

## Section 10

## Transport

For information on who may legally drive a minibus refer to information provided by the Government on <https://www.gov.uk/driving-a-minibus>

Where transport is being provided the following good practice guidelines should be followed:

- there must be adequate comprehensive insurance in place that covers the driver for church activities. Drivers must check with their insurance company that their policy covers business use to ensure cover whilst driving during the course of their working activities;
- the vehicle must be road worthy. It is the driver's responsibility to make sure that the vehicle is in a roadworthy condition before use. Failure to do so may result in the driver being legally liable in the event of any accident;
- a seat belt must be available and must be used for every individual in the vehicle. It is recommended that the driver endeavors to ensure that seat belts are worn for any journey, no matter how short;
- the total number of children and adults in the vehicle must not exceed the passenger limit;
- if the minibus is owned by the church, all drivers must be named on the insurance policy;
- when hiring a minibus or larger bus, it is the responsibility of the user group to verify the legality and insurance cover of the operator prior to the use of the vehicle. If there is any doubt about this then sight of a copy of the operator's insurance cover and operator's licence should be requested. **If in doubt do not drive the vehicle;**
- An accident report book/breakdown log book should be carried in church minibuses, and kept up to date;
- the maximum speed limits for a minibus should never be exceeded: 50mph on single carriageway roads, 60mph on dual carriageway roads, and 70mph on motorways;
- A first aid kit and fire extinguisher must be carried on the vehicle and the driver should be familiar with them.

### Transporting children and young people

These are guidelines that specifically relate to transporting children and young people. Children or young people should not be transported without the prior consent of their parents or guardians. Form 2: *General consent form*.

Where drivers are transporting children/young people they must abide by the usual recruitment and checking procedures. A Disclosure and Barring Service Certificate must be completed; they must be over 25, have held a full driving licence for over 2 years and if driving a minibus then checks should be made to confirm that the licence entitles the driver to drive a minibus.

Drivers with more than 6 points on their licence must inform the Parish Safeguarding Co-ordinator and any driver with a conviction for drink driving, dangerous driving or racing on the highway or similar must not transport children or young people unless this has been considered by the Provincial Safeguarding Panel.

Do not transport a child/young person alone. Ensure that a child is always accompanied by another adult. In exceptional circumstances when it can't be avoided it is then essential to make sure that other leaders/helpers are made aware of what is happening, and that the child is seated in the rear of the vehicle.

Leaders/helpers who accompany young people in minibuses should sit amongst the young people and ideally a leader/helper should sit near vehicle exit points.

If parents make private arrangements to give lifts to children other than their own it must be made clear that such arrangement is between the lift provider and the child's parents or guardian and is not an arrangement endorsed or facilitated by church workers.

### **Child restraints and seatbelts**

1. Children under 3 years must use the child restraint appropriate for their weight in any vehicle (including vans and other goods vehicles). The only exception to this is in the rear of a taxi where the correct child restraint is not available;
2. Rear-facing baby seats must not be used in a seat protected by a frontal air-bag unless the airbag has been deactivated manually or automatically;
3. In vehicles where seat belts are fitted, children 3 years to 135cms in height (4ft 5ins) must use appropriate child restraint unless this is not available in a taxi, for occasional journeys over short distances and where two occupied child seats in the rear prevent the fitment of a third child seat. In these cases the child may ride in the rear using an adult belt;
4. Children from 3 years to 135cm in height (or 12th birthday whichever they reach first) must use correct booster seat (same exemptions as above);
5. Children aged 12 or 13, or over 135cm in height a seat belt must be worn if fitted.

**End**