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## Local Code of Practice

### Transport for Schools and Educational Settings for workplace activities.

#### Section 36

(Version 1.01 – November 2017)

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#### **STATEMENT:**

In order to comply with legislation and fulfil statutory responsibility, the responsible person, the Council or school must make sure that:

- Vehicles used are road worthy and comply with road traffic legislations;
- All drivers are competent, qualified and not disqualified from driving relevant class of vehicles;
- All vehicles are insured for the purposes and functions they are being used, they have valid road tax and have valid and up to date MOT certificates as required;
- Transport service providers are competent, risk assessed and monitored.

#### **SCOPE:**

This Local Code of Practice (LCoP) applies to:

- All school staff including Managers or headteachers responsible for transportation in LBB maintained schools or educational establishments;
- Partner organisations or service providers who provide transport for the school or educational setting.

## **Issue Control**

This Local Code of Practice is issued and managed by the Safety, Health and Wellbeing team.

Issue		Revision		
Number	Date	Number	Date	Amendments
Version 1.00	2017			
Version 1.00	2017			First draft
Review Schedule				
Review Conducted			Next Review Date	
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## **1. INTRODUCTION**

This local code of practice (LCoP) has been developed to guide London Borough of Barnet (LBB) community schools and educational establishments to ensure safe use of transport for work activities. It has taken into account statutory guidance and draws attention to the employer's responsibility towards its employees and members of the public.

The guidance highlights areas for consideration such as:

- Competent, capable and trained drivers
- Fit and healthy drivers
- Provision of information to reduce risks from driving posture
- Vehicles should be fit for purpose
- Fit to be used on roads
- Consideration for routes of travel, duration of travel and work schedule in order to minimise risk of fatigue and unsafe driving conditions.

Where the Health and Safety Executive (HSE) defines workplace transport as any activity which involves vehicles used in the workplace, it excludes vehicles driven on public roads and as such, this LCoP does not consider workplace transport.

There is a separate local code of practice for Educational-and-recreational-visits which should be consulted where the situation arises (see [Barnet Schools H&S Information](#))

## **2. RELEVANT LEGISLATION**

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Road Traffic Act 1991
- The Road Vehicles (Construction and Use) Regulations 2003

## **3. RESPONSIBILITIES**

**Head teachers and managers at LBB maintained schools and educational settings are responsible for ensuring:**

- 3.1 Compliance with this local code of practice.

**Head teachers and delegated responsible person or Managers are responsible for ensuring compliance with the local code of practice and must:**

- 3.2 Implement this procedure.
- 3.3 Identify medium or high risk driving activities.
- 3.4 Complete risk assessments and implementing appropriate risk control measures in consultation with their employees.
- 3.5 Effectively manage driving requirements and activities.
- 3.6 Acquire knowledge of incidents on the road, new information and change in

circumstance about drivers and vehicles to aid road use and transportation risk assessment reviews and risk control measures.

- 3.7 Be aware of and record any significant changes to vehicles, travel routes, vehicle specification or equipment, review risk assessments if necessary and communicate.

#### **Employees, Teachers, Temporary staff, Students, Volunteers must:**

- 3.8 Ensure they have correct valid driving licence.
- 3.9 Comply with all legal requirements for driving.
- 3.10 Ensure the driver, passengers and the vehicle is covered by an appropriate insurance policy, which includes use for business purposes.
- 3.11 Ensure that the vehicle is, and will be kept in a roadworthy state, complies with all legal requirements, and is suitable for the task.
- 3.12 Not place themselves or others at risk of injury.
- 3.13 Participate in driving risk assessments and consulting with management in relation to appropriate risk control measures.
- 3.14 Report all vehicle related incidents to their line manager.
- 3.15 Immediately inform line manager of any change in circumstances, which affect their ability to drive transport for purposes identified by the school.
- 3.16 Produce upon request their driving licence, insurance certificate and MOT certificate (if appropriate).
- 3.17 Not drive vehicles when adversely affected by alcohol and where the taking of medication or drugs may induce drowsiness.
- 3.18 Not drive vehicles when using a mobile phone.

#### **4. INDUCTION AND INFORMATION**

In order to ensure employees who drive transport as part of school work activities understand policy on work related road safety and what is expected of them, the following should be considered:

- 4.1 Provide general induction training for drivers and refresher training as appropriate.
- 4.2 Consider written instructions and guidance for reference.
- 4.3 Conduct group training sessions or group meetings to communicate policy effectively.
- 4.4 Give priority and provide training to drivers at most risk such as new drivers, those with high annual mileage or poor accident records.
- 4.5 Provision of information, instructions and training to drivers of safe manual handling techniques when loading and unloading vehicles.
- 4.6 Provision of information and training on carrying out required pre-use vehicle checks
- 4.7 Provision of information and training of correct driving posture including how to adjust seats, back rests and head-restraints.
- 4.8 Information about the vehicles height, both laden and empty in consideration of bridge strike risk.
- 4.9 Information on what to do if their vehicles break down and how to arrange road side assistance or rescue.

## 5. **PROCEDURES**

Head teachers and managers must ensure that authority is given to employees if vehicles belonging to their school or educational establishment are to be driven by the employee.

Managers must ensure that employees who are required to drive sign a declaration which states they have:

- 5.1 Valid driver's licence – all vehicles
- 5.2 Valid insurance for business / work journeys
- 5.3 Valid MOT where employees are using their own private vehicles
- 5.4 Valid road tax/fund licence where employees are using their own private vehicles
- 5.5 Schools should ensure presence and evidence of MOT and valid road tax/fund licence where the vehicles belong to the school
- 5.6 Managers must make and record random checks of documentation to satisfy the requirement of the local code of practice
- 5.7 Managers must see above documentation following any accident or incident and when the risk assessment identifies this
- 5.8 Any incidents or near-misses or accidents whilst using transportation for work activities should be logged in the accident reporting system following the procedures described in the health and safety policy
- 5.9 For Community Schools, staff driving their own vehicles for the purpose of school or educational establishment activities should read guidance [Grey Fleet Policy – Community Schools Only](#) on Barnet Schools Intranet.

## 6. **GUIDANCE**

- 6.1 Managers must:
  - 6.1.1 Identify hazards and high risk groups (learners and recently qualified) associated with driving at work using relevant risk assessment forms, risk assessment guidance on [schools local code of practice](#) internet page may also be used
  - 6.1.2 Identify where employees / teachers may be exposed to driving for long distances or for long periods of time using relevant risk assessment forms.
  - 6.1.3 Ensure that reasonable and practicable measures are in place to minimise the risks of driving.
- 6.2 Consideration must be given to the following strategies to minimise risks;
  - 6.2.1 Consideration must be given to the following strategies to minimise risks:
  - 6.2.2 Exploring other alternatives to driving, for example tele-conferencing or video conferencing.
  - 6.2.3 Applying an assessment of whether the travel is really needed.
  - 6.2.4 Using other forms of transport; cycles, trains or buses.
  - 6.2.5 Using driving lights when dark.

- 6.2.6 Staying overnight when driving long distances to avoid drowsiness.
- 6.2.7 Ensuring all vehicles are roadworthy and properly maintained.
- 6.2.8 Checking the vehicle condition before leaving and having repairs completed where appropriate.
- 6.2.9 Ensuring loose items are carried behind cargo barriers.
- 6.2.10 Ensuring items carried outside the vehicle e.g. roof rack, tray etc are secured.
- 6.2.11 Ensuring trailers do not exceed towing capacity of tow bar of vehicle and ensuring trailer braking systems are operational.
- 6.2.12 Ensuring that the employee has the necessary licence to drive the vehicle.
- 6.2.13 Providing, where identified by risk assessment, training for staff in safe driving practices, defensive and collision avoidance training.
- 6.2.14 Ensuring the employee is familiar with the class/ type of vehicle being driven and has a valid driver's licence to operate the class of vehicle.
- 6.2.15 Ensuring drivers do not operate mobile communication devices (excluding two-way radios) while driving (including hands free).").
- 6.2.16 Plan or share workloads and breaks to prevent employees driving vehicles greater than 12 hours in any 24 hour period even if driving is shared.
- 6.2.17 Where a combination of the working day comprises working and driving, the working day should not exceed 12 hours.
- 6.2.18 Provide, where identified by risk assessment, health surveillance or eyesight test.
- 6.2.19 Minimising exposure to alcohol; don't provide alcohol at meetings when attendees have to drive.

## 7. USING OTHER TRANSPORT TYPES

Parents must be made aware of the intended form of transport, and their consent obtained.

### 7.1 Private cars

- 7.1.1 Where a private car (i.e. belonging to a member of staff) is to be used to transport young people, this must be approved by the Headteacher, and form EV6 must be completed and retained by the school (on an annual basis)

### 7.2 Minibuses

- 7.2.1 An operational policy should be drawn up where a school owns or hires a minibus. See also;
  - 7.2.1.1 DVLA [www.dvla.gov.uk](http://www.dvla.gov.uk) Select 'Online leaflets', download INF28 '*Driving a minibus*'.
  - 7.2.1.2 ROSPA 'Minibus Safety: a Code of Practice' 2002  
[www.rospa.com/pdf/road/minibus.pdf](http://www.rospa.com/pdf/road/minibus.pdf)
  - 7.2.1.3 MIDAS (Minibus Driver Awareness Scheme  
[www.communitytransport.com](http://www.communitytransport.com)

### 7.3 Coaches

For coach travel, please note that the Confederation of Passenger Transport (CPT) is currently in the process of developing a 'kitemark' scheme, which will guarantee a particular standard of service that will be appropriate to schools and local authority establishments (see [www.cpt-uk.org](http://www.cpt-uk.org)). Until this is finalised, ensure that only reputable coach companies are used, and check the suitability of services offered.

#### 7.4 Public Transport

For public transport within the Greater London area, contact Transport for London', who offer free travel for school parties on London buses, Underground, Tramlank, and Docklands Light Railway, to cultural destinations. Tel. 020 7918 3954  
[www.tfl.gov.uk/schoolparty](http://www.tfl.gov.uk/schoolparty)

For information on 'Transport', please refer to DCSF 'Health and Safety of Pupils on Educational Visits' (Para 123-142) available from the school EVC or download via [www.teachnet.gov.uk/visits](http://www.teachnet.gov.uk/visits)

### 8. LOCAL CODES OF PRACTICE RELEVANT TO THIS DOCUMENT

- Work equipment
- Risk Assessment
- Manual Handling

Note: Other local codes of practice may apply and the assessor should consult the link below for further codes of practice for Barnet schools

[Local Code of Practice \(LCoP\) – Working with Children in Barnet.](#)

### 9. CONTACT ADDRESSES AND LINKS TO FURTHER GUIDANCE

9.1 Health and Safety Executive [www.hse.gov.uk](http://www.hse.gov.uk)

9.1.1 [Five Steps to Risk Assessment](#)

9.1.2 [Talking leaflet version](#)

9.2 Directgov [www.direct.gov.uk](http://www.direct.gov.uk)

9.2.1 Driving and transport [www.gov.uk/browse/driving](http://www.gov.uk/browse/driving)

9.2.2 [Highway Code](#)

9.2.3 [Motoring](#)

9.3 Department of Transport [www.dft.gov.uk](http://www.dft.gov.uk)

9.3.1 [Mobile phones](#)

9.4 The Automobile Association [www.theaa.com](http://www.theaa.com)

9.5 RAC Motoring Services [www.rac.co.uk](http://www.rac.co.uk)



## 10. FURTHER INFORMATION AND GUIDANCE

Further advice and guidance is available from the CSG Safety, Health and Wellbeing team (SHaW).

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[The Health and Safety Executive \(HSE\)](#) website contains a lot of useful general and topic-specific health and safety guidance, much of which can be downloaded free. HSE priced publications are available from HSE Books (Tel: 0178 881165), or any good bookshop.