TRANSPORT POLICY

Safe journeys, competent drivers and verified learner handovers

EFFECTIVE: SEPTEMBER 2026 | REVIEW: SEPTEMBER 2027 | IMPACT AP

1 | SCOPE AND RESPONSIBILITY

Applies to transport arranged or delivered by Impact, including staff cars, hired vehicles and external providers. Kate approves arrangements and allocates a responsible transport lead. Record who supplies the vehicle, driver and supervision and what the commissioner authorises. Do not assume an ordinary car licence permits every minibus use.

2 | DRIVER AND VEHICLE CHECKS

Before deployment verify licence entitlement, insurance for the actual use, roadworthiness and relevant suitability checks. Confirm any passenger-service, minibus or permit requirements through competent advice. Keep evidence and review dates. No driver may work while impaired, unfit or too fatigued for safe driving.

3 | INDIVIDUAL TRANSPORT ASSESSMENT

Assess pickup, route, journey length, mobility, communication, medical, safeguarding and behaviour needs. Agree whether an escort or additional support is required; driving alone is not supervision for every learner. Inform responsible staff of essential controls and emergency plans. Changes to risk require reassessment before continuing the same arrangement.

4 | RESTRAINTS AND ACCESSIBILITY

Use legally suitable seat belts, child restraints and mobility equipment, checked for the passenger and vehicle. Never exceed capacity or use an unapproved seating position. Secure bags and equipment safely. Staff must know how to use any specialist equipment and how passengers can exit safely in an emergency.

5 | PICKUP AND ATTENDANCE

Use the current approved address and contact list, confirming changes with authorised adults. Record who boarded and any absence or delay. Do not leave a young person waiting in an unsafe place or assume a no-show is an authorised absence. Report unexplained absence promptly through attendance and safeguarding procedures.

6 | JOURNEYS AND CONDUCT

Explain safe behaviour accessibly and keep noise and distractions manageable. Drivers must not use handheld phones. If behaviour creates danger, stop somewhere safe before responding or calling for help. Do not use threats, punitive abandonment or unsafe physical control in a moving vehicle. Keep appropriate adult boundaries and use work communications.

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7 | MEDICATION AND ESSENTIAL ACCESS

Ensure emergency medicines and essential medical or communication devices travel with the learner and remain accessible. Allocate a competent responsible adult and avoid unsafe storage in temperature extremes. Agree any necessary phone access through individual plans. A transport rule must not prevent urgent medical monitoring or a safe emergency call.

8 | DROP-OFF AND SAFE HANDOVER

Confirm the authorised destination and receiving arrangements and record handover. Respect individual independence plans while checking vulnerability and risk. If the expected adult is absent, contact the lead and family and maintain safe supervision until a verified alternative is agreed. Never leave a child at a locked or unconfirmed destination.

9 | BREAKDOWNS AND EMERGENCIES

Stop safely, protect passengers and call emergency services where needed. Follow safe evacuation advice for the actual location, including motorway-specific instructions. Notify Impact and families appropriately and arrange suitable replacement transport with verified handovers. Record collisions, medical events, missing learners and safeguarding concerns promptly.

10 | RECORDS AND OVERSIGHT

Keep current driver/vehicle checks, passenger lists, individual plans, journey and incident records securely. Restrict access to addresses and contacts and remove outdated copies. Review arrangements after changes, near misses or complaints. Staff report unsafe requests or gaps immediately; convenience and cost must not override essential controls.

11 | POLICY CONTROL AND REVIEW

Policy owner: Kate Willis, Principal and Proprietor. Effective date: September 2026. Scheduled review: September 2027, or sooner after relevant changes, incidents or feedback. Record actual governance approval and implementation decisions and brief staff on their duties. These policy dates do not assert that approval, staff training or operational checks have already occurred. Use the Complaints or independent reporting route for concerns about implementation.

12 | SOURCES AND RELATED DOCUMENTS

Current GOV.UK driving, seat-belt, child-restraint and minibus requirements; Impact Safeguarding and Health and Safety policies.

gov.uk/driving-a-minibus;
gov.uk/child-car-seats-the-rules

Check current versions and apply according to Impact's legal and commissioning status.