

BLACKHORSE PRIMARY SCHOOL

Private Car Use Policy

Author/Person Responsible	SBL
Date of Ratification	February 2025
Review Group	Delegated to SBL
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Review Frequency	Every 2 Years Subject to local education authority and/or national policy change
Review Date	February 2027
Previous Review Amendments/Notes	October 2017 November 2019 February 2022
Related Policies	School Trips Policy Health & Safety Policy

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices:	Admissions	DATE:	Oct 2017
EIA CARRIED OUT BY:	S Botten	EIA APPROVED BY:	S Botten

Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)		X
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)		X
Gender reassignment (transsexual)		X
Marriage and civil partnership		X
Pregnancy and maternity		X
Racial groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		X
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		X
Sex (male, female)		X
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		X

Any adverse impacts are explored in a Full Impact Assessment.

BLACKHORSE PRIMARY SCHOOL

PRIVATE CAR USE POLICY

To ensure Blackhorse Primary School meets safety and legal requirements when using private vehicles for off-site activities and visits and for transporting young people in private cars.

Blackhorse Primary School will:

- not direct staff members to transport other staff, students, or equipment;
- ensure private vehicles used meet requirements for insurance and registration;
- avoid use of private vehicles (including volunteer workers, parents etc) whenever possible;
- ensure the following requirements apply when use of private vehicles is unavoidable.

Approval, safety and legal requirements:

This table describes what the school must do when a staff member has volunteered the use of their private vehicle for any official business which may include transporting children and young people and for parent or volunteers who have offered to transport pupils to off-site activities and visits.	
The school will:	
1	Ensure the application form to use a private vehicle on official duty is completed (attached to this policy).
2	Seek evidence that the vehicle is roadworthy – an MOT certificate must be seen where relevant.
3	Seek evidence that there is a valid insurance policy covering the intended use. This requires that employees have “business use” cover.
4	Approve the vehicle for use on duty by signing the approval form.
5	Ensure there is explicit parental consent to transport pupils in private cars and by specified persons where applicable.
6	Ensure drivers properly understand their duty of care when transporting young people.
7	Record these procedures.

Further requirements if transporting students:

When transporting a small number of students to a school activity in a private vehicle is unavoidable the school must ensure that:

- if the driver is a staff member they are a member of the supervising staff
- all stages of the above process are adhered to for all drivers
- ensure that the volunteer checks policy is applied see: Volunteer Expectations/Statement
- parents/guardians are advised that their child will be transported in a private vehicle and by whom
- the school keeps accurate records of the students travelling in each vehicle, in case of an accident occurring.

- Children must normally use a child car seat until they're 12 years old or 135cm tall, whichever comes first. Where required, an EU-approved height or weight-based child car seat must be used. These must have a label showing a capital 'E' in a circle and 'ECE R44' for cushion type seats and 'R129' for height adjustable seats.
- You must only use a child car seat if your car's seat belt has a diagonal strap, unless the seat is either:
 - specifically designed for use with a lap seat belt
 - fitted using ISOFIX anchor points
- The driver of any vehicle transporting children or young people cannot drive and supervise at the same time. A key judgement will be made by the School about the likely behaviour and individual needs of the passengers. If any of the children are young people require close supervision, then another adult should travel in the vehicle so that the driver is not distracted.
- Parents/guardians/volunteers transporting children or young people must be aware of their legal responsibility for the safety of the people being transported.
- Other than in an emergency situation, or where there is a specific job requirement as a day to day duty, staff or volunteer adult helpers transporting young people should not be put in a position where they are alone with a young person.
- Records will be kept about vehicles in which children are transported, including insurance details and a list of named drivers.

Related legislations

- *Road Safety Act 1986*

Forms to be submitted

This attached details form is to be used to request approval to use a private vehicle on official duty and for any parent/volunteer when transporting children and young people. Information collected on this form is required to determine the entitlement and the personal information provided will be kept secure against unauthorised use or disclosure. It is your responsibility to ensure all details are current and up to date by submitting another form if required.

Privacy: The information collected on this form is for the purpose set out above and is required to process your request. Your information will not be disclosed without your consent or unless authorised or required by law. You are able to request access to the personal information that Blackhorse Primary School holds about you and request that it be corrected by contacting the Headteacher. Information about the School's privacy policy <https://www.blackhorseprimary.org.uk/gdpr/>

BLACKHORSE PRIMARY SCHOOL

PARENT/VOLUNTEER APPLICATION FOR APPROVAL TO TRANSPORT CHILDREN AND YOUNG PEOPLE IN PRIVATE CARS

PARENT/VOLUNTEER DETAILS			
Full Name			
Parent / Volunteer (if parent/volunteer please provide your relationship to the school)			
DETAILS OF VEHICLE			
Make		Model	
Engine Size		Year of Manufacture	
Registration Number		Colour	
DETAILS OF VEHICLE OWNER			
Name of the registered owner of the vehicle:			
Is the vehicle comprehensively insured?			
What is your relationship to the vehicle's owner?			
Are you as a driver covered by comprehensive insurance when driving the vehicle?			
VEHICLE INSURANCE DETAILS			
Name of Insurer:			
Policy Number:		Expiry Date of Policy:	___/___/___
For employees only: Does your insurance have "business use" cover:			
DECLARATION BY EMPLOYEE			
I declare that as the owner of the vehicle I will maintain the registration of the vehicle and a comprehensive insurance policy that includes where applicable "business use" cover. I have read and understood the Private Car Use Policy and understand my duty of care when transporting children and young people.			
Signature: _____ Date: ___/___/___ <i>(electronic submission of this form constitutes acceptance of the above declaration)</i>			
APPROVAL			
Name of person checking documentation: <i>(Please print)</i> : _____			
Documents seen (please circle) DRIVING LICENCE – Yes / No CERTIFICATE OF INSURANCE – Yes / No MOT CERTIFICATE - Yes / No / Not applicable			
Date when information recorded on the Transport in Private Cars Approval Record (Office/H&S/Transport in Private Cars)			
Use of Private Vehicle approved:			
NAME: _____ Signature _____ Date: ___/___/___			

BLACKHORSE PRIMARY SCHOOL
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Website: www.blackhorseprimary.org.uk
Twitter: @Blackhorsepri
Head of School: Mr Neil Fry

Private Transport Permission Form

I hereby give permission for (insert name of child) _____ in class _____
to travel by private transport and participate in (insert activity) _____

I understand that in order to provide transport, the driver must be the holder of a current driver's licence and that vehicles must be roadworthy, registered and covered by compulsory comprehensive insurance. All drivers will have completed an "APPLICATION FOR APPROVAL TO TRANSPORT CHILDREN AND YOUNG PEOPLE IN PRIVATE CARS" which has been authorised by the school.

Parent/Guardian name

Parent/Guardian signature

___/___/___
Date

Privacy Statement

The school is collecting information about you and your child in order to assess the transportation of your child. Your information will only be accessed by school staff. Your information may be given to drivers who will be transporting children with their vehicle. Your information will not be given to any other person or agency unless we have your consent, or we are required or authorised by law to do so.