

**Stepping Stones Alternative Provision**

**Transport and Vehicle use policy**

**Stepping Stones Essential Requirements**

All staff must be in possession of a current, valid driving licence.

Your driving licence must be produced for scrutiny by the Head of provision when required.  Alternatively, we may require you to provide us with the ability to access your driving licence details online.

If at any time your licence is endorsed, or you are disqualified from driving, we must be informed immediately. If you are required to drive as part of your job and we are unable to find alternative employment within our establishment, your employment may be terminated.

**Car Insurance**

If you are using your own car for business purposes, you must ensure that your car insurance provides adequate cover.  Proof of adequate insurance (i.e. business insurance), Driving Licence, Tax and an MOT Certificate must be produced for scrutiny by the Organisation, upon renewal and at any time when so requested.

**Mobile Phone Usage**

It is illegal to use a mobile phone whilst driving (without a hands-free set). It is our company policy that you should not use any mobile phones whilst driving. You should pull over to the side of the road in an appropriate place before making or receiving any telephone calls. In the event of you being unable to pick up a call because you cannot find a safe place to stop, you must return the call as soon as conveniently possible.

If it is evident that mobile phones have been used whilst driving the vehicle, your contract may be terminated.

**Smoking**

At Stepping Stones Alternative Provision, we will ensure that all our workplaces, including vehicles, are smoke free, which includes the use of e-cigarettes.  No smoking is accepted on site or in a vehicle. Failure to comply with this may result in your contract being terminated.

**Other Personal Responsibilities**

As personal vehicles will be used for transport, they must be regularly serviced, it is your responsibility to see that the oil and water levels, battery and brake fluid and tyre pressures are maintained and that the tread of all tyres conforms to the minimum legal requirements.

Fuel expenses can be redeemed monthly. Receipts of fuel must be provided when claiming back fuel expenses. Please make these claims through the Head of Provision, Joshua Roscoe.

**Fines**

Stepping Stones Alternative Provision will not be held responsible for any fines (e.g. parking, speeding, etc.) incurred by you whilst working for us. It is your responsibility when driving your vehicle.

**Damage or injury**

In the event of being involved in an accident which causes damage to property or another vehicle, or injury to any person or animal, you are required to give your name and address, the registration number of the vehicle and the name of the insurance company to any person having reasonable grounds for requiring such information and report the incident to the Head of provision Joshua Roscoe. This can then be dealt with accordingly between all parties involved.

**Other Guidelines**

It must be emphasised that you must never drive under the influence of alcohol, or drugs, including medicines which may affect your driving.

Seat belts must be worn at all times and local traffic conditions must be adhered to.

Always drive within the speed limit and reduce speed where weather conditions require you to.

Young Person Guidelines and Safety –

All staff who drive must:

· Have a clean and valid driving licence for the class/ type of vehicle to be used, and have   
held this for a minimum of three years;

· Be fit to drive and have no medical condition that affects their ability to drive;

· Be free of any convictions and/or endorsements/penalties for speeding, drink/drug driving,   
talking on a mobile phone whilst driving, careless driving.

· Inform the school of any material changes to their licence conditions since the copy was submitted during the course of the year;

* Ensure that the car does not contain any materials that may be deemed as inappropriate or unsuitable for young people including choice of music if played during the journey. Care should be taken to recognise how differing cultures may perceive certain musical choices.
* Ensure that all seat belts are in working order and worn by everybody in the vehicle;
* Maintain appropriate insurance cover when transporting young people, as a minimum for third party liability. Staff who are driving vehicles must possess business use cover;
* All staff who drive must adhere to the Highway Code and to any speed limits;

All vehicles must:

· Have a valid MOT Test Certificate (if over three years old);   
· Have current Road Tax,   
· Be roadworthy, and;   
· Conform to all legal requirements.   
· Tax and MOT status can be checked at [www.vehiclenquiry.service.gov.uk](http://www.vehiclenquiry.service.gov.uk/)   
· Driver licence details can be checked at [www.gov.uk/check-driving-information](http://www.gov.uk/check-driving-information)    
· It is advisable for establishments to keep evidence of these checks having been carried out.

* Every young person must be restrained by a seat or lap belt. If necessary, given the height of the child, an appropriate booster seat should be used.
* Child-proof locks should be used where they are fitted
* Staff should carry a mobile phone that should be kept on silent and out of sight   
  whilst driving, and only used when safely parked

Additionally, it is the staff’s requirement to –

* Assess young person’s mood before travelling and risk assess the suitability of driving with the young person in the vehicle.
* If, young person is heighted, suggest walking until young person has calmed down and/or use other means of transport.
* Report all Negative behaviour shown in the vehicle.
* Staff should park the car and apply the handbrake, in the nearest safe place, if the young person is showing signs of distress.
* Staff must report all Safeguarding concerns around vehicle safety to the Alternative provisions DSL.

Failure to follow the guidance set out in Stepping Stones Alternative Provision’s Vehicle Policy could result in written warnings or even termination of contract.

It is the young person’s requirement to –

* Show respect in the vehicle.
* Wear their seatbelt correctly at all times.
* Follow instructions and guidance from staff members.

At Stepping Stones Alternative Provision, we take it very seriously if there is an incident whilst transporting students. We would take appropriate measures alongside relevant partners to construct and develop any plans to maximise safety.

Examples of loss of privileges that could be put in place for the young person –

* Car ban
* Vehicle safety training
* Loss of activity
* Sent home from the provision

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