

# Cape Cabin

## Private Car Transport Policy

On occasions, the use of private cars for transporting a student by a Cape Cabin staff member back to a local school or, to and from home can be made by prior arrangement by the school and parent.

All drivers must have a full and valid driving licence for the class of vehicle they own, be free of any motoring convictions and be willing to present their driving licence for inspection if requested.

All drivers must have fully comprehensive insurance cover when carrying children. Directors of Cape cabin will check that staff car insurance covers business use, which will then allow them to transport pupils in their own private cars, and take copies as proof.

All vehicles must conform to all legal requirements and checks via the government site will be completed by Directors of Cape Cabin:

<https://vehicleenquiry.service.gov.uk/ConfirmVehicle>

When planning the journey ensure the most direct route is taken and no stop offs are too be made.

All drivers must adhere to the Highway Code.

Seatbelt wearing is a legal requirement for all

Each child must be restrained by a booster seat, if they are under 135cm tall and 3 point seat belt.

Booster seats for a child under 135cm tall, must be used and parents must have given permission for them to travel in a staff/other parents' cars for a school organised event.

If one to one travel then the student must travel in the back of the car behind the passenger seat.

If there is an accident on route, then call the relevant authorities immediately, phone all at the relevant school / Cape Cabin parent.

Directors of Cape Cabin will ensure that permission has been obtained from the parent / school to ensure that all parties are fully informed of the transport arrangements.

**All drivers must read this policy.**

**Reviewed September 2019**

**Reviewed July 2020**

**Reviewed and amended July 2022 Reviewed 2023**