



Transporting Young People Policy

September 2023



Procedure for the Use of Vehicles

INTRODUCTION/PURPOSE

To ensure that there are effective procedures in place in relation to:

Use of vehicles

Maintenance of vehicles/records

Safety of both young people and staff

Road traffic accidents/breakdown

USE OF VEHICLES

The vehicles should only be used in accordance with the roles and responsibilities of residential/education staff.

They should not be used for private transport.

MAINTENANCE OF VEHICLES/RECORDS

The vehicles should meet the required standards for all vehicles used on public roads. They should be serviced in line with the vehicle manufacturer's recommendations. Road tax should be renewed yearly. The vehicles should receive an annual MOT test commencing from when the vehicle is 3 years old. Any necessary repairs or maintenance should be carried out as soon as possible and the vehicles should not be driven until the repairs have been completed.

A vehicle file should be maintained for each vehicle, containing all details of the vehicle including chassis/ engine numbers, test certificates, and all inspection and maintenance records.

The vehicles should be cleaned regularly; this includes both the interior and exterior.

The vehicles should contain a First Aid Box, which will regularly be checked and replenished in order to ensure it contains the necessary equipment. The vehicle should also contain relevant equipment such as a jack, jack handle, and tread depth, tyre pressure gauge, spare tyre, torch, and fire extinguisher.

SAFETY OF THE YOUNG PEOPLE AND STAFF

The driver should adhere to the rules of the road, in accordance with the Highway Code. Prior to driving the vehicle staff, should familiarise themselves with the controls (gears, horn, lights, indicators, heaters and windscreen wipers etc).



Staff may transport the friends and family members of a young person, where there is no risk posed to staff or others. When transporting friends or family members under the age of 18, verbal consent must be sought from their parents/carer's or responsible person.

Never leave the ignition key in the vehicle unattended.

Never leave personal belongings on seats.

Drivers should respond to all inappropriate behaviours displayed by young people when in the vehicle(s). In the event that a driver feels that the behaviours and actions of passengers are causing a distraction and diverting attention from the road, they must stop the vehicle.

Young people should not be transported if they are under the influence of alcohol or a substance, which may pose a risk to the driver. Staff should seek advice from their manager in order to discuss safe and alternative ways to transport a young person.

Smoking is not permitted in the vehicles at any time. Reference should be made to the World No Smoking at Work Policy.

To ensure the safety of the young people and the staff team, all drivers should inform their Manager and cease from driving if they suffer any health condition or take medication, which could affect their ability to drive.

The driving licences for all employees will be inspected by the Manager and a copy of which will be kept within each staff member's personal profile. All employees must inform their Manager where there are any reasons why they may be unable to drive work vehicles.

ROAD TRAFFIC ACCIDENTS/BREAKDOWN

In the event that the vehicle breaks down, the driver should contact the relevant breakdown service. Details of which can be located within the logbook, and a copy should be available in the vehicle.

In the case of a road traffic accident, where necessary, the driver should contact the emergency services (Police, ambulance, fire service).

The driver should obtain the names, addresses and vehicle details (including make, model, registration and insurer details) of any other drivers involved, as well as the names and addresses of any witnesses.

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COMPANY NUMBER I038594I



The police must be contacted immediately where a road traffic accident involves a dog.

The Manager of the home/school and parents of the young people involved should be informed as soon as practically possible with details of the accident and any injuries sustained being given.

Incident forms/ accident forms should be completed as soon as possible after any accident/ incident and forwarded to the Manager of the home.

REFERENCES

<https://www.gov.uk/driving-eyesight-rules>

POLICY REVIEW

This policy will be reviewed annually or in light of any changes in legislation and/or guidance.

This policy document will be reviewed in September 2024.

Signed by:

Andrew Burlison (Managing Director)