

Transport Protocol

For the purpose of this document the terms 'child' and 'vulnerable adult' reflects the criteria for applying for a criminal record check across all jurisdictions within MD105.

A Duty of Care exists for any driver and anyone who assists in transporting a child or vulnerable adult, which requires adherence to a standard of care while performing any acts that could foreseeably harm others.

A.1 Safeguarding

1. The driver and anyone who assists must have a current criminal record check in place.
2. A comprehensive risk assessment must have been completed for transport and travel for each journey.
3. Parent/guardian/carer consent must have been obtained.
4. Head Teacher/Principal (if appropriate) consent must have been obtained.
5. Appropriate contact numbers have been made with the school, parent, guardian or carer.

A.2 Use of own/company/hire car

1. When hiring or borrowing a vehicle from another Club or other organisation it is the driver's legal responsibility to check the roadworthiness of the vehicle.
2. Contact your insurer to find out if you are covered by your regular insurance policy – this should include social, domestic and pleasure, and volunteering/business use.
3. Include your volunteer driving when declaring your annual mileage to your insurer.
4. Ensure that the car is suitable for the purpose, including those with disabilities.
5. Comply with legal requirements, including the wearing of seat belts, use of booster seats and cushions, as appropriate.
6. Must be at least 21 years old, held a full driving licence for at least 3 years, and have no more than 6 penalty points.

A.3 Use of minibuses (up to 16 passenger seats)

1. When hiring or borrowing a vehicle from another Club or other organisation it is the driver's legal responsibility to check the roadworthiness of the vehicle.
2. View your driving licence to see whether it includes the appropriate vehicle category.
3. Verify that you are covered by the minibuses insurance and public liability.
4. Ensure that the minibus is suitable for the purpose, including those with disabilities.
5. Consideration must be given within the risk assessment to the level of supervision required:
 - a. If the journey is under 30 minutes the driver can also be the supervisor.
 - b. If the journey is longer than 30 minutes, or if the group includes those with disabilities, there will need to be a supervisor in addition to the driver.
 - c. For journeys of more than 4 hours 2 drivers are recommended.
6. Drivers must be at least 21 years old, held a full driving licence for at least 3 years, and have no more than 6 penalty points.