



Travel and Transport Policy

February 2023

1. Purpose and Scope

Where group travel is contemplated, the recommended process is to use a commercial organisation that will manage the risk and be responsible for the safety of the passengers. When it is necessary to hire a self-drive minibus then the driver(s) should have a local authority qualification to drive (or equivalent) and the organiser should be satisfied that adequate insurance is applicable to the vehicle and the journey.

2. Safety on Minibuses

When using the minibuses please make sure the following safety procedures are followed:

- Seatbelts must be worn at all times when travelling in the bus. The driver must ensure that this has been done before driving away.
- All exits must be unlocked.
- All bags and equipment must be stored safely without causing an obstruction.
- When travelling with young people there should be at least one other adult on the bus as well as the driver. This person must sit in the back, preferably by the back door.
- No smoking on the bus at any time.
- Risk assessments of the journey should be completed by the driver beforehand, using The Hub's Risk Assessment form.

Remember: the driver is ultimately responsible for any incidents on the mini bus or accidents caused by not following the safety guidelines.

3. Mileage Forms

- All members of staff should fill in the Trust's expenses form when using their car for business use.
- Completed forms must be given to the Trust Administrator.
- If members of staff are claiming mileage they **must** have Business Insurance on their cars.
- Current Mileage allowance will be that set out in HMRC guidance.

4. Using your own car for work purposes

- If using your car for transporting young people in you **must** be adequately insured. Most insurance companies will make an adjustment free of charge.

5. Consent Forms

The event or trip organiser taking children under 16 should ensure that an appropriate consent form is prepared and signed by the parent/guardian and returned to the event organiser. The Trust Administrator will advise on the wording of such forms.

6. Policy Review Due: February 2025