



**Protocol for parents/carers providing transport
to school-arranged events (e.g. sports fixtures)**

1. Parents may transport their own children under their own liabilities and responsibilities.
2. In all cases, the duty to ensure compliance with the regulations rests with the driver.
3. Drivers of children will sign a form beforehand stating that they have a valid driving licence, relevant insurance and an up-to-date MOT certificate. School staff may ask drivers to provide these as evidence on occasion.
4. Drivers should have a school safeguarding check if transport and supervision is provided for children other than their own (unless a school adult accompanies them).
5. No child should be transported by volunteers without the written permission of the parent/carer.
6. Journeys should be logged and an approximate time of arrival noted by the member of staff in charge of the activity.
7. The trip organiser should provide an emergency contact number to the driver and also take the mobile contact details of the driver wherever possible.
8. Once at the venue, children should be formally transferred to the supervision of the teacher or adult in charge.
9. For the return journey, children will be returned to school, to be collected by the parent.
10. Children under 12 and up to a height of 135 cms (4ft 5in) must use an appropriate child car seat when travelling in cars fitted with seat belts.

Driver Declaration

Name: _____

Parent of: _____

Contact number: _____

I confirm that I have:

_____ a valid UK driving licence

_____ valid insurance & road tax

_____ a valid MOT

_____ a safeguarding check from the school office
(if transporting children without a school adult)

_____ read and understand the school transport protocol (overleaf)

Signed: _____ Date: _____