

Transportation Policy



1. Principles

- 1.1 Reach4Reality aims to provide a framework within which the service and all staff/volunteers operate in order to provide a safe method of transport, in line with all appropriate legislation for the young people.
- 1.2 We aim to provide a safe procedure for young people travelling on Reach4Reality activities and camps.

2. Policy

- 2.1 At all times drivers must:
 - exercise due care and attention, taking account of road and traffic conditions
 - adhere to national speed limits (see Appendix 1 below)
 - ensure there is adequate control of young people within the vehicle: It is best practice for at least one team member per 7 children or young people to be seated in the back of a minibus
- 2.2 Drivers must transport only those for whom they are authorised.
- 2.3 Seat belts must be worn at all times by everyone in the vehicle, including when driving around sites and private roads.
- 2.4 It is recognised that there are times when Reach4Reality staff or volunteers need to transport unaccompanied young people to or from activities: this should be at the discretion of the driver concerned and take into account the behaviour/needs of the young person, the nature of the journey and the consent of the parents.
- 2.5 Whether a young person is transported in the front passenger seat of a car or minibus is at the discretion of the driver, taking into account the behaviour/needs of the young person, the nature of the journey and the consent of parents.
- 2.6 Whether a child lock is activated is at the discretion of the driver, taking into account the behaviour/needs of the young person, the nature of the journey and the consent of parents.
- 2.7 Drivers must endeavour to make sure that in the course of a journey, passengers do not alight from any vehicle in a location where it is difficult to adequately and safely supervise the young people.
- 2.7 Reach4Reality staff/volunteers will aim to discuss and reinforce road safety with the young people when appropriate.
- 2.8 Driving of private cars:
 - All drivers must be experienced, PVG disclosed & insured with business insurance if driving their own vehicle which must have an MOT certificate and be in a good state of repair.
 - Car Drivers must ensure that all conditions of the car owner's insurance are strictly adhered to, for example, the number of passengers must NOT exceed the stated capacity of the vehicle.
 - Drivers may be entitled to claim a refund of petrol expenses for authorised use: currently at a rate of 45p/mile for short distances. For

longer journeys (eg over 3hours), the car should be filled up at the start of the journey and at the end, and the receipt kept so that the actual amount of fuel used will be reimbursed. It is the driver's responsibility to ensure that such reimbursement does not infringe the terms of their insurance policy.

- Reach4Reality checks copies of MOT certificates and insurance documentation to ensure the above and a record of this will be kept in the office.

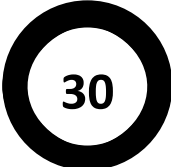

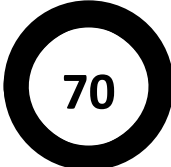
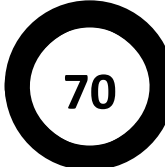


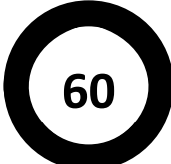
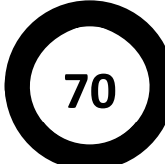
2.9 Driving of minibuses:

- Drivers must have appropriate experience and D1 on their licence.
- Drivers must have current and appropriate training/documentation required by the provider of the minibus eg Midas training, Highland Council minibus driver's card.
- Relevant/appropriate minibus log sheets should be completed for each journey undertaken.

3. **Vehicle Accident procedure**

See Appendix 2 for procedure in case of an accident/breakdown.

APPENDIX 1

Speed Limits	Built-up areas	Single carriageways	Dual carriageways	Motorways
Cars				
Minibuses				

APPENDIX 2 Vehicle Accident Procedure

