



Policy Review Record

This policy relates to all premises under the governance of the Learning Hub social enterprise. This includes; the Learning Hub and The Venue

Date policy written/amended	Amended/written by	Authorised by	Next review due
28/05/2015	Sarah Cox		
August 2018	Sarah Cox	Sarah Cox	August 2019
June 2019	Sarah Cox	Sarah Cox	June 2020
June 2020	Sarah Cox	Board of Directors July 2021	July 2021
Amended August 2022	Sarah Cox	Awaiting amendment approval	August 2024
Reviewed July 2024	Sarah Cox	Approved July 2024	July 2025

Transport and Vehicles

Aims

Vehicles by law must be in a roadworthy condition. The Health and Safety At Work Act 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. **The Melton learning Hub does not allow smoking or vaping in any of its vehicles.**

Procedures to ensure vehicle safety

- Vehicles are checked every week to ensure oil, water and screen wash are at the correct levels, and lights, wipers and seatbelts are functioning correctly. A visual tyre check 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 fuel consumption and mileage, and record use for partner agencies.
- 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 authorization for vehicles to be repaired, taxed and MOT'd.
- If vehicles owned by staff are used to transport young people it is the individual's responsibility to ensure their vehicles are checked and up to standard and relevant records are kept.

Procedures to ensure driver and passenger safety

- Students will be transported directly to their home address as requested by the commissioning body. **There will be no detours or stop offs.**
- All staff who drive for work purposes are required to declare all medical conditions to management so a judgement on fitness to drive can be made.
- 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** until they are either 135 cm in height or 12 years old (whichever 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.
- If staff are authorized to use their own vehicles mileage will be paid at 45p per mile for the first 10 miles, then 25p per miles for any additional miles used for each day.
- Copies of staff driving licenses are kept on their personnel files and in the vehicles file on site.
- Staff are responsible for informing the manager of any conviction on 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 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 company will not pay any speeding or parking 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.

Mini-bus

- Driving of a minibus requires the correct classification on a driving license. In addition to this the Melton Learning Hub mini bus can only be driven by a MIDAS trained member of staff. These staff are:
Adrian Cox/ Debbie Bindloss/ Michael Connolly/ Rob Bindloss/ Ian Bitmead
In addition to these staff within the charity we have a trained team of volunteer MIDAS drivers who at times might help with transporting students. All volunteer like staff are fully DBS checked.