

Driving Policy and Procedures

January 2019

Keresley Newlands Primary School

DRIVING POLICY

Keresley Newlands Primary School has adopted and implemented the Trusts Driving Policy. **Anyone** driving a school vehicle **must** meet the criteria identified within the driving policy. A copy of this is available via the staff drive.

Suitable and sufficient risk assessments must be carried out for all driving activities and the findings should take into account the requirements of the driving policy.

SCHOOL MANAGEMENT PROCEDURES

The Head Teacher must ensure that the following is undertaken.

Use of private vehicles for business use:

- The driver holds the appropriate licence for the vehicle being driven.
- The driver is fit to drive the vehicle.
- The vehicle is taxed, has a valid MOT and is in a roadworthy condition.
- The vehicle is insured for business use.
- The vehicle is fitted with appropriate safety restraints and child seating for the age and height of the child (where required).
- Safety restraints are worn whilst the vehicle is in motion.

Use of minibuses:

- The driver meets the age, licencing and experience criteria for driving minibuses as laid down in section 10 of the driving policy.
- The driver is fit to drive the vehicle.
- The driver has undertaken the Warwickshire Council's Defensive Driving or a MIDAS course within the timescales laid down in the driving policy.
- The vehicle is taxed, has a valid MOT, is adequately insured and is in a roadworthy condition.
- The vehicle is maintained and serviced on a regular basis as part of a scheduled maintenance programme and is subject to formal safety inspections.
- The vehicle is operated under a Section 19 Permit and the permit disc is present and on display in the vehicle.
- A pre-use vehicle check is carried out and recorded for school owned, hired or leased vehicles. Any defects should be rectified. If the defect is unable to be rectified it should not be used.
- A record of the vehicle's usage is kept.
- The vehicle is fitted with a suitably sized first aid kit and fire extinguisher.
- A code of conduct indicating expectations in relation to behaviour is employed and adequate supervision of children is in place to prevent disruption to the driver.
- The vehicle is fitted with the correct safety restraints and child seating for the age and height of the child (where required).
- Safety restraints are worn whilst the vehicle is in motion.

Use of mobile telephone and other electronic devices:

It is an offence to use, cause or permit the driver to use a hand-held mobile phone or other electronic communication devices whilst driving or controlling a vehicle on the road:

- Drivers **must not** respond to calls or messages whilst driving. Calls or other communications must only be returned when safe and legal to do so, i.e. vehicle is stationary and in safe position with engine turned off.
- Hand held radios and mobile phones are **not** to be used on petrol station forecourts.

Accident reporting:

All accidents that occur whilst on school business must be reported in accordance with Keresley Newland Primary School accident reporting procedures.

If you are involved in an accident DO NOT admit any liability or responsibility at the scene. Exchange insurance details and notify the Head Teacher as soon as possible. The driver must complete an accident report form as soon as possible whilst the details of the accident are still fresh.

In the event of a vehicle fire, the course of action must always be to:

- Stop the vehicle in as safe a position as the situation allows
- Get all persons out of the vehicle and move to a safe location
- Contact the emergency services if required
- Only if you feel it is safe to do so without endangering yourself or others, try to put out the fire.

Driving licence, insurance and MOT check sheet

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