



# Driving On School Business Policy

The Pochin School

Date Approved      11/5/17  
Date of Renewal    5/20  
Headteacher        .....

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Chair of Governors .....

Business insurance is required for teachers if transporting children. A copy of the teacher's driving licence and current insurance should be on file with the school.

Two adults/staff in car is not necessary, but there should be more than one child. If only one child he/she should be in the rear seats.

If the child is shorter than 135 cm then a booster seat is necessary. However, if the adult doesn't have a booster seat and it is a short unplanned journey, then that is reasonable. For example, if a child is left unexpectedly at a football match then it is reasonable for the teacher to bring the child back to school, even if the child is below 135cm and the teacher hasn't got a booster seat with them.

Parents transporting other parents' children should only be done if the parent has arranged the transport via the parent themselves, the school must not initiate this process.

The minibus at Broomfield can be hired. It must be ensured that the driver has the relevant driving licence, business insurance and minibus driving proficiency

#### Mobile Telephone Use Whilst Driving

1. Using a hand-held mobile telephone, or other device that performs an interactive communication function (oral or written communication as well as internet browsing) by transmitting or receiving data, while driving is dangerous and against the law.
2. Even the use of a hands-free mobile telephone or other interactive communication device while driving can reduce concentration and increase the likelihood of an accident occurring.
3. Consequently, the school asks that nobody use their device while driving a private, school or leased motor vehicle on a road on school business. We recommend that these rules are adhered to during your personal time for your own safety.
4. "Driving" for these purposes includes any time while the vehicle is on the road and its engine is running, even if the vehicle is stationary. Where it is necessary to make or receive a call, employees should find a safe place to pull over and park.