



Policy adopted on: 14-03-2016

Date of Review: March 2019

Private Car Transport Policy

On occasions, the use of private cars for transporting small numbers of students or other staff members may be required, either transport to a local school for a lesson; or the sports team being taken to fixtures or staff training events.

Before using your car for any Academy purpose it is important to be aware of the following procedures:-

- All drivers must read this policy and sign the Transport Agreement Slip annually agreeing to the conditions.
- All drivers must have a full and valid driving license for the class of vehicle they own and be free of any motoring convictions, and be willing to present their driving license for inspection if requested.
- All drivers must adhere to the Highway Code.
- All drivers must have fully comprehensive insurance cover when using their car for Academy purposes. Members of staff are asked to check that their car insurance covers business use. New members of staff are asked to complete this form to indicate their insurance cover.
- Each student must wear the 3 point seatbelt that is provided in the vehicle.
- No adult should be 1:1 with a student in their car and should always have another adult in the car when transporting students.
- The teacher in charge will ensure that permission has been obtained from the parent to ensure that all parties are fully informed of the transport arrangements to and from events.



Private Car Transport Agreement Slip

I agree that I comply with the following conditions

1. My car conforms to legal requirements (Road tax, adequate insurance and MOT)
2. It is serviced regularly in accordance with the vehicle manufacturers' recommendations.
3. I have a full and valid driving license for the class of the vehicle to be used and am free of any convictions and/or endorsements/penalties.
4. If there are any changes in circumstances I will notify my employer.

I have read and agree to abide by The Boulevard Academy's Transport Policy.

Signed:..... Date:

Name in block capitals: