



West Auckland Vineyard Church

Transport policy

Last review date: **September 2015**

Purpose

The purpose of this transport policy is to direct church members and volunteers in their practice regarding transporting children and young people they are working with in cars and minibuses, buses and coaches. It is designed to provide a framework to protect children, young people church members and volunteers.

Scope

'Young people' for this policy are defined as those *of school age*. Where a young person reaches the age of 18, before leaving the Youth work provision, it is still good practice to adhere to this policy

Guidelines for cars

1. Transport and travel arrangements are the responsibility of parents if they make informal arrangements among themselves. They are the responsibility of WAVC if members organise or provide them.
2. Members may use cars to transport young people to and from meetings, activities and other trips, provided they have obtained prior consent from their parents or carers. Giving lifts should be the exception rather than usual practice.
3. All those who transport young people to or from church organised activities should be over 25, and should have held a full driving licence for over two years.
4. Any driver who has an endorsement of 6 points or more on their licence should inform the church elders or the CP representative
5. Any driver with an unspent conviction for drink driving should not transport young people
6. All cars that carry children and young people should be comprehensively insured. The insured person should make sure that their insurance covers the giving of lifts during church activities
7. All cars carrying children and young people should be clean throughout and in a roadworthy condition
8. All children and young people must wear suitable seat belts/booster seats. If there are insufficient seat belts, additional children should not be carried.
9. Drivers should endeavour to drop children and young people off on the relevant side of the road so they do not need to cross the road. Driver should try to ensure children and young people exit the car on the pavement side of the car.
10. Driver should not drive away until all passengers are safely away from the vehicle.
11. It is the driver's responsibility to ensure there is enough fuel in the vehicle to complete the journey
12. There should be a non-driving adult escort, as well as the driver. If in an emergency, a driver has to transport one child on his/her own, the child must sit in the back of the car



13. If a child is known to have a special need, it may be necessary to carry an additional adult, who should sit in the back behind the driver, with the child sitting in the seat beside them
14. Where explicit parental permission is given, the young person may sit in the front if they are the only passenger, and it is age appropriate. These journeys must be local.
15. Driver should carry a mobile phone and have the young peoples' emergency contact details with them, and any medical information

Guidelines for minibuses, buses and coaches

Permit to drive

- When using a minibus, whether owned, hired or borrowed, all drivers must hold the correct permit on their driving licence or take the appropriate driving test. Category D1(not for hire or reward) permits the driver to drive a minibus provided they are over 21, under 70, maximum of 17 passengers(including the driver), and it is not being used for hire or reward, ie providing their services on a voluntary basis. If payment is needed(eg to cover the cost of the trip), then the driver will need a permit, obtainable from the Community Transport Association (www.ctauk.org/training/midas.aspx)
- This minibus entitlement remains valid in the UK , and is usually renewed every three years,
- Regular drivers of minibuses should be encouraged to take a MIDAS test(Minibus Driver Awareness Scheme)

Seat belts

- It is compulsory for drivers to ensure passengers wear an appropriate safety restraint when travelling in a mini bus, bus or coach.
- Legislation relating to booster seats in cars does not apply to minibuses, buses and coaches, However the relevant body should always ensure that the children in their care are provided with a safe journey

Escorts

- There must be other responsible adults travelling on the minibus, proportionate to the number of passengers
- Adults accompanying the children on a minibus should sit amongst the group and especially near the exit doors. The adults are responsible for ensuring a reasonable standard of behaviour, and that seat belts remain fastened. The adults should also supervise boarding and alighting

To ensure these guidelines are adhered to, it would be appropriate to obtain a signed undertaking, covering the above issues, from those people who are prepared to transport children in their cars