



Transportation Policy

Updated Sept 2025

There will be occasions when First Class staff will need to transport learners, it may be to a group venue or a venue for 1:1 tutoring to take place away from the home. When this is the case written permission will be gained from parents/carers by the case manager at the home induction meeting and referrers will be consulted.

- A full risk assessment will be undertaken by the Case Manager relating to the transportation of a learner.

Factors to be considered when planning and undertaking risk assessments for the transportation of learners in staff vehicles to ensure passenger and driver safety

- competence level of the driver
- capacity and experience of the driver to maintain concentration
- type of journey (eg is it a local trip or long distance one?)
- traffic conditions
- contingency funds and arrangements in case of a breakdown or an emergency
- the weather
- stopping points on long journeys
- supervision.

Check that learners have the seatbelt fastened before the journey begins and that they are seated in the back of the vehicle.

- All staff who transport learners will have car insurance for business purposes.
- Any medical conditions of the driver should be logged with HR and any changes reported
- Staff should not drive whilst under the influence of alcohol or drugs
- A daily vehicle check should be carried out
- In case of a vehicle break down, staff should have contact details for the learner's parent/carer/case manager. A call should be made to the main office
- All necessary steps should be taken to prevent a learner absconding from the vehicle
- Smoke free vehicle
- No deviating from the intended route, journeys must be direct
- Driver must only use 'hands free' devices to make or receive a call
- All staff will abide by the procedures outlined in the Safeguarding Policy and the Lone Working Policy.
- No member of staff is advised to transport more than two learners at any one time, all RAs MUST be completed.
- It may be that primary aged learners will require a chaperone if being transported, this will be decided once a full and detailed RA has been completed.

In the event of an accident whilst transporting learners:

- Firstly, check that the learner is okay and if any significant injuries have occurred ensure that the emergency services are called immediately.
- Inform asap Case Manager, parent/carers, referrers and FCTS main office.
- Record and report all the details of the accident as soon as is possible following the event and submit to your Case Manager via the accident form.