

Pickwick Academy Trust



Driving Policy

Policy Group:	Staffing & HR
Policy Ref:	SHR/01
Responsible Reviewing Officer and Job Title:	Mike Jones Head of Facilities
Date Written:	September 2025
Date Approved by the Board:	7 October 2025
Date of Next Review:	September 2028

1. Introduction

- a. Every employer shall ensure, so far as it reasonably practicable, the health, safety and welfare at work of their employees.
- b. Under Health and Safety law, this requirement extends to the management of the health and safety risks associated with those who drive a vehicle or ride a motorcycle, other powered two-wheeler or bicycle on the road as part of a work activity.
- c. The Trust Board is aware of its obligations under 'The Corporate Manslaughter & Corporate Homicide Act 2007', which came into force in April 2008 and recognises that an organisation will be guilty of a serious offence corporate manslaughter if the way in which its activities are **managed or organised** causes a death and amounts to a serious management failure or a **gross breach** of a **duty of care** to the deceased. Accordingly, this policy in respect of driving on behalf of the Trust must be adhered to. Failure to comply with its content could lead to disciplinary action.

2. Purpose and Scope

- a. Pickwick Academy Trust is an organisation that not only complies with, but also demonstrates a commitment to the systematic management of Health & Safety (H & S) throughout all areas of its business.
- b. The purpose of the Driving Policy is to ensure that the Trust Board meets its obligations under its duty of care for its workforce who drive different types of vehicles, while fulfilling duties associated with the business of the Trust.
- c. Driving for work is a hazardous activity and the Trust Board recognise their responsibility, not only for their workforce but also passengers, other road users and members of our communities.
- d. Driving Policy provides a framework to ensure that all employees who are required to drive for work purposes are fit, qualified and insured to do so and to ensure that all vehicles are suitable and roadworthy.
- e. The Driving policy applies to all persons who drive on behalf of the Trust in vehicles owned, leased or hired by the organisation. It also applies to those who drive their own vehicles on behalf of the Trust (known as grey fleet vehicles).
- f. Driving on behalf of the Trust is defined as staff who drive regularly as a major part of their job, and those who drive occasionally or for short distances:
travelling to and from meetings
 - split-site journeys
 - site visits and
 - travelling to and from home to a non-permanent place of work, including visits to other establishments and training courses, seminars, conferences etc.
- g. Such a definition does not relate directly to the payment of expenses or inclusion in job descriptions, but purely to the 'activity' of driving on behalf of the Trust, with or without payment.
- h. Travel to and from home to your usual place of work is defined as commuting and is exempt from this policy.
- i. This policy must be read in conjunction with transporting children and young person's guidelines, which can be found in Appendix A.

3. Responsibilities and Accountabilities

a. The Trust Board is responsible for:

- Ensuring the effectiveness of this policy by monitoring and reviewing it every two years.
- Ensuring, through delegation to the CEO, Executive Team and Heads, and in conjunction with Local Governance Committees, compliance with its requirements.

b. The CEO has overall accountability for Health and Safety and is responsible for:

- ensuring, through the Executive Team, that Headteachers and others associated with Health and Safety are aware of the requirements of this policy and that the necessary arrangements are in place.

c. The CFOO is responsible for:

- Monitoring the standard of Health and Safety across the trust,
- Ensuring that the Driving policy is reviewed and updated to ensure compliance with the relevant legislation and that robust procedures are in place and communicated to each school and members of the central team.
- Receiving information from the Head of Facilities in respect of any concerns relating to those driving for work in the central team and at each school alongside any actions put in place to address such areas of concern.
- Reporting any concerns and actions to the Finance Resource and Risk Committee.

d. The Finance, Resource and Risk Committee are responsible for:

- Receiving regular reports from the CFOO in respect of Health and Safety and reporting to the Board.

e. Executive Heads are responsible for:

- Overseeing the work of the Headteachers/ Heads of School and holding them to account.
- Ensuring that the Driving Policy is followed at their schools.

f. The Trust Head of Facilities is responsible for:

- The collation of any concerns in relation to those driving on behalf of the trust and the provision of this information to the CFOO along with a proposed action plan at the earliest possible opportunity.
- Reviewing the implementation of the Driving policy and issuing any updates on a bi-annual basis or sooner if required to ensure good practice and compliance with legislation.
- Providing support to schools in relation to the management of a collision or near miss.

- Assisting in the investigation into a collision or near miss and receiving the final report which confirms all actions have been completed.

g. Headteachers and Leadership Teams are responsible for:

- ensuring this policy is fully implemented and its requirements are adhered to by all staff employed at the school.

h. Office Staff are responsible for:

- ensuring that all paperwork to demonstrate compliance as required by this policy has been provided at the correct interval.

4. Driving Declaration – privately owned (grey fleet) vehicles

a. All who drive on behalf of the trust, whether in their own car or in a trust vehicle, are required to complete an Annual Driving Policy Declaration (see Appendix F). This document asks for confirmation of the following:

- Driving License
- Correct insurance
- Medical fitness to drive

b. It is the workforce responsibility to ensure that they are fit to drive a vehicle on a public highway. They must declare any condition that could affect their ability to drive safely. All information provided will be confidential and the trust will endeavor to make reasonable adjustments in consultation with the Trusts Occupational Health provider.

c. Where the trust has concerns about a member of the workforce's ability to drive, they will be advised not to drive on Trust business until an investigation has been completed.

d. For staff using privately owned vehicles it is their responsibility to ensure that they are licensed to drive and that the vehicle is correctly insured and roadworthy.

e. The completed declaration must be accompanied by a copy of their insurance certificate which states that the insurance covers business use/ for purposes in connection with the business/occupation or the trade or profession of the policyholder', or similar phrase.

f. Any additional cost for business insurance is included in the mileage rate paid under the travel expenses reimbursement and the trust will not make any additional payment towards insurance.

g. Examples of journeys that require Business Use Insurance are:

- Travel to Inset Days
- Driving between Split Sites
- Driving to a meeting at another school or to a conference
- Union Duties

Travel in these circumstances without Business Use may invalidate insurance cover.

h. It is the responsibility of each member of the workforce to inform the Trust of any change(s) to the documents held on file. Failure to provide details within 10 days of the change may result in disciplinary action being taken.

i. Claims for travel claim expenses may not be processed if valid documents are not held.

-

- j. A risk assessment will be put in place where required.
- k. For the avoidance of doubt, all workforce members park their vehicles on trust premises at their own risk.
- l. For those who have agreed to transport children, the following documentation will be required on an annual basis:
 - A copy of their Driving Licence
 - A copy of their insurance policy depicting the correct insurance requirements for transporting children if doing so under their own cover. The driver must check that the transportation of pupils is covered prior to the journey being made.
 - Completion of Appendix B – Volunteer Drivers Form

5. Road Safety and Roadworthiness of Privately Owned Vehicles

- a. Each driver is responsible, before embarking on a journey, for making sure that the vehicle is roadworthy – it is recommended that appropriate driver checks are undertaken before taking the vehicle on the road. The following checks are recommended before each journey:
 - Tyre tread
 - Foot and hand brake operation
 - Lights, indicators and hazard warning lights operate
 - Horn operates
 - Screen wash and wipers operate
 - seat belts fitted and functioning
 - Mirrors adjusted/adjustable
- b. These tasks which do not require any technical expertise and are the basic checks included in the current UK driving standards examination.
- c. Additional checks for long journeys might usefully include:
 - Fluid levels (oil, coolant and screen wash)
 - Tyre pressures
 - Locks and security functional
 - Fuel level
- d. It is not intended that checklists are provided or that records of pre-use checks are kept, as it remains the responsibility of any driver to ensure that a vehicle is roadworthy.
- e. Should any concerns be raised regarding the vehicle, the Trust reserves the right to request that suitable evidence is provided.

6. Driving Declaration - Trust owned or leased Vehicles

- a. In addition to the documentation requirements above in relation to grey fleet vehicles, the following must be provided for those who drive trust owned or leased vehicles:
 - A copy of their driving licence to confirm that they are eligible to drive a minibus.
 - A completed copy of the Staff Minibus Driver Declaration (see Appendix D) which confirms that they have undertaken the required minibus driver assessment training.

- b. Workforce members driving vehicles that belong to or are leased by the school or trust must be 21 and have held a full and valid driving licence for a minimum of 2 years.
- c. Workforce members must not drive a minibus for the transportation of staff or pupils unless they have undertaken the required minibus driver assessment training and refresher courses. Schools with minibuses must make their own arrangements for training.

7. Trust owned or leased Vehicles – Documents Held

- a. The following details will be kept for the minibus and maintenance vehicles. They will be held and updated by the Facilities Manager for the School:
 - Insurance certificate
 - Ownership details
 - MOT certificate (if applicable)
 - Tax
 - A maintenance plan to ensure services and inspections are completed on time.
 - A record of all journeys – name of driver, date, start and finish time, destination.
 - Service record
 - Other vehicle documentation including safety inspection reports. For the minibus this will include the inspections which must be completed at a maximum interval of every 13 weeks by a competent repairer with the appropriate facilities. Those vehicles with a lift must be maintained in line with manufacturers recommendations and receive a LOLER (Lift Operation and Lifting Equipment Regulations 1988) examination every 6 months as a legal requirement and weight tested annually.
 - A section 19 permit to allow those with Category B and Category D1 licences to drive a minibus on a hire and reward but not for profit basis.
 - Staff Minibus Driver Declarations and Checklist (Appendix D)
- b. A risk assessment is in place for the Minibus and the Maintenance Vehicles.
- c. Each driver must ensure that they are aware of the contents of the Minibus pack contained within the vehicle

8. Minibus/Maintenance Vehicle roadworthiness and Use of the Vehicle Safety Checklist

- a. Each driver is responsible, before embarking on a journey, for making sure that the vehicle is roadworthy.
- b. For vehicles which are shared between drivers, an employee must ensure that the driving set up is in accordance with their requirements, for example seat placement and mirror placement.
- c. The employee must go through the Minibus safety checklist below before each journey and ensure that they advise the Facilities Manager at the school of any concerns in order for a decision to be made on undertaking a journey. A copy of the Minibus Safety Checklist can be found in Appendix E.
- d. Drivers must ensure that they are aware of the hazards from electric and hybrid vehicles, and what to do if involved in an incident on the road, for example the

fire risks posed by battery damage on collision.

- e. Drivers must ensure that a first aid is in place and appropriately stocked.

9. **Safe Driving at Work**

- a. Workforce members who drive on trust business must notify their line manager at their earliest opportunity of any of the following:
- Concerns over their fitness to drive
 - If they have a condition that requires them to notify the DVLA
 - If they have received penalty points on their licence or a conviction for a driving offence
 - If they incur a fine whilst driving on Trust business. Fines incurred will not be paid for by the Trust.
- b. Workforce members who drive on school or trust business must:
- Ensure that they have a regular eye test (usually every two years)
 - Drive within the law, safely, and responsibly and in accordance with the Highway code
 - Ensure that they leave in plenty of time to complete the journey and that rest breaks are allowed for at least every 2 hours for 15 minutes where they should leave the vehicle if possible.
 - Balance the risks and necessity of the journey in the event of adverse road conditions. The Trust does not expect employees to put themselves or others in danger.
 - Apply common sense and not drive when tired or at unsociable hours.
 - Avoid distractions whilst driving, these include eating, drinking, smoking, adjusting satnav or audio systems.
 - Set satnav before commencement of a journey
 - Ensure if they are taking medication that they are fit to drive.
 - Not drive under the influence of drugs or alcohol. This is gross misconduct and will be treated as a disciplinary offence.
 - Not use hand held mobile phones whilst driving, to make calls, browse the internet, read or send text messages. It is also an offence to cause or incite' persons who are driving to be in breach of the law and the trust maybe open to prosecution if a driver is required to use a hand-held mobile phone whilst driving. Employees should avoid making contact via a hand-held mobile phone with other employees when they are known to be driving.
- c. In support of the Trust drive to reduce the environmental impact of travel whenever possible, members of the workforce are encouraged, where possible, to give lifts to colleagues while driving for work or car share on their commute, but must be compliant with this policy whilst doing so.
- d. Seatbelts must be worn by all occupants and the maximum number of passengers suitable for the vehicle must not be exceeded in any circumstances.
- e. Workforce members must ensure that they have read the Transporting Children and Young People Safely (use of staff/volunteer vehicles) guidelines before transporting children. Those requesting volunteers held in transporting children must ensure that these guidelines have been provided and Appendix B has been completed by the driver and Appendix C has been completed by the parent to confirm that they are happy for their child to be transported by a staff member or volunteer.
- f. If transporting goods, ensure that they are properly secured before commencing a journey.
- g. From 1 July 2007 it has been against the law to smoke, or permit others to smoke in virtually all enclosed public places and workplaces in England. The law extends to

vehicles (such as the Trust minibus). The law requires vehicles to be smoke free at all times if they are used:

- To transport members of the public
- In the course of paid or voluntary work by more than one person – regardless of whether they are in the vehicle at the same time.

10. **Disqualification from Driving**

- a. Workforce members who drive vehicles on behalf of the Trust are duty bound to inform the Trust immediately of disqualification from driving on the public highway. Where that person drives as a requirement of their job, they will be relieved of all driving duties with immediate effect and in consultation with the individual employee. The Trust will determine the most appropriate course of action. Each case will be dealt with on its own merits.

11. **Collisions involving vehicles**

- a. All collisions/incidents that occur during working hours must be recorded on the trust or your individual school's Accident Reporting System at the earliest possible opportunity, following the usual procedure. These must be notified to the Trust Head of Facilities who will provide support and also log the details to ensure that measures can be taken where possible to avoid such an incident happening in the future
- b. **Personal Vehicles**
In the event of a collision, the driver should follow the directions of their insurance policy for reporting and recording the accident.
- c. **Minibus/ Maintenance Vehicle**
In the event of an accident, the driver should follow the procedure contained in the pack located in the vehicle. The collision must also be reported on your school's Accident Reporting System.

12. **Legislation**

- a. This policy is written to ensure compliance with the guidance issued by organisations such as RoSPA, the Department of Transport, the Health and Safety Executive and the DfE.
- b. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to:
 - Health and Safety at Work etc. Act 1974
 - Management of Health and Safety at Work Regulations 1999
 - The Corporate Manslaughter and Corporate Homicide Act 2007
- c. The policy will be implemented by the CEO in conjunction with the following Trust policies:
 - Safeguarding and Child Protection Policy for each school.
 - Recruitment Policy
 - First Aid and Accident Reporting Policy
 - Well-Being Policy
 - Data Protection Policy
 - Records Management Policy
 - Induction Policy

13. Equal Opportunities

When writing and reviewing this policy staff have completed an Equality and Diversity Impact Assessment in order to ensure it complies with equality obligations outlined in anti-discrimination legislation. We believe the policy positively reflects the aims and ambitions identified in each Trust School's Single Equalities Scheme. The policy positively reflects the aims and ambitions of Pickwick Academy Trust.

14. Appendices

- A Transporting Children and Young People Safely (use of staff/volunteer vehicles) Guidelines
- B Volunteer Drivers Form
- C Transportation Parental Consent Form
- D Staff Minibus Driver Declaration and Checklist
- E Vehicle Checklist
- F Driving Policy Declaration

Appendix A

Transporting Children and Young People Safely (Use of Workforce members vehicles)

Guidelines

Introduction

This document has been produced to give guidance, advice and good practice when Workforce members or volunteers are transporting young people in their own vehicles. This can be for the purposes of offsite education or other related activities including sports events, performing arts and field trips etc.

These guidelines must be followed to ensure that the duty of care to staff and young people is being fulfilled by assessing and managing the associated risks and implementing appropriate control measures where necessary.

Note: When minibuses are being used the Minibus Risk Assessment must be referred to and followed.

Drivers

Workforce members are not specifically required to transport young people in their own vehicles unless it is part of their job description or they have indicated that they are willing to do so. The use of a competent, professional driver should always be considered as a preferred option, where reasonable and practical.

It is the responsibility of the Workforce members to hold the appropriate licence and ensure that their vehicle is roadworthy. Staff transporting young people should notify their manager of an existing or impending disqualification or conviction and a risk assessment should be completed to support any decision regarding the ability of the workforce member to drive for business purposes or to transport others.

Drivers must be at least 21 years of age and less than 70 years of age and should have at least 1 year's previous driving experience.

Drivers must be in good health and be physically capable of driving safely. If drivers are on any medication, they must ensure that the preparation does not affect their ability to drive, if in doubt they should seek medical advice.

Drivers of the school minibus must have successfully undertaken the required driver assessment training (MIDAS). This must be reviewed every four years.

All Workforce members who use their car for business use or to transport children must complete the trust Disqualification Declaration and Driving Policy declaration form and provide the necessary supporting documentation.

Transportation

Workforce members should discuss any proposals for transporting young people in their own vehicles with their manager and agree appropriate arrangements. For some journeys, for example, over 20 miles or in circumstances where the young person is unfamiliar with the vehicle, driver or accompanying staff, a risk assessment should be produced.

All Drivers must be accompanied by another adult with an Enhanced DBS check when transporting young people as this significantly reduces the risk of distraction, accident and injury and allegation of misconduct or abuse.

However, circumstances may sometimes arise where the risk of not transporting a young person is greater than doing so, for example where a child is left without transport and the distance to home is too far or too dangerous to walk. Should this situation occur, it must be reported to your DSL as soon as possible following the event.

Young people should never be left in the vehicle unattended and the driver is responsible for ensuring that all passengers under the age of 14 are wearing suitable restraints. (See Child Restraint Section) A mobile phone should be available for use in the event of an emergency but mobile phones must not be used while driving.

Young People

Parents must give their permission for young people to be transported in a staff member's vehicle, where this is necessary. Every effort should be made to gain written consent but where this is not practically possible; details of the verbal consent should be recorded by the workforce member. If no type of consent is obtained, transportation should not be permitted. (See Appendix A for an example Parental Consent Form).

Young people must behave appropriately while travelling in the vehicle. If there are any concerns during the journey a dynamic "on the spot" risk assessment should be carried out to determine if there is a significant risk to the driver or passenger and appropriate action taken.

If the young person has a medical condition that is likely to require additional support/medication, a copy of their Care Plan plus appropriate medication must be available. A parent or member of staff who has received training in administering support/medication must always accompany the young person in the vehicle.

Vehicles

It is the responsibility of the driver to have the correct insurance and to notify their insurers that the vehicle may be used for the transportation of young people on employer's business. It is also the driver's responsibility to ensure that the vehicle is in a roadworthy and serviceable condition and has a current and valid tax certificate and MOT. These documents must be evidenced as part of completion of the trust Driving Declaration form.

Drivers must ensure that the number of passengers carried safely is in accordance with –

- manufacturer's recommendations or specifications
- the number of available seat belts

Exceeding the vehicle specification on the number of passengers carried may invalidate insurance policies and expose passengers to unacceptable risk.

Collisions/Incidents

In the case of a road traffic collision, this must be reported by the driver to their own insurance company and passengers must be advised of the name and address of the insurance company, if wishing to make a claim.

In the event of an collision while driving the trust minibus, the driver should follow the procedure contained in the minibus pack located in the minibus.



All collisions/incidents that occur during working hours must be recorded on Pickwick Academy Trust's Accident Reporting System, following our usual procedure. Further information can be found in the trust First Aid and Accident Reporting Policy.

Child Restraints

When workforce members are transporting young people, they should ensure that the correct type of restraint is used and that it meets the required standards. Restraints should also be checked before use to ensure that they are well-maintained and fit for purpose, with no defects.

Child restraints are the collective term in the seat belt wearing legislation for baby seats, child seats, booster seats and booster cushions. Modern child restraints are designed for specific weight ranges of child. They have to meet UN ECE Regulation 44.03 (or subsequent) type approval standard and be marked with a label showing an 'E' and 44.03 or .03 and the weight range of child, for which it is designed. These are approved for use in forward-facing or rear-facing seats.

From 18 September, 2006, legislation requires all young people in cars, vans and other goods vehicles to be carried in the correct child restraint from birth until either they are 135 cm (4'5") tall or have reached the age of 12 years (whichever comes first). They must then use a seat belt.

Three exceptions allow children 3 years to 135 cm in height to travel in the rear and use an adult belt

- In a licensed taxi/private hire vehicle, if the right child restraint is not available
- for unexpected necessity over a short distance, if the right child restraint is not available
- where two occupied child seats in the rear prevent the fitment of a third child seat, children under 3 years may travel in the rear of a taxi unrestrained if no child restraint is available.

If using other people's child restraints, they must be fitted in accordance with the manufacturer's instructions or demonstrated by the person loaning the restraint. The child restraint loaned or hired must be in good condition.

A rear facing child restraint (baby seat) must not be used in the front of vehicles where a passenger airbag is fitted.

Seat belt adjusters are comfort devices and not safety devices, check what the manufacturer says about them and their intended use.

The following table shows the requirements of the regulations -

* Children under 3 years must use the child restraint appropriate for their weight in all cars and vans, with the single exception for the rear of taxis. This means for example that they may not travel in cars, vans which do not have seat belts installed.

** Example – A seven-year-old who is 140 cm tall is over the height for a child restraint and may use an adult seat belt. A twelve-year-old who is 130 cm tall is over the age threshold and therefore may use an adult belt.

*** If no seat belts are fitted in the front, then children under 135 cm tall (also under 12 years) cannot travel in the front.



For more detailed information on child restraints visit www.roadsafety.gov.uk click on Think! – Children – Child Car Seats.

Child Restraint Requirements as from 18 September 2006, for cars, vans and goods vehicles

<https://www.gov.uk/child-car-seats-the-rules>

	Front Seat	Rear Seat	Responsibility
Driver	Seat belt must be worn if available		Driver
Child up to 3 years *	Correct child restraint must be used *	Correct child restraint must be used * If not available in a taxi, may travel unrestrained	Driver
Child from 3rd birthday up to 135 cm in height (approx 4'5" or 12th birthday, whichever is reached first) **	Correct child restraint must be used ***	Where seat belts fitted, correct child restraint must be used. Must use adult belt if the correct child restraint is unavailable: <ul style="list-style-type: none"> - in a licensed taxi/private hire vehicle - for a short distance of unexpected need - two occupied child restraints prevent fitment of a third <p>A child 3 and over may travel unrestrained in the rear seat of an older vehicle where seat belts are not available</p>	Driver
Child over 135 cm (approx. 4'5") or 12 or 13 years	Seat belt must be worn if available	Seat belt must be worn if available	Driver
Adult passengers (14 years or over)	Seat belt must be worn if available	Seat belt must be worn if available	Passenger

Further information



- Workforce members, who are also parents, and are transporting pupils outside of school hours as friends of their children, do so as a private arrangement between the families that sits outside of their employed contractual hours.
- Taxi drivers employed by the council to drive pupils to school without another adult will come under a separate arrangement for school transport and as such the safeguarding duty sits with Wiltshire/ Dorset transport and not the school. However, a duty is placed on the school to check that the taxi driver is who they say they are and have Local Authority assurances.

Appendix B

Volunteer Drivers Form

Headteacher:

Name of Driver:

Address:

Postcode:

Vehicle Make AND Model:

Vehicle Registration:

- I hereby confirm that I am willing to use my own vehicle for transporting young people where this is necessary and approved by the Headteacher.
- I accept responsibility for ensuring that the vehicle is in a safe, roadworthy condition and has appropriate insurance cover.
- I confirm that I have a valid driving license.
- I confirm that I have read the Transporting Children and Young People Safely guidelines.
- I accept that, on request, I will supply copies of any relevant documentation (e.g., registration document, MOT certificate, driving license, insurance cert and that it has the correct cover)

Signature:

Date:

Appendix C

Staff/ Volunteer Transportation Parental Consent Form

Dear Parent/Carer

Please sign below to give your permission for your son/daughter to be a passenger in a vehicle that is owned, maintained and driven by a member of staff employed by Pickwick Academy Trust or a school volunteer. All staff and volunteers are issued with guidelines for transporting children and young people safely (a copy is available on request).

Date/s of journey:

Destination:

I give permission for my son/daughter (name)

to travel in a vehicle driven by a member of Trust staff/ school volunteer on the date and to the destination shown above.

Print Name

Signature:

Note: Every effort will be made to obtain written consent but where this is not practically possible, verbal consent must be given and details are recorded below.

Name of person giving consent:

Date consent given:

Information taken and recorded by:

..... (name of staff)

Appendix D

Workforce Minibus Driver Declaration and Checklist

Staff Name

Driving Licence Number

Convictions/Points	Yes/No	Insurance Provider Informed	Yes/No
---------------------------	---------------	------------------------------------	---------------

Driving Licence checked by	
Date Licence Checked	

Date of MIDAS Training (within 4 years)
--

Staff Declaration

I have read and understood the literature contained in the Minibus Pack and the Transporting Children and Young People Safely guidelines.

I agree to adhere to the rules and guidelines contained in these documents.

Signed.....

Appendix E

Vehicle Checklist

Date		Registration Number	
Driver			
Mileage Start		Mileage Finish	
Item	Checked	Comments	Reported
External Damage			
Internal Damage			
Windscreen Wipers			
Washer Fluid			
Tyres			
First Aid Kit			
Spare Wheel			
Seat Belts.			
Internal Mirror			
External Mirror			
Door Locking			
Brake Lights			
Indicators			
Headlamps			
Fuel Level			
Keys			
Horn			
Hazzard Warning Lights			

Driving Policy Declaration

As part of our duty of care, all individuals who drive on behalf of the Trust are required to complete and return the Driving Policy Declaration. Please see the Driving Policy for further information.

It is a feature of employment by the Academy Trust, that we may request you to work from an alternative location, this may include travelling to other Pickwick Academy Trust schools, as may reasonably be required for the performance of your duties in line with operational requirements. You may also be required to travel on School/Trust business for the performance of your duties, such as attending a course. You will require business travel on your personal car insurance to do this. If you do not have business travel insurance, you will need to make alternative travel arrangements. Please see the Driving Policy for further information.

Do you ever drive to another Pickwick Academy Trust school or alternative location on Trust or School Business?

Yes /No

If you have answered yes to the above, please submit a copy of your car insurance certificate which states you have Business Driving Insurance with this form. A copy will be filed in your personnel file.

Do you hold a full and valid driving licence?

Yes /No

Is your vehicle correctly insured for business use?
If no, please be aware that you are not permitted or insured to drive on Pickwick business and will need to make alternative travel arrangements to attend locations other than your home school.

Yes /No

Is your vehicle fit for purpose – roadworthy?
Please refer to the Driving Policy for further information. It is your responsibility to ensure that your vehicle (or a vehicle at your disposal) is correctly insured and roadworthy.

Yes /No

Where you have answered 'No' to any of the questions above, please be aware that you are not permitted or insured to drive on Pickwick business and will need to make alternative arrangements to attend locations other than your home school, such as car sharing.

Can you confirm that you are medically fit to drive and we ask you to declare any medication that you may be taking, which affects your ability to drive? Please provide further information below:

Yes /No



<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
--	--

<p>Do you drive the school's minibus and/or transport children?</p> <ol style="list-style-type: none"> 1) If, as part of your duties you drive the school's minibus and/or transport children, please complete the Volunteer Drivers Form (Appendix A in the Driving Policy) and/or the Staff Minibus Driver Declaration and Checklist (Appendix C in the Driving Policy). 2) Please ensure your driving licence and insurance documents depicting business use, are supplied to the your Headteacher/Head of School/BUSINESS DIRECTOR/CEO, where applicable on an annual basis and any changes to these, reported immediately. Please note; the minibus is insured through the school and has business coverage already. 3) The Head of School must see the original documents. Copies of these documents may be retained in your personnel file. 	<p>Yes/No</p> <p>Form attached? Yes/No</p> <p>Documents passed to Headteacher/ Exec Head/ CFOO/CEO</p> <p>Yes/No</p>
--	--

I understand that should my circumstances change in any way, I will inform my Headteacher/Executive Headteacher/CFOO/CEO, where applicable immediately.

I confirm that the above details are true and correct.

Print Name:	
Signature:	
Date:	

The school will update the Single Central Record to show that your declaration form was returned. Your form and documents will be kept securely and in accordance with the requirements of the GDPR and DPA 2018.

Print Name:	
Signed by the Headteacher/ Exec Head or CFOO/CEO:	



--	--

Date:	
--------------	--

For School office use only (To be completed if an Workforce member drives the school's minibus and/or transports children):

Volunteer Drivers Form received
Yes/No

Staff Minibus Driver Declaration & Checklist received
Yes/No

Head of School checked and verified (original documents):

Driving Licence
Yes/No

Insurance documents depicting business use
Yes/No

Copies taken for personnel file
Yes/No

Checked by:.....

Job Title:.....

Date:.....

For School office use only (To be completed if an employee drives to another Pickwick Academy Trust school or alternative location on Trust or School Business):

Insurance documents depicting business use checked
Yes/No

Copies taken for personnel file
Yes/No

Checked by:.....

Job Title:.....

Date:.....