



National
Guidance

Transport in Private Cars

Careful thought must be given to planning appropriate transport for off-site activities and visits. Statistics demonstrate that it can be more dangerous to travel to an activity than to engage in it, and establishments must follow any guidance from their employer about transport.

Transporting young people in private cars requires careful consideration. Where this occurs, there should be recorded procedures.

As a minimum, recorded procedures must address the following:

- a) Seeking evidence that the vehicle is roadworthy. e.g. MOT certificate where relevant.
- b) Seeking evidence that the driver holds an appropriate and valid licence.
- c) Seeking evidence that there is a valid insurance policy covering the intended use. This requires that employees have "business use" cover.
- d) Ensuring that there is explicit parental consent to transport pupils in private cars and by specified persons.
- e) Ensuring that drivers properly understand their duty of care in this situation.

The driver of any vehicle transporting children or young people cannot drive and supervise at the same time. Therefore a key judgement needs to be made about the likely behaviour and individual needs of the passengers. If any of the children or young people may require close supervision, then another adult should travel in the vehicle so that the driver is not distracted.

In addition, establishments who wish to use volunteer 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.

There are specific requirements for early years settings. The Early Years Foundation Stage Statutory Framework 2008 requires the following:

"Records should be kept about vehicles in which children are transported, including insurance details and a list of named drivers. Drivers using their own transport should have adequate insurance cover".

