**Llanfair Primary School**

**Policy on Transport of Pupils in Private Cars**

At Llanfair Primary we aim to provide stimulating and varied learning experiences for all pupils. Educational Visits form a vital part of this provision but the transportation costs can be prohibitive when only a small number of pupils are involved. To continue to provide these experiences school occasionally relies on parents providing transport to and from events (such as mathematic competitions, sporting activities, secondary transition events).

This document details the information that school requires from parents who are volunteering to provide transportation and has been constructed to reflect national guidance from the Outdoor Education Advisers’ Panel. Please note this does not apply to parents providing transport solely for their own child.

**Duty of Care**

We are extremely grateful to all parents who provide transportation as without this support many activities would not take place. However it is also important that parents understand they have a duty of care towards the children they are transporting and as such should ensure that their vehicle is fit for purpose and that they are competent drivers adhering to driving laws. In addition drivers are responsible for ensuring appropriate seat belts and child restraints are used. School holds some child booster seats that can be borrowed where needed.

As a result of these requirements, school will request information in advance of any educational visit in which a parent is providing transport. This information may be direct from the parent or via governmental databases. This information will be retained in line with our privacy policy. A copy of the form to be completed is on the reverse of this document.

This policy will be reviewed on an annual basis.

Once again we are very grateful to the support offered by parents with helping children attend events and activities.

Mr. JP. Guy

Hedteacher

|  |  |
| --- | --- |
| **Llanfair Primary School** | |
| **Name of Parent Transporting:** | |
| **Vehicle Registration:** | |
| **Please tick to indicate that you accept the statements below.** | |
|  | **Tick** |
| **I understand that I have a duty of care towards the children I am transporting including the use of appropriate seat belts and child restraints.** |  |
| **I have checked that the vehicle is safe to transport children and, where applicable, a valid MOT certificate is held for the vehicle. \*** |  |
| **I confirm that the car is taxed as required by UK law.\*** |  |
| **I confirm that I hold a valid licence for the type of vehicle.**  *Please present your licence to school or a copy/photo. School can check this information but requires a check code from yourself from* [*www.gov.uk/view-driving-licence*](http://www.gov.uk/view-driving-licence)*.* \*\* |  |
| **I confirm that I hold valid insurance for the above vehicle.\*\*\*** |  |
| **I understand that I am using the vehicle at my own risk.** |  |
| Signed:  Date: | |
| For Office Use | |
| Signed by Headteacher or delegated member of staff:  Date: | |

\* School will check this information using [www.vehicleenauiry.service.gov.uk](http://www.vehicleenauiry.service.gov.uk)

\*\* School can check this information if this is easier at [www.gov.uk/check-driving-information](http://www.gov.uk/check-driving-information)

\*\*\* School reserves the right to ask for paper or electronic evidence of the vehicles insurance.