



Transportation Policy

Updated Sept 2026

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.
- Staff MUST have 'business use' as part of their car insurance policy

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.