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**Transportation Policy**

**Introduction:**

We believe that every young person should experience the world beyond the classroom as an important part of learning and personal development. Educational visits, and other off-site activities, make an important contribution to the curriculum and are an essential way in which we enrich our pupils’ social, cultural and academic development.

The safety of pupils and staff during all trips and visits is paramount and for this, and other reasons, meticulous planning and organization are essential. We understand that teachers organizing and taking part in school visits off-site accept responsibility for the care and welfare of pupils, and they act in loco parentis.

**Policy Statements**

The two CF School vehicles should be the only vehicles used to transport children. No child should ever travel in a privately owned vehicle except in an emergency, e.g., when there is no other feasible option available. In the event that a personal vehicle is to be used, the following conditions must be followed to ensure adequate safeguarding measures are taken:

1. Two adults must be present so that 1:1 situations are avoided wherever possible.
2. In the event that it is not possible to avoid a 1:1 situation (due to the nature of the emergency)

* the parent/guardian of the child must provide approval in writing via email, hardcopy, or text/WhatsApp message naming the driver to transport the child, unless the nature of the emergency prevents a parent/guardian from being able to do so; and/or
* the driver must have accommodations to call the Headteacher, Deputy Headteacher or Pastoral Lead (e.g., speakerphone, Bluetooth in the vehicle to connect the phone) and keep the line open while transporting the child.

1. The driver must never be responsible for supervision of children who are being transported. An additional member of staff/volunteer must accompany and supervise the children.
2. The driver is responsible for all passengers being properly restrained in a seatbelt or approved child restraint.
3. The driver must conform to Cayman Islands road rules at all times.

To ensure everyone’s safety:

1. All students should sit in the rear seats with no one under the age of 18 in the front passenger seat.
2. Seatbelts should be worn at all times by all passengers in accordance with the law.
3. All drivers must hold a full Cayman Islands driver’s license in accordance with the law.
4. All vehicles must be currently licensed for use on Cayman Islands roads.
5. The vehicles must be covered by a current Comprehensive vehicle insurance policy which covers the appropriate members of staff.

Responsibility of students:

* The rules of conduct which apply to the classroom also apply to the school vehicles.
* Students are expected to stay in their seats, with their seat belts fastened at all times when travelling.
* No glass of any type is allowed in the school vehicles.
* Windows should not be opened or closed without asking permission from the teacher driving.
* Throwing any item from a window is prohibited.
* Use normal tone voices when speaking and avoid making excessive noise to avoid creating a distraction for the teacher driving.
* Any litter should be taken by the student when they leave the vehicle.
* Headphones are not permitted to be worn when traveling so that the teacher can be clearly heard if giving an instruction.

Responsibilities of teacher(s):

* Ensure parents are fully informed as to the nature of the activity, arrangements of, and given the opportunity to withdraw their child.
* Give full regard to the school’s Child Protection Policy, the Transportation Policy and any other relevant policy to the specific trip, and its requirements.
* To be aware of any medical needs of any student and any medication required.
* Ensure a full First Aid kit is on hand at all times.
* Ensure the teacher has a cell phone on their person at all times.

Responsibilities of Headteacher:

* Ensure that all staff are aware of CF School policy and its implications for their practice;
* Ensure all staff have access to copies of the policy;
* Ensure that a risk assessment has been carried out prior to any use of a private vehicle to transport children.

**Risk Assessment checklist**

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| Valid Driver’s Licence Name and photo (match to the driver) | Y/N |
| Valid date (check expiry) | Y/N |
| Valid class (Check class of vehicle against the class on the licence) | Y/N |
| Valid Vehicle Insurance Name is the same as the driver | Y/N |
| Valid date (check it is a current policy) | Y/N |
| Comprehensive policy | Y/N |
| Confirmation from insurers that all occupants are covered (letter/email) | Y/N |
| Valid Vehicle Registration Private vehicle (not a rental) | Y/N |
| Current certificate of roadworthiness (check date to ensure it is current) | Y/N |
| Parental permission (letter/email in advance) | Y/N |

**Transportation Policy Statement of Receipt and Agreement**

My signature confirms that I have read and understood the Transportation Policy, and that I agree to comply with the standards contained therein.

I understand that any action that violates this policy may result in disciplinary action up to and including removal from CF School.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Effective Date: February 2023 – final and approved by Camilla Ferrira Feb 2023**