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Policy Name: Transport and Vehicles

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| Date policy written/amended | Amended/written by | Authorised by | Next review due |
| 03.09.18 | Sarah Cox | Sarah Cox | September 2019 |
| 25th May 2021 | Sarah Cox | 8th June by the Board of Directors 2021 | June 2022 |
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**Transport and Vehicles**

**Aims**

Vehicles by law must be in roadworthy condition, Health and Safety Law 1974 requires employers to ensure as far as is reasonably practicable the health and safety welfare of all employees at all times. Employers also have a responsibility to ensure others are not put at risk by work related driving activities – that is our young people in education, staff and the general public.

**Procedures to ensure vehicle safety**

* Vehicles are checked every week to ensuring oil water and screen wash are at the correct levels, and lights, wipers and seatbelts are functioning correctly. A visual tyre check and tread must also be undertaken. Staff must also ensure the jack, wheel brace and protective equipment are present in any vehicle used to transport Young people.
* Staff must check the lights, fuel consumption, mileage and visual check weekly and record.
* Tyres are changed when tread depth is at a minimum of 3mm.
* The Melton Learning Hubs vehicles are serviced in accordance with the manufacturers guidance.
* Any faults whilst checking or driving the vehicle are recorded and reported to the Manager.
* It is the Managers responsibility to maintain all company vehicles and to obtain authorisation for vehicles to be repaired, taxed and MOT’d.
* It is the individual’s responsibility to ensure their personal vehicles used to transport young people is checked and up to standard and relevant records are kept.

**Procedures to ensure driver and passenger safety**

* The law requires all children travelling in the front or rear seat of any car, van or goods vehicle must use the correct [child car seat](http://www.childcarseats.org.uk/types-of-seat/) until they are either 135 cm in height or 12 years old (which ever they reach first). After this they must use an adult seat belt. Therefore all staff must abide by this procedure.
* Young people should not travel in staff vehicles unless staff are covered by business insurance, the journey is unavoidable and no other transport is available. For staff that hold business insurance, a copy of their valid insurance certificate must be held on their personnel file and in the vehicle file on site. The Finance officer will check all staffs driving licenses on a yearly basis for points.
* If staff are authorized to use their own vehicles mileage will be paid at 45p per mile .
* Copies of staff licenses are kept on their personnel files and in the vehicles file on site.
* Staff are responsible for informing the manager of any conviction to their licence.
* Protective equipment in the event of a breakdown is provided in each vehicle (a torch, triangle sign and a reflective vest). It is the driver’s responsibility to check they are in the vehicle when leaving the site.
* All vehicles used to transport young people is to carry a fully stocked first aid kit (can be provided if not present).
* All Hub vehicles will carry a fire extinguisher.
* All staff must state which vehicle they are taking off site, their destinations and the passengers they are taking each time they go off site. This must be recorded on the vehicle checklist.
* The Melton Learning Hub will abide by the law regarding passengers and seat belts, and will ensure workers and young people are safely restrained.
* The speed limit on the driveway must not exceed 10mph.
* All staff must **not** exceed any speed limits whilst driving a company vehicle, whether they are escorting a Young person or not. Staff are responsible for any speeding or parking fines or any other related offence. The companywill not pay any speeding fines incurred by staff.
* Employees are required to drive responsibly, according to the law and to take every possible precaution to drive safely, taking terrain, area and weather conditions into account. Employees must also ensure they take adequate rest stops on long journeys.
* Staff must never give any vehicle keys to any young people.