



Drivers Bank Policy 2024 (to be reviewed Sept 2026)

Purpose

The PCC (as the employing body) of All Saints' Church, Preston on Tees supports the running of activities, which can include the need for transportation. Where this is offered by friends and not organised by All Saints' Church it falls outside the remit of this policy. However where an All Saints' PCC ministry organises transport this policy must be adhered to.

In line with this policy All Saints' Church maintains a bank (log) of approved drivers to transport people for church purposes.

Name Matt Levinsohn **Position:** Chair of PCC, Vicar

Signature  **Date:** 16th September 2024

Contents

Specific Responsibilities

1. General Outline	1
2. Consent	1
3. Driver Requirements before transporting.....	2
4. Driver Requirements when transporting	2
5. Process for registering on the Drivers Bank	3

Specific Responsibilities

The person named below is authorised by the PCC to act as Manager for this policy: Diane Backhouse, Parish Safeguarding Officer, safeguardingallsaintschurch@gmail.com

The person named below is authorised by the PCC to act as Administrator for this policy: Shiromi Davison, All Saints' Administrator, office.allsaints@gmail.com

1. General Outline

Transport, travel or escort arrangements to or from church activities are the responsibility of parents/carers for children/young people if they make informal arrangements among themselves. It should be clearly understood by all concerned at which point responsibility for the child/young person is passed from parent/carer to church officer and at which point it is returned to the parent/carer.

The main body of the policy is for all those offering transport and the **greyed** sections are additional requirements when transporting children, young people and vulnerable adults.

This policy defines the list of requirements to be met by a team leader and a driver to ensure the safe transportation of children, young people and vulnerable adults, to and from events, by staff and volunteers, that have been approved by All Saints' PCC. This policy does not apply to people making their own informal travel arrangements (e.g. friends making a personal arrangement to give a lift to church).

Details of the transport arrangements should be recorded on the Risk Assessment for the activity.

2. Consent

Prior to transporting children, young people or vulnerable adults team leaders must:

- Gain written parental/carer consent for children and young people to be transported for events.
- Gain consent from vulnerable adults themselves, and discretion used in consulting first with their carers if need be.
- Ensure the Drivers Bank Declaration Form has been completed by all drivers involved.

3. Driver Requirements before transporting

Drivers must:

- Hold a full and valid British driving license and have at least 2 years driving experience with less than 6 points. ^[1]_[SEP]
- Ensure that the car and driver are covered for this category of driving by their own insurance company, including business insurance.
- Ensure that the car has a valid MOT (if necessary).
- If the journey is over 30 miles appropriate breakdown cover must be in place.
- When using a minibus, all drivers must hold the correct permit on their driving license or ^[1]_[SEP] have taken the appropriate driving test. It is strongly recommended that drivers take a MiDAS (Minibus Driver Awareness Scheme) test.
- Ensure the driver has access to a mobile phone whilst on the journey, but must not use it whilst driving.
- Have with you a list of the names and telephone numbers of all those you are transporting on the trip, with parent contact details.
- Ensure that there is an approved co-driver for any journey over six hours.

4. Driver Requirements when transporting

- Ensure another adult accompanies the driver in the car. In an emergency when this is not possible the child/young person should sit in the back seat.
- Ensure when assisting children or vulnerable adults to board and alight their vehicle the road is safe to do so, and follow guidelines on physical contact.
- Ensure that all passengers wear their seatbelts when travelling, correct car seats are used dependent on age and maximum car capacity is not exceeded. Current regulations on seatbelt use can be found at <https://www.gov.uk/child-car-seats-the-rules>
- Ensure that driving times and hours are reasonable and include regular stops/breaks.
- Ensure that no smoking takes place within the vehicle whilst transporting All Saints' employees, children, young people or vulnerable adults. ^[1]_[SEP]

5. Process for registering on the Drivers Bank

To register on the All Saints' driver's bank (log) you must provide the following to the Manager/Administrator of this policy for All Saints' Church annually. A three-week window in September will be made available for this purpose:

Diane Backhouse, PSO safeguardingallsaintschurch@gmail.com

Shiromi Davison, Administrator, office.allsaints@gmail.com

- Completed Driver's Bank Declaration form.
- Relevant insurance and MOT (if necessary) documents and current driving license.
- Read and signed the Diocesan Safeguard Policy 2021.
- Have an up to date DBS check in place.

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