



HERRIES PREPARATORY SCHOOL

DRIVERS POLICY

Purpose: To enable staff to use their own vehicles whilst on school business and ensure that best health and safety practice is followed for the well-being of all children and adults when offsite.

The School Insurance Policy provides cover for staff when using their own vehicle for the occasional transport of Herries' pupils and when attending school related courses or any other business as agreed by the Head. The following procedure **MUST** be followed: failure to do so will render insurance cover null and void.

- The staff member must have held a full licence for a minimum of three years.
- Written parental permission must be held by the school for any child prior to their being transported in a staff member's car.
- A booster seat must be used for children from their third birthday until they are either 135cms in height or they have reached the age of twelve.
- There must be a maximum of four children transported in one car providing that each child has a diagonal seatbelt.
- If there are insufficient diagonal seatbelts in the car to carry three children in the rear then a child may be placed in the front seat, provided that the correct child restraint is used.
- It is the responsibility of the driver to ensure that each child is correctly restrained.
- The school reserves the right, with a justifiable reason, to preclude a member of staff from carrying child/children in their car.
- No single child should be carried in a car unless with specific parental agreement and this must be documented within the school.

This policy is subject to regular review to ensure that the terms reflect any alteration in the law and/or the circumstances of the school.

Reviewed Rob Grosse 2025