Provision

Signed on behalf of the Directors by:
Stacey Hickey, Head of Operations

Date Approved: June 2026
Review Date: June 2027

1. Purpose and Scope

This policy sets out Strive Alternative Provision's arrangements for driving at work and transporting students safely.

The policy applies to all employees, contractors, volunteers and other authorised persons who drive on behalf of Strive Alternative Provision, whether using Provision vehicles, hired vehicles or private vehicles for business purposes.

The aims of this policy are to:

- Safeguard students, staff and members of the public.
- Ensure compliance with road traffic, safeguarding and health and safety legislation.
- Provide clear expectations regarding driving and transport arrangements.
- Minimise risks associated with work-related travel and lone working.

This policy applies to:

- Driving Strive minibuses.
- Transporting students in vehicles.
- Staff using personal vehicles for business purposes.
- Journeys to off-site activities, outreach and community venues.
- Lone working whilst travelling.

2. Legal & Statutory Framework

This policy has due regard to:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Road Traffic Act 1988
- Road Vehicles (Construction and Use) Regulations 1986
- UK GDPR
- Data Protection Act 2018
- Working Time Regulations 1998
- Equality Act 2010
- Keeping Children Safe in Education 2025
- Working Together to Safeguard Children 2023

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Behaviour Management Policy

- Lone Worker Policy
- Health and Safety Policy
- First Aid Policy
- Risk Assessment Procedures

3. Roles and Responsibilities

The Head of Operations is responsible for:

- Ensuring the Provision meets its statutory and legal obligations.
- Ensuring adequate insurance arrangements are in place.
- Ensuring suitable risk assessments and safe systems of work are implemented.
- Ensuring staff are appropriately trained, authorised and competent to drive.
- Ensuring incidents and concerns are recorded and investigated.
- Promoting a culture of safe driving and safeguarding.

Employees who drive on behalf of the Provision are responsible for:

- Complying with this policy and the Highway Code.
- Maintaining a valid driving licence.
- Ensuring their vehicle is roadworthy and insured for business use where required.
- Reporting any convictions, endorsements or medical conditions affecting their ability to drive.
- Reporting accidents, incidents or near misses.
- Ensuring the safety and welfare of students during transport.

4. Driver Eligibility and Checks

All staff who drive on behalf of the Provision must:

- Hold a full and valid driving licence for the category of vehicle being driven.
- Provide evidence of driving licence details when requested.
- Provide evidence of business use insurance where using a private vehicle for work purposes.
- Provide a valid MOT certificate where required by law.
- Notify the Provision immediately of any changes affecting their ability to drive.

Staff transporting students should normally:

- Be at least 21 years of age.
- Have held a full driving licence for a minimum of one year.

The Head of Operations may authorise exceptions following consideration of risk.

The Provision reserves the right to undertake periodic checks of driving licences and related documentation.

5. Insurance Requirements

The Provision will maintain appropriate insurance arrangements for work-related driving activities.

Staff using private vehicles for work purposes must ensure:

- Their vehicle is insured for business use.
- Passengers are covered by their insurance policy.
- Insurance documentation is available upon request.

The Provision will notify its insurers where staff may transport students in private or Provision-owned vehicles.

6. Vehicle Safety and Maintenance

Drivers are responsible for ensuring that vehicles used for work purposes are safe and roadworthy.

Drivers must ensure:

- Tyres meet legal requirements.
- Lights and indicators function correctly.
- Seatbelts are operational.
- Fuel levels are sufficient.
- Warning lights are investigated promptly.
- Vehicles are maintained in accordance with manufacturer guidance.

Vehicles must not be used if defects could compromise safety.

Vehicle checks must be completed in accordance with Provision procedures and recorded where required.

Daily vehicle checks may include:

- Tyres
- Lights
- Fuel levels
- Warning lights

- Seatbelts
- First aid kit
- Cleanliness and safety equipment

7. Journey Planning and Lone Working

All journeys should be planned in advance wherever possible.

Staff undertaking work-related travel must:

- Notify an appropriate colleague or line manager of their destination and expected return time.
- Carry a charged mobile phone.
- Use agreed check-in and check-out arrangements where appropriate.
- Avoid excessive driving hours and take suitable breaks.
- Withdraw from situations where they believe there is an immediate risk to safety.

Long journeys should include regular rest breaks and overnight accommodation should be considered where appropriate.

8. Driving Safely at Work

Drivers must:

- Comply with all road traffic legislation and the Highway Code.
- Drive appropriately for road and weather conditions.
- Avoid driving when tired, unwell or impaired.
- Take regular breaks during long journeys.
- Ensure loads and equipment are safely secured.

The use of hand-held mobile phones whilst driving is prohibited.

Smoking or vaping is not permitted in vehicles transporting students.

Students must never be left unsupervised in vehicles.

Where a student's behaviour presents a risk to safety, the driver should stop the vehicle in a safe location and seek support.

9. Transporting Students

Transporting students should be necessary, proportionate and appropriately risk assessed.

Prior to transport, consideration should be given to:

- Behavioural needs.
- Medical needs.
- SEND requirements.
- Safeguarding considerations.
- Staffing ratios.
- Journey length and complexity.

Where appropriate, individual risk assessments, care plans or regulation support plans must be reviewed before transport takes place.

Transport arrangements will be determined on an individual basis following consideration of the student's needs, risks and the wider cohort context. The Provision recognises that transport arrangements are not one-size-fits-all and decisions regarding staffing ratios, vehicle type, seating arrangements and whether transport can be undertaken by a lone member of staff will be made following risk assessment and professional judgement.

Factors considered may include, but are not limited to:

- behavioural presentation and history;
- risk of absconding;
- medical needs;
- SEND needs;
- history of dysregulation or physical intervention;
- vulnerability of other students travelling;
- journey length and complexity.

Where it is assessed that transport by a lone member of staff would present an unacceptable risk, additional staffing arrangements or alternative transport arrangements will be implemented.

Single student transport should only occur where:

- There is no practical alternative.
- Risks have been assessed and managed.
- Appropriate authorisation has been obtained where possible.

Where staffing levels permit, two members of staff should accompany students during transport. The Provision reserves the right to determine appropriate staffing levels for transport activities based on assessed risk, student need and the safety of all occupants of the vehicle.

Students must wear seatbelts at all times.

Drivers must ensure:

- Age-appropriate restraints are used where required.
- Child locks are used when appropriate.
- Students do not travel in unsafe seating arrangements.

Where behaviour presents a risk to safe transport, the driver should stop the vehicle when safe to do so and seek support.

10. Minibus and Group Transport

Only authorised staff may drive Provision minibuses. Drivers must hold the appropriate licence entitlement for the class of vehicle being driven.

Where two members of staff are present, one staff member should remain within the student seating area to provide supervision and support, allowing the driver to focus solely on driving.

Consideration must always be given to the potential distraction of the driver and the supervision needs of students.

Vehicle loads and equipment must be secured appropriately.

11. Taxis and External Transport Providers

Where students travel by taxi arranged by the local authority or another organisation:

- Transport arrangements will be confirmed in advance.
- Students will be met and escorted by staff where appropriate.
- Staff will ensure students enter the correct vehicle before departure.
- Any concerns regarding transport safety will be reported immediately.

12. Risk Assessment and Dynamic Risk Assessment

Staff are expected to undertake dynamic risk assessments throughout journeys and transport activities.

Where significant risks are identified, specific transport risk assessments must be completed.

Examples include:

- Challenging behaviour.
- Medical conditions.
- Absconding risk.
- Mobility difficulties.
- Safeguarding concerns.

Staff should withdraw from situations where risks cannot be safely managed.

13. Incidents, Accidents and Near Misses

All road traffic accidents, incidents and near misses occurring during work-related journeys must be reported to the Provision as soon as practicable.

Where required:

- Emergency services should be contacted immediately.
- First aid should be provided in accordance with the First Aid Policy.
- Incidents should be recorded in accordance with Provision procedures.

Following an incident, the Provision may undertake a review to identify lessons learned and reduce future risk.

14. Record Keeping

Records will be retained in accordance with the Provision's Data Protection Policy and retention schedule.

The Provision will maintain records relating to:

- Driving licence checks.
- Insurance documentation.
- MOT certificates.
- Vehicle checks.
- Accidents and incidents.
- Risk assessments.
- Transport authorisations where applicable.

MONITORING & REVIEW

This policy will be reviewed annually, or sooner if required due to changes in legislation, statutory guidance, local authority requirements, or significant

operational changes. The Head of Operations is responsible for ensuring timely review and for communicating updates to all staff.

Version Control

Version	Date	Changes Made	Approved By
2026.1	June 2026	Merged Transporting Students & Driving at Work policies & updated for due diligence	Directors of Strive AP