

Transport Policy



SECTION ONE

1. APPLICATION

1.1 The following provisions for Kelly College transport apply to all employees, pupils, visitors and activities which involve the use of Kelly College owned transport, employees' vehicles used for school business and any vehicle hired by a member of staff for the use of Kelly College business. Unless otherwise stated the term 'College' is all encompassing and includes Kelly College, the Preparatory School and Kelly Enterprises Ltd.

2. STATEMENT OF GENERAL POLICY

2.1 The Governors recognise their duties as employers to ensure, so far as is reasonably practical, the health, safety and welfare at work of all their employees and pupils and of any visitors to the College. This includes the use of Kelly College owned transport and the use of any vehicle for Kelly College business.

2.2 It is the Governors' policy, through the organisation outlined in Section 2:

- a. To pay particular attention to the provision and maintenance of Kelly College transport
- b. To provide suitable and sufficient minibus/vehicle training for staff.
- c. To establish clear lines of responsibility with regards to Kelly College owned vehicles.
- d. To keep this statement of policy up to date by regular review and to ensure that it is brought to the attention of all concerned, and that copies are readily available to them.

SECTION TWO

THE ORGANISATION FOR TRANSPORT

1. THE GOVERNORS OF KELLY COLLEGE AND THE DIRECTORS OF KELLY ENTERPRISES LTD.

1.1 The Governors accept full responsibility for Health & Safety within the College, this includes the provision of transport for College business. They will constantly monitor the effectiveness of the implementation of the policy and will cause the policy to be revised where necessary.

1.2 The Governors will ensure that all changes in policy are drawn to the attention of all concerned.

2. BURSAR

The Bursar is responsible to the Governors for the implementation of this policy. The Bursar is to constantly monitor the effectiveness of this policy and its implementation at all levels and will bring to the attention of the Governors any relevant changes in legislation.

3. THE TRANSPORT MANAGER

The Transport Manager, reporting directly to the Bursar, is responsible for;

- 3.1 The organisation of all College owned transport and hired vehicles used for College business.
- 3.2 The maintenance and repair of all College owned vehicles.
- 3.3 Ensure that all College owned vehicles are regularly serviced and have the necessary MOT certificates.
- 3.4 Ensure that all College owned vehicles have up-to-date road tax. And vehicle insurance.
- 3.5 Enforce that staff who use College owned vehicles make checks to the vehicle they are using prior and after use and report any problems to the Transport Manager.
- 3.6 Action all issues brought to their attention by staff who have used College owned vehicles and rectify any problems as quickly as is reasonably possible.
- 3.7 Ensure hired vehicles are in a suitable and safe condition to be used by the College.
- 3.8 Ensure private hire companies are reputable and have the appropriate insurance, accreditation and use CRB checked drivers where necessary.
- 3.9 Arrange training for all staff that require it, so that all drivers have passed Devon County Council training before driving College-owned minibuses and where this is not the case; that reasonable duty of care has been exercised to ensure that a driver holds the correct licence and has had appropriate levels of training from another provider. Anyone who received their driving licence after 1st January 1997 will be required to take a separate test to gain a Category D1 PCV driving entitlement. If the member of staff has had to take such a test, either during or prior to employment at the College, then further training is not deemed necessary.
- 3.10 To maintain a register of all authorised College drivers, including copies of driving licences (with supporting paper parts). To record all endorsements on staff members' driving licences.

- 3.11 Investigating any reports or complaints of inappropriate driving standards by members of the public against employees of the College.

5. EMPLOYEES – TEACHING AND SUPPORT

- 5.1 Before driving a minibus on College business, either College owned or hired employees must undergo and pass training with Devon County Council or the equivalent local authority. They must also have a driving licence that includes category D1 or D either because they passed their driving test prior to January 1 1997 or they completed a separate test after this date.
- 5.2 Report any motoring offences or convictions added to your driving licence to the Transport Manager.
- 5.3 Any employees driving College vehicles, or their own vehicle whilst on College business are expected to:
- drive in accordance with the highway code;
 - drive appropriately for the type of road;
 - drive appropriately for the road / weather conditions;
 - obey speed limits at all times.

5. THE COLLEGE HEALTH AND SAFETY OFFICER

It is the College Health and Safety Officer's responsibility to keep up-to-date with transport issues and regulation in order to be in a position to advise the Transport Manager should this be necessary.

6. PERMANENT CONTRACTORS

- 7.1 The College currently uses Bernie's, a private hire taxi firm, Renttaford's, a minibus hire company, and CJ Down and Holman's, two coach hire companies, for all its College business which cannot be accommodated by College owned vehicles.
- 7.2 These contractors are reputable companies who are expected to work in a safe manner whilst being used for College business. The Transport Manager is to seek assurance in writing from any permanent transport contractor, to confirm;
- a. That adequate vehicle and public liability insurance is in place and current.
 - b. That where it is deemed necessary, for example where drivers will be transporting pupils without Kelly College employee accompaniment, drivers are subjected to CRB checks.
 - c. That governing body accreditation, where appropriate, has been obtained from the contractor.

SECTION THREE

ARRANGEMENTS AND GUIDANCE

Use of College Owned Minibuses

- The use of College owned minibuses for work purposes must be arranged through the Transport Manager. The Transport Manager will produce a weekly itinerary for all minibuses. Any uncertainty about the availability of College minibuses should be raised with the Transport Manager on ext. 153.
- No member of staff is permitted to make use of College transport for private purposes without the permission of the Bursar.
- Drivers are required to check vehicles before use, completing a vehicle checklist form (appendix 1). Any damage to vehicles should be recorded and reported to the Transport Manager immediately.
- Accidents incurred, however trivial or minor, in the course of using College vehicles should be reported as soon as possible to the Transport Manager. This is important so that the vehicle can be checked for roadworthiness etc.
- Members of staff are not permitted to carry unauthorised passengers or animals in the course of using vehicles for work purposes.
- No person will be allowed to drive College vehicles unless suitably qualified and the person holds a valid driving licence appropriate for the type of vehicle concerned. In addition, before any persons are authorised to drive a College minibus, they must successfully complete a Devon County Council driving assessment.
- The Transport Manager must be informed of any motoring offences or convictions given to staff whilst on or off duty if they need to drive as part of their work.
- Employees are responsible for refueling the minibus, they can do so by using the fuel card kept in the glove compartment at the front of each minibus.
- Employees are responsible for ensuring all passengers remove their rubbish as they leave the minibus so that it is left in a reasonable state for the next users.
- Ensure the minibus is parked legally when left. Remember the minibus is your responsibility and you are liable for any tickets or fines incurred, including speeding fines.
- Ensure all keys are returned to either reception or the safe deposit box immediately on return, or as directed by the Transport Manager.

- Ensure the vehicle is returned to the same location it was collected from unless otherwise directed by the Transport Manager.

Use of Seat Belts

If seat belts are fitted they **must** be worn. It is possible for staff in charge of a group on a bus to be prosecuted if they fail to ensure that seat belts are used.

	FRONT SEAT	REAR SEAT	WHO IS RESPONSIBLE?
Driver	Seat belt must be worn if fitted.		Driver
Child if under 3 years of age	Correct child restraint must be used.	Correct child restraint must be used, if one is not available in a taxi may travel unrestrained.	Driver
Child from 3rd birthday up to 135cms in height (approx 4'5") or 12th birthday whichever they reach first.	Correct child restraint must be used.	Correct child restraint must be used where seatbelts fitted. Must use adult belt in rear seat if correct child restraint not available; in a taxi; for a short distance in an unexpected necessity; if two occupied child restraints prevent fitting a third.	Driver
Child over 12 or 13, or over 135cms (approx 4'5") in height	Adult seat belt must be worn if available.	Adult seat belt must be worn if available.	Driver
Adult passenger	Seat belt must be worn if available.	Seat belt must be worn if available.	Passenger

For further information please visit the Department of Transport website at the link below;

<http://www.dft.gov.uk/pgr/roads/vehicles/vssafety/minibusandcoachseatbelts>

Use of Booster Seats

- Under current legislation it is not requirement for minibuses that transport children as passengers to be fitted with the appropriate child booster seats.
- All children under 135 cm (4ft 5in) in height if seated in the front seat of a minibus must use an appropriate booster seat

- All children under 135 cm (4ft 5in) in height, as it is required by law, who are transported in vehicles other than minibuses or coaches will be provided with a booster seat at all times.
- All children under the age of three will travel in College owned/arranged transport in a correctly fitted child seat provided by their parents on the morning of the excursion.

Use of self-drive Hired Vehicles

- The Transport Manager organises the hire of self-drive vehicles for College purposes.
- Any concerns about the safety of a vehicle should be reported to the Transport Manager. Staff should under no circumstances use a vehicle they deem to be unsafe.

Use of Hired Coaches

- The Transport Manager organises the hire of coaches for College purposes.
- Any concerns about the safety of a vehicle should be reported to the Transport Manager, staff should under no circumstances use a vehicle they deem to be unsafe.
- Any concerns about the safety of the driver of the coach should be reported to the Transport Manager for investigation.

Use of Private Vehicles for College Business

- Private vehicles may be used by employees for a variety of reasons, for example, school trips if numbers do not warrant a minibus, hospital, doctor and dentist appointments for boarding pupils, travelling between sites, collecting of materials. The school insurance policy covers damage to private vehicles that are being used for College business.
- Many employees use private vehicles to get to and from work. Accidents to and from work are not covered by the College's insurance policy.
- Any private vehicle parked on College grounds is not covered the College's insurance policy and any damage will have to be claimed for against the owner's insurance.

Mobile Phones

- The drivers mobile phone and associated equipment should be switched off during all journeys.

Drinking/Drugs and Driving

- No person is permitted to drive any vehicle on College business whilst under the influence of alcohol , any illegal drugs and/or medication likely to induce drowsiness.

Long Journeys

- Long journeys should be carefully planned so that drivers know exactly the route to be used and sufficient time is allowed to enable **breaks** of at least **15-20 minutes** to be taken **every two hours**.
- No one person is permitted to exceed a total distance of 500 miles in any one day whilst driving on College business. If this mileage is to be exceeded on an excursion then two drivers are required. Note: Birmingham, Heathrow and Gatwick airports all fall within this limit but Stansted does not.
- Wherever possible, driving during long journeys must be shared between drivers.
- Any person who feels tired, or the onset of fatigue, must stop the vehicle at the earliest opportunity and take a short break or to handover to an alternative driver.
- Those who have worked a full day (7 hours) prior to a journey should plan to have a 2 hour break before setting off, share the driving or the journey should not exceed 100 miles.

Passengers

- Passengers must be informed of how they are expected to behave before the journey commences, a checklist has been produced to help staff consider important points for comment (appendix 3).
- Under no circumstances are employees allowed to charge passengers a 'fare' for any journey involving a College vehicle, or whilst on College business.
- Employees must not stop, or offer a lift to any hitchhiker or unauthorised passenger.

General Safety

- If the vehicle is left unattended for any length of time all doors should be locked and valuables removed.

If the Minibus Breaks Down

- 1) Ring our insurance company who organise our roadside assistance (This can be found in the Tax Disc holder). Quote the card number and explain the problem and where you are.
- 2) Remain in the bus, if possible, except on motorways where everyone should stand as far away from the roadside as possible.
- 3) If broken down on the carriageway itself, put out the warning triangle that the bus carries.
- 4) If the vehicle cannot be fixed at the roadside, phone the Transport Manager to agree what to do next (01822 813153).

Monitor and Review

- All employees are responsible for monitoring the ongoing suitability and validity of this policy and drawing attention to any circumstances that arise which may not be covered by this policy.
- The Health and Safety Officer is responsible for auditing this policy at intervals not exceeding 3 years.

Reviewed December 2008
Next review December 2011