



# WEST GRANTHAM

Church of England Primary Academy

# PRIVATE CAR USE POLICY

<b>Policy</b>	Private Car Use
<b>Approved by</b>	Local Governing Body
<b>Date</b>	March 2025
<b>Review cycle</b>	Annually

Ratified by the LGB on 24 April 2025  
Page 1

*To champion and rejoice in those we serve, creating an environment where excellence is achieved and potential fulfilled*

VERSION CONTROL			
VERSION	DATE	AUTHOR	CHANGES
2025	March	NS	New Policy

On occasions, the use of private cars for transporting small numbers of pupils may be required, either taken by a teacher to a local school for a sports event or being taken by parents/carers to an away sporting match.

To comply with safeguarding/health & safety regulations, we have to ensure that volunteer drivers (including school staff) have confirmed with their insurance company that their car insurance covers them to routinely drive during school/working hours (this is usually referred to as 'business use' and is required for transporting children on educational visits during school/working hours), that they hold a current driving licence and that their vehicle is roadworthy in all aspects. The 'Drivers Form' at the end of this policy covers all of these aspects. When organising drivers through school, staff must ensure that volunteers have a DBS check if transport is authorised for school purposes if they are not directly supervised by a member of staff (ie if it is not a private transport arrangement between parents). School staff are permitted to drive a minibus (up to 16 passenger seats) on educational visits if they hold both a D1 category driving licence or a full PCV D1 licence. Anyone who passed a car-driving test on or after 1st January 1997 will not have category D1 on her or his licence by right.

- All volunteer drivers must read this policy and sign the Volunteer Drivers Form annually.
- All drivers must have a full and valid driving licence for the class of vehicle they own and be free of any motoring convictions and be willing to present their driving licence for inspection if requested.
- All drivers must adhere to the Highway Code.
- All drivers must have fully comprehensive insurance cover when carrying children. Members of staff are asked to check that their car insurance covers business use, which will then allow them to transport pupils in their own private cars.
- All vehicles must conform to all legal requirements.
- Each child must be restrained by a seat belt.
- It is the driver's responsibility to see the booster seat is used.
- No adult should be 1:1 with a child unless it is their own child or agreed in advance with parents and Head Teacher.
- The teacher in charge will ensure that permission has been obtained from the parent to ensure that all parties are fully informed of the transport to and from events.

## Monitoring and review

This policy will be reviewed annually by the governing board and headteacher. The next scheduled review is March 2026.

Ratified by the LGB on 24 April 2025  
Page 2

*To champion and rejoice in those we serve, creating an environment where excellence is achieved and potential fulfilled*

# **The West Grantham Church of England Primary Academy Volunteer Drivers Form**

To the Headteacher at the West Grantham Church of England Primary Academy,

I confirm that I am willing to use my own vehicle for transporting pupils on educational visits. I have checked with my insurers that I am insured for such use and I accept my responsibility for maintaining appropriate insurance cover. I have a current driving licence and will ensure that my vehicle is roadworthy in all aspects.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

The Local Authority and the school reserve the right at any time to request copies of any relevant documentation i.e. registration document, MOT, insurance certificate, Driving Licence.