



## Walton & Lees Hill C of E Primary School Transport Policy

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**REVIEWED POLICY ADOPTED BY FULL GOVERNING BODY:  
Feb 2023**

**Name:** Joss Scouler

**Position:** Chair of Governors

**Next Review Date:** Jan 2026

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### **Aims and Objectives**

- To ensure pupils and staff are transported to and from educational activities safely.
- To ensure pupils learn to become increasingly aware of the need to cooperate with safety requirements for their own and others' safety.

### **Role of Pupils**

To follow instructions issued promptly and safely.

### **Role of Parents**

Parents will not be asked by the school to transport pupils other than their own children to and from curricular or after-school curricular activities. They may be asked by friends to transport other children to and from activities and in these instances we ask them to respect the law and assist the children in learning to behave safely in and around vehicles.

Regulations governing the use of child car seats and the wearing of seatbelts are mandatory. The regulations require some children to be transported in a booster seat (for children 15kgs – approx 4 to 6 years) or cushions (for children 6 years and up) whilst travelling in a car. The regulations do not apply to taxis or vehicles with more than 8 passenger seats although good practice would dictate that booster cushions are also used in these vehicles whenever possible. It is noted that this is not a legal requirement. Other Regulations (see below) however, require the use of booster seats/cushions for children travelling in the front seat i.e. parallel to the driver of any vehicle.

### **Role of Staff**

Wherever possible professional drivers will be employed allowing staff to focus on the supervision of children being transported.

Staff may drive pupils in their professional capacity under the "Occasional business use" scheme appended to this policy. Child Seat Regulations must be followed where staff are being used to transport pupils to and from curricular or after-school curricular activities on behalf of the school.

### *Transport including Taxis, Minibuses, Coaches and Larger Buses*

Vehicles used for off-site visits are in the main taxis, minibuses, larger buses and coaches. Seat belt wearing is already compulsory in minibuses (up to 16 seats) with the driver being responsible for ensuring that children under 14 years are appropriately restrained. On off-site visits supervising staff / assistants/ parents travelling on the vehicle must monitor all pupils and ensure that they are wearing their seatbelts whilst seated and the vehicle is in motion. When hiring buses or coaches for off-site visits you must ensure that a minimum of a lap belt is fitted, with one seat with an operational seatbelt, per passenger.

### *Travelling in the Front Seat*

The Motor Vehicles (Wearing of Seat Belts by Children in Front Seats) (Amendment) Regulations 2006 cover children sitting in the front seat of a minibus, coach or larger bus (i.e. parallel to the driver). Any child under 3 years must use a baby/child seat. Children from their 3<sup>rd</sup> birthday up to 135cm in height, or their 12<sup>th</sup> birthday, whichever comes first, must use an adult seatbelt and a booster cushion, or other appropriate child restraint.

### *General*

Risk assessments for every trip must include a transport by road risk assessment and careful consideration of procedure for alighting and exiting buses, and safe return to parents vehicles at end of school day.

### **Monitoring and Review**

The Headteacher is responsible for ensuring the effectiveness of this policy.

This policy will be reviewed bi-annually, or sooner, as required.






# Occasional business use (OBU) motor insurance for schools, colleges, and academies

## Summary of main features

Schools, colleges, and academies can now cover those ad hoc occasions when employees or authorised voluntary helpers (including governors, parents, or guardians of pupils attending the school) are required to use their own cars on school business.

## Cover provided

Occasional Business Use (OBU) motor insurance cover is provided on a comprehensive basis — protection is provided against legal liability for injuries to other persons (including passengers) or damage to their property following an accident. Passengers' legal liability is also included.

Insurers will pay the solicitors' fees for representation at an inquest following an accident, and will fund the legal costs incurred in defending a charge of manslaughter or causing death by dangerous driving.

In addition, the cost of repairing the car will be met by insurers who will pay up to the market value of the vehicle if it is written off or not recovered following theft. Full windscreen damage cover is also included, with no excess.

## Accident repairs

Policyholders will benefit from the RSA approved repair network. These repairers are backed by a lifetime guarantee on all repair work undertaken.

## Cover included

**Spouses** — Cover is automatically included in respect of the use of cars on school business by the spouse of any insured member of staff.

**Governors** — Cover is automatically included in respect of the use of cars on school business by governors of the school.

**Parents and guardians** — Cover is automatically included in respect of the use of cars on school business by parents or guardians of pupils at the school.

**Continental cover** — Cover is automatically included within Continental Europe.

## Cost

The annual premium for this insurance is calculated using the total number of school staff eligible to drive.

Number of staff	Premium
Up to 20	£174.90
21 — 40	£292.60
41 — 60	£377.30
61 — 85	£523.60
86 — 100	£702.90
101 — 200	£877.80
201 — 300	£1,170.40
301 — 400	£1,282.60
401 — 500	£1,463.00
Above 500	Refer to Marsh

Premiums include Insurance Premium Tax).

Please note the policy is renewable on an annual basis.



## Did you know?

From single vehicle to large fleets, Marsh can arrange tailored cover for all your school vehicles, this includes both use and breakdown cover for the UK and Europe. We are also able to provide cover for a wide range of vehicle types, including cars, vans, tractors, mini-buses, and coaches, as well as agricultural machinery, golf carts, and sporting trailers.

For an initial conversation, please call **01444 335 142** or email [education.motor@marsh.com](mailto:education.motor@marsh.com)

## Insurer

This scheme is underwritten by RSA Ltd (No. 93792). Registered in England and Wales at St Mark's Court, Chart Way, Horsham, West Sussex RH12 1XL. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

In placing insurances for you we normally act as your agent. Should you instruct us to proceed and place this insurance, Marsh Ltd has a "delegated authority" granted by the insurer which means that it acts as agent of the insurer and has authority to accept insurance risks and issue documentation (in accordance with agreed terms) on their behalf.

We can only place your business under a delegated authority where we reasonably consider that this meets your insurance requirements.

## Financial services compensation scheme

The above insurer and Marsh are covered by the Financial Services Compensation Scheme (FSCS). If they are unable to meet their obligations, you may be entitled to compensation from the scheme, depending on the type of insurance and the circumstances of the claim.

Further information is available from the FSCS at [www.fscs.org.uk](http://www.fscs.org.uk) or by contacting them at 10th Floor, Beaufort House, 15 St Botolph Street, London EC3A 7QU or by telephone on 0800 678 1100 or 020 7741 4100.

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## Important notes

This document is a summary only and applies to schools and colleges in England and Wales; different arrangements may apply to Scottish schools and colleges. Any references to any conditions and the cost of cover are correct at the time of going to press. It should, however, be noted that these may be subject to amendment. Full details regarding exact cover, terms, exclusions, and conditions are contained in policy documentation which is provided at inception of cover and at renewal. Details are also available on request from Marsh's Education Practice.

## Contact us

Please contact your Marsh client executive or call our specialist motor team:

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📍 [Marsh UK Education Forum](https://www.linkedin.com/company/marsh-uk-education-forum)

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