



## TRANSPORT POLICY

### Provision:

#### Child car seat regulations:

- In accordance with Child car seat regulations, governed by the department of transport, all children will be provided with a booster seat where required
- The child **MUST** use the correct child restraint. Children aged 3 and above, until they reach EITHER their 12th birthday OR 135cm in height

There are three exceptions where there is not a child seat available. In each case the child **MUST** use the adult belt instead. They are :

- 1) in a licensed taxi or private hire vehicle;
- 2) if the child is travelling on a short distance for reason of unexpected necessity;
- 3) if there are two occupied child restraints in the rear which prevents the fitment of a third.

In addition, a child 3 and over may travel unrestrained in the rear seat of a vehicle if seat belts are not available.

#### Children over 1.35 metres in height, or who are 12 or 13 years old:

In the Front Seat:

- The adult seat belt **MUST** be worn if available.

In the Rear Seat:

- The adult seat belt **MUST** be worn if available.

#### Passengers Over 14 years old:

When travelling in the front or rear seat, an adult seat belt **MUST** be worn if available.

It is the responsibility of the individual passenger to ensure that they are wearing the seat belt.

#### Other Vehicles (vans, buses, coaches, minibuses and goods vehicles):

In the Front Seat:

The law requires children (and adults) travelling in the front of all vehicles, including vans, buses, coaches, minibuses and goods vehicles to use an appropriate child restraint or adult seat belts.

#### Other Vehicles - Rear Seats

##### Rear Seats in Small Minibuses:

Passengers sitting in the rear of minibuses that have an unladen weight of 2,540 kg or less must wear the seat belts that are provided. It is the driver's responsibility to ensure that:

- Children under 3 years of age use an appropriate child restraint if available.
- Children aged between 3 and 11 years, less than 1.35 metres tall use an appropriate child restraint if available, or if not available, wear the seat belt, if available.
- Children aged 12 and 13 years (and younger children who are 1.35 metres or taller) use the seat belt, if available.

Passengers over the age of 14 years in smaller minibuses are legally responsible for wearing a seat belt themselves.

##### Rear Seats in Larger Minibuses:

Passengers over the age of 14 **MUST** wear seat belts in the rear of larger minibuses (over 2,540 kg unladen weight). However, all passengers are strongly advised to wear seat belts or the correct child seat on all journeys.

### **Rear Seats in Coaches:**

Passengers over the age of 14 MUST wear seat belts in the rear coaches. However, all passengers are strongly advised to wear seat belts or the correct child seat on all journeys.

**It is the driver's legal responsibility to ensure that the child is correctly restrained.**

### **Permissions**

- Before each child may ride in the vehicle a Transport request form must be completed and signed by the parent/carer

### **Personal Safety**

- Anyone who travels in the vehicle must wear the correct restraint in accordance with the law.
- Child adult ratios will be upheld at all times
- At least one member of staff will ride inside the vehicle with children at all times, in addition to the driver and this member of staff will be seated close to the door.
- All adults who are involved in the transportation of children will have up-to-date Criminal Records Bureau Checks.
- Children should not sit at the front of a minibus.

### **Personal items**

- All personal items must be stored safely and are the responsibility of the owner
- Litter will not be tolerated as it could lead to health and safety issues.

### **Walking bus**

The "Walking Bus" scheme involves, the children arranged in a group walking a set route with a "driver" at the front and a "conductor" at the back, and additional "adult passengers as required. A register is taken before setting off and upon reaching the destination.

- **Child adult ratios 1:8 will be upheld at all times.**

9th June 2009