



Leadgate Primary School

Taxi Transport Policy

Leadgate Primary School

This policy only applies to school activities. The transportation of pupils by parents other than their own, should be actively discouraged.

1. The transportation of pupils in the vehicles of staff, governors, or other appointed agents should be avoided where possible. However, it is recognised that this is sometimes unavoidable. In such cases it is the responsibility of the driver to:
 - Hold valid insurance for such an event.
 - The vehicle must be well maintained and roadworthy.
 - Obtain explicit permission from the parent prior to the journey. This is preferable in writing. If permission is given verbally the driver must obtain clearance from an SLT member personally before making the journey.
 - It is highly desirable to avoid transporting pupils with only one adult present. While every effort should be made to avoid such an event, the school recognises that it is sometimes unavoidable.
 - When transporting pupils, the journey must be undertaken without deviation of any kind. The departure and arrival times should be noted.
 - In the event of an accident, claim by the student concerning inappropriate behaviour, etc, the driver should immediately:
 - Inform the Headteacher
 - Provide a report at the earliest possible opportunity
 - Inform the Police

Collection of Pupils by Private Taxi

2. The transportation of pupils by private taxi at the start or end of the day is the responsibility of the Parent carer. The Parent / carer should notify the school of the taxi company before the collection time. Children will not be allowed to leave unless this is confirmed. If the child is leaving at the end of the day the parent should be requested to ring school as soon as the child arrives home, thereby notifying school of a safe arrival.
3. Safe transportation by the private taxi firm beyond the school gates will remain the responsibility of the company at all times and any redress by parent carers will be to them.

Education Home / School Transport

Any organised and agreed home school transport will occur in line with the County policy and can be sought from Children and adult services -

**DCC COUNTY - HOME TO SCHOOL TRANSPORT POLICY EFFECTIVE FROM 1
SEPTEMBER 2012**