

Transport for service users

It is our policy to take all reasonable steps to manage the health and safety of those staff that drive and are transported with Jollytots. This policy not only sets out our procedures on work related driving but details what we expect from our employees.

Procedure

* Where a Jollytots vehicle is provided staff must always report any suspected mechanical defects to the manager. In the event that a defect is suspected, staff should never take a risk and attempt to drive the vehicle
* If an employee uses their own vehicle for business use, they are required to maintain it in a roadworthy condition
* Hand held mobiles should never be used whilst driving and calls should only be taken when it is safe to do so
* Staff should always drive within speed limits and according to the weather conditions
* Children registered with Jollytots are escorted to and from school and outings by a member of staff in a Jollytots vehicle, by taxi with a member of staff or by a Jollytots staff member in their own vehicle where insurance is provided.
* Jollytots drivers are required to have at least 5 years driving experience
* Cars must be road worthy and have a valid MOT certificate
* Management must be informed of penalty points or other prosecutions associated with driving a motor vehicle
* Cars must be taxed
* Staff are required to complete a daily risk assessments for the company vehicle
* Drivers must ensure that they are not excessively tired, fatigues or under the influence of drugs or alcohol
* Drivers must meet the minimum eyesight standards and if needed wear glasses or contact lenses
* Drivers should have no medical condition including the taking of medication that may affect their ability to drive safely. They should inform management if any health changes happen
* All children should be securely seated and seat belts used
* The driver will remain stationary until all seat belts are fastened and if a child removes their belt the driver must pull over and refasten
* Children will not be left unattended in the car
* Children will get out at the kerb side
* All staff who transport children are required to carry a mobile phone in the event of an emergency however, drivers must not use this whilst driving or drink or smoke
* Drivers will ensure they are kept up to date with the highway code
* Written parental consent is obtained from parents for collecting children from school or outings

This policy was adopted on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Director

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Manager

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