



Travel Policy

Approval Arrangements

All statutory policies in the Trust are ultimately the responsibility of the Trust Board. To enable it to discharge this responsibility appropriately and in collaboration with the constituent schools, the Trust Board will

1. set a full Trust wide policy which applies in the same way to all schools,
2. require individual schools to set a policy (in most cases with Trust-provided guidance) appropriate to the needs and circumstances of an individual school

This is a level 1 policy which was approved by the Board of Trustees for implementation in the Tenax Schools Trust and supersedes any previous complaints procedure.

Approval Body:	CEO
Date Approved:	17 June 2025
Author:	Human Resources Director
Next review:	Spring 2028
Review period:	3 years
Version:	2.1

This policy has been adopted following consultation with recognized trade unions

Scope:

This policy applies to all staff who are travelling on Trust business, whether in a personally owned vehicle or one provided for use by the Trust. This policy will not be enforced where staff are travelling as part of their normal commute to and from their normal place of work, however the principles of safe driving set out in this policy still apply.

General Principles:

The Trust takes a holistic view of the risks associated with travelling by car by considering both the skills required and behaviour while driving, with particular regard to those travelling long distances or during unsocial hours.

The Trust will take all reasonable measures to reduce the risks to staff, other road users and members of the public from driving as far as is reasonably practicable.

At all times while driving employees shall conduct themselves in accordance with the Trust's policy and shall use their own judgment to ensure that they reduce the risks to themselves and to others to as low as is reasonably practicable. All employees travelling on Trust business are required to follow the Highway Code and all applicable regulations and laws at all times. This includes any local laws, regulations and requirements where vehicles are to be driven outside of the UK.

All employees who drive a Trust vehicle, including a minibus, will be required to provide their driving licence for checking along with an online check from DVLA, before first using a Trust vehicle, and at intervals thereafter on the request of the Trust. This will confirm:

- Vehicles that can be driven
- Driving Status
- Any endorsements

A 'check code' can be obtained from <https://www.gov.uk/view-driving-licence>

The Trust will:

- ensure that all vehicles owned or operated by the organisation are subject to regular servicing by a reputable garage and routine examination by a nominated, competent member of staff who is responsible for ensuring the vehicles' continued road/operational worthiness;
- ensure that, for organisation-owned vehicles, all maintenance procedures, equipment and replacement parts are suitable for the vehicle in question.

Employees will:

- ensure that they have the correct licence permissions to drive the vehicle type they intend to drive
- complete the Travel by Private Cars Driver Form, and return to the school office as requested – see annex 3

- report any changes to their licence or licence conditions such as endorsements or medical restrictions as they occur
- be responsible for their own safety, for any passengers or loads carried in the vehicle and for ensuring that the vehicle is safe to use (including hired vehicles);
- ensure that they meet the health requirements to be fit to drive. This includes the eye-sight requirements, ensuring that their driving is not impaired by prescription or non-prescription medication, and that any medical conditions are reported to the DVLA as required. A list of reportable conditions can be found at <https://www.gov.uk/health-conditions-and-driving> . Where there is any doubt the employee is required to consult with their GP or other suitably qualified medical professional involved in their care.
- undertake weekly checks of Trust vehicles as per Annexe 2. Employees are advised to carry out the same checks on privately owned vehicles used for occasional Trust business before each journey. Employees driving their own private vehicles for Trust journeys remain responsible for the roadworthiness of their vehicle at all times. Where there is doubt over the roadworthiness of a vehicle it must not be driven until a suitably qualified person has confirmed its safety.
- ensure that passengers are carried only in accordance with the vehicle manufacturer's design specification, with a seat for everyone and only one person per seat;
- ensure that seat belts are installed for the driver and all passenger seats and worn on all journeys;
- ensure that, where required by law, suitable child seats are used;
- take breaks every two hours when driving, especially on long-distance trips, to ensure that they do not suffer fatigue;
- wherever possible, share driving on journeys of over two hours' duration;
- plan their journeys to avoid travel in adverse weather and/or excessive hours;
- record repairs and maintenance needs for organisation-owned vehicles in a vehicle-specific log book and draw any concerns/defects to the attention of your line manager as soon as possible;
- report promptly any problems with the condition of hired vehicles to your line manager
- not smoke, or use e-cigarettes (“vape”) in any Trust vehicle (whether owned or leased by the Trust), under any circumstance, either as a driver or passenger, noting that it is a criminal offence to smoke tobacco in a car, or other vehicle, when someone under the age of 18 is present.
- not stop on the hard shoulder of a motorway except in an emergency; and
- comply with the Trust’s guidance on the use of mobile interactive devices whilst driving – Annexe 1, noting that the use of such devices whilst driving is a criminal offence. Mobile interactive devices include mobile telephones and tablet devices, and may include such comparable devices as may be made available in the future.

The Trust will not be responsible for any fines or endorsements as may be incurred by employees driving either to and from work, or on Trust business, whether in a Trust vehicle or personally owned vehicle. This includes any fines incurred for road traffic offences or parking fines.

Any employee driving a Trust owned vehicle must notify their line manager of any endorsements to the individual's driving licence, or changes to licence provisions (eg. any medical restrictions) so that a further risk assessment can be carried out. Where a medical condition is declared, the employee may be referred to the Trust's Occupational Health Provider for assessment.

If driving a minibus, employees must have at least two years' experience as a qualified driver, including some experience in handling a vehicle larger than an ordinary car. Employees must have authorisation from the School Business Manager if required to tow a trailer.

Employees driving their own vehicles are responsible for ensuring that they hold the relevant insurance cover, including business use. Employees using their own vehicles also remain responsible for ensuring their vehicle remains safe to drive including through manufacturer advised service intervals, tyre checks and ensuring the vehicle has a current MOT certificate where required. Employees may be required to provide evidence of insurance and/or MOT if requested.

In the unlikely event that Trust employees are required to use their own vehicles for transporting pupils, the Trust will require provision of a valid Certificate of Insurance for the vehicle concerned covering "business use", and a valid MOT certificate for the full period of use. Where there is an ongoing need for an employee to use their own vehicle in this way, copies will be taken annually.

Before each journey where pupils are to be in the vehicle, the driver must provide a licence 'check code' to share their driving record. The school will check for driving endorsements such that would require any further risk assessment. In the event that an employee regularly conveys pupils, in their own vehicle, or in a Trust vehicle, licence checks made be made annually or termly, noting the requirement on employees to notify the Trust of any changes to their licence or conditions as they arise.

Failure to comply with this policy, or the provisions at Annex 1, may result in formal disciplinary action which could include summary dismissal.

Annex 1

The use of mobile interactive devices whilst driving

Using a hand-held mobile telephone, or other hand-held device that performs an interactive communication function by transmitting or receiving data, while driving is dangerous and against the law.

Even the use of a hands-free mobile telephone or other interactive communication device while driving can reduce concentration and increase the likelihood of an accident occurring.

For this reason, no employee shall use a hand-held mobile telephone or other hand-held device (other than a two-way radio) that performs an interactive communication function by transmitting and receiving data while driving a private, company or leased motor vehicle on a road on business.

"Driving" for these purposes includes any time while the vehicle is on the road and its engine is running, even if the vehicle is stationary. This includes time spent stopped at traffic lights, level crossings or during other hold-ups.

"Interactive communication function" includes sending or receiving oral or written messages, faxes, or still or moving images, or providing access to the internet.

A mobile telephone or other device is "hand-held" if it is, or must be, held at some point during the course of making or receiving a call, including to dial a number, or performing any other interactive communication. Any device cradled between the ear and the shoulder is deemed to be hand-held.

The exception to this restriction is where the use of the hand-held mobile telephone or other device is to contact the emergency services on 999 or 112 in the case of a genuine emergency and in circumstances in which it is unsafe or impracticable for the employee to stop driving in order to make the telephone call.

No manager must ask any employee to use a hand-held mobile telephone or other hand-held interactive communication device while driving. All managers must ensure that the organisation's policy on hand-held mobile telephone and other hand-held interactive communication device use while driving is complied with within their area of responsibility.

Although the use of hands-free equipment is not prohibited by law, because of the increased risk involved in the use of any mobile telephone or other interactive communication device while driving, employees should use hands-free equipment while driving as little as possible.

Where it is necessary to make or receive a call, employees should make it clear that they are driving and keep the call as short as possible. If a longer conversation is necessary, contact should be re-established only when the employee has found a safe place to pull over and park. Any numbers that an employee might need to phone during a journey should be saved to a short-dial number before the journey is begun. Employees should be aware that it is always safer to keep their mobile telephone or other communication device switched on to voicemail, call diversion or a message service before beginning their journey. Where necessary they can then stop in a safe place such as a lay-by to check messages and return calls.

Annex 2: Travel Policy – Trust Vehicle Checklist

The following vehicle checks are to be undertaken on Trust owned vehicles on a weekly basis.

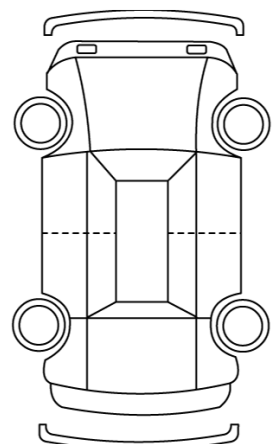
Vehicle Registration No: _____ Valid MOT certificate: YES/NO (delete as applicable)

Date of Check: _____ Name: _____

Mark each item as: ü Satisfactory X Defective/Missing N/A Not Applicable

Fluids		Lights/Electric		External Condition		Internal Condition	
Engine Oil		Indicators		Wind-screen (cracks or chips)		Seat Belts	
Brake		Side Lights		Door/Wing Mirrors		First Aid Kit	
Clutch		Headlights (Dipped)		Wiper Blades		Fire Extinguisher	
Power Steering		Headlights (Main)		Screen Washers		Head Restraint Adjustment	
Auto Transmission		Number Plate		Tyre Pressure		Torch	
Screen Wash		Reversing lights		Tyre Wear		Warning Triangle	
Fuel (Min ¼ full)		Warning Lights		Tyre Damage		General Bodywork	
Coolant		Horn		Spare Wheel			
		Windscreen Wipers		Cleanliness of number plate, windows, lights			
		Battery		Security of roof-rack, tow bar, trailer			
				Door Locking			

Comments: Damage noted, repairs due etc
Mark on diagram any damage and date noted



Annex 3: Travel by Private Cars

Driver Form

Date

During the year we occasionally ask for staff, parents or volunteers to use their own vehicle to assist us in transporting pupils from the school to local venues. This enables us to participate in various educational off-site visits and activities and keep costs down.

If you think that at some point in the year you may be able to offer help with transport, I would be grateful if you could complete the attached form and return it to me via the school office as soon as possible. This enables us to fulfill our obligations under Health and Safety legislation.

Yours faithfully

(Headteacher)

Validation for Voluntary Vehicle Use

For the use of staff, parents and other volunteers' private vehicles

Make and Model of Vehicle	Registration Number	DVLA Driving Licence Number & Expiry Date

DECLARATION: I confirm that:

- I hold and will provide a copy of a valid driving licence suitable for the type of vehicle
- ☐ I have Penalty points on licence – Please state number
- I meet the DVLA health requirements to be fit to drive, and, if applicable, any medical conditions have been reported
- I have a current valid insurance policy and will provide a copy for the vehicle in which I intend to carry children/young people. I have checked with my insurance company and confirm that they cover the activity.
- The vehicle is in roadworthy condition, and that it has/will have a current MOT certificate (if it is more than 3 years old).
- Each young person will have a recognised seat with seatbelt and that the vehicle cannot carry more than eight passengers. Where required by law, suitable child-seats will be used.
- I am responsible for driving lawfully and in line with the Highway Code, including legislation on the use of mobile interactive devices when driving.

Should any of these circumstances change I will report these to the school office immediately.

I understand that I am not covered under the above establishment's insurance for the use of my vehicle, and the Trust is not responsible for any fines or endorsements that may be incurred whilst using my vehicle for this activity.

By signing this form, you are giving your consent to the Tenax Schools Trust to process the information on the form. The processing involved will only be for the purpose of monitoring health and safety in accordance with relevant legislation.

Signed: _____ Date: _____

Print Name (in capitals) _____

PLEASE NOTE: STAFF SHOULD ALSO REFER TO THE TRUST'S TRAVEL POLICY AVAILABLE ON TRUST WEBSITE

Office Use only	
Driver Licence examined and complies with regulations	Y/N
Proof of Insurance	Y/N
Competence to drive pupils proven	Y/N
School Assessor Name & Date	