



Dixons Allerton Academy

Policy: Hire of passenger vehicles

Responsibility for Review: Senior Leadership Team

Statement of intent

The Academy is committed to ensuring the safety of all staff and scholars and compliance with any recent legislation regarding passenger transport.

The aims

- Clear guidelines for staff to follow when arranging transportation.
- A safe, clean environment for scholar visits.

Procedure

- When booking a coach only the companies listed on the approved supplier list should be used. The list can be found in the educational visits file on the global drive.
- Staff will need to obtain a quote from the coach company and ensure that a purchase order is raised and authorised by the budget holder.
- The group leader must complete a travel risk assessment. Please refer to the Educational Visits policy.
- Staff must not place more scholars on the coach than it has capacity for.

Policy for Self-Drive

In the event that the Academy's minibus is unavailable, staff should, in the first instance contact other Dixons schools to investigate the use of their minibus. In the event of the hire of a third party minibus, staff must arrange the hire to include the provision of a driver being provided by the minibus company. If a situation should arise where this is not possible, the member of staff must seek permission from the Principal to drive the minibus. Any member of staff requesting such permission must have completed a minibus driver's training programme.

Any Academy staff wishing to drive an Academy, Dixons Group or third party minibus must undertake a driver test with Bradford Metropolitan District Council prior to hire. This test must be updated as required.

Signed by :.....

Date:.....

(Principal)

Signed by :.....

Date:.....

(Chair of Governors)