



Transporting Pupils by Volunteer Drivers



Polish Saturday School of Maria Konopnicka, Swindon

**This Policy Statement will be reviewed annually,
and next in September 2026.**



Purpose:

The purpose of this policy is to ensure the safety and wellbeing of pupils who are being transported by volunteers using their own vehicles for school-related activities.

Scope:

This policy applies to all volunteers and staff members who transport pupils in their own vehicles on behalf of the school for organised activities or events.

1. Driver Verification

- Each volunteer driver must hold a **valid full driving licence** and provide a copy to the school for verification.
 - The driver must complete a **Driver's Declaration and Assessment Form**, confirming that:
 - they hold a valid and current driving licence;
 - they have no serious driving offences or disqualifications;
 - their vehicle is fully insured for volunteer use and passenger transport;
 - the vehicle is roadworthy, well-maintained and meets all legal safety requirements.
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2. Vehicle Insurance

- The volunteer must hold **appropriate car insurance** that covers the transport of pupils as part of voluntary school activities.
 - Proof of insurance must be provided to the school before the journey takes place.
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3. Safety During Transport

- All pupils must wear seat belts at all times. Child seats or booster seats must be used as required by law, depending on age, height and weight.
- The number of passengers must not exceed the number of fitted seats in the vehicle.
- The driver must not use a mobile phone or any electronic device while driving.
- Any incident, accident or concern arising during transport must be reported to the school immediately.

4. Parental Consent

- Written **parental or guardian consent** must be obtained before any pupil is transported by a volunteer driver.
- The consent form must specify the nature of the journey and name the designated driver.



5. Volunteer Guidance

- Volunteer drivers must receive clear information regarding:
 - the planned route and supervision arrangements;
 - expectations for pupil behaviour in the vehicle;
 - safeguarding responsibilities and emergency contacts.

6. Record Keeping

- Copies of driving licences, insurance certificates and signed Driver's Declaration forms must be kept securely on school premises.
- Records should be reviewed and updated annually or whenever changes occur.

7. Review Note

Formal review meetings will be held every month, or sooner if necessary, to assess progress, address concerns, and ensure safeguarding measures remain effective.

Date of Review	Reviewer / Role	Summary of Review	Actions / Next Steps	Next Review Date	Notes / Comments
dd/mm/yy	Name / Position	Brief summary of findings, observations, or concerns	Any decisions made, actions to implement, or adjustments to risk mitigation	dd/mm/yy	Any additional notes or context