



National
Guidance

Frequently Asked Questions – Use of Private Cars

Under what circumstances is it acceptable to transport young people in private cars?

Careful thought must be given to the planning of transport to support off-site activities. Research indicates that it is much more dangerous to travel to an activity than to engage in it.

Establishments must follow all regulatory requirements and their employer's policy/guidance.

Where transporting young people in private cars is considered, checks should be made to address the following:

- seeing evidence that the driver has a valid licence.
- seeing evidence that there is a valid insurance policy covering the intended use. This requires that the vehicle owner has "business use" cover.
- seeing evidence that the vehicle is properly maintained and has an MOT.
- ensuring that there is explicit parental consent to transport young people in this way.
- ensuring that drivers properly understand their duty of care in this situation.

In addition, establishments who wish to use volunteer adult helpers or other young people to help transport pupils in their own cars must ensure that they are aware of their legal responsibility for the safety of the young 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.

With younger children you also need to ensure the following:

- appropriate child seats or booster seats and restraints are available and used.
- children must not be left unattended in a vehicle.
- maximum seating must not be exceeded.

