



ABLE Education Policy Document

TRAVEL POLICY

Last review: March 2026

Review Due: March 2027

1. Introduction

There may be occasions when ABLE Education staff will need to transport learners. Written permission will be gained from parents/carers and the commissioning body will be consulted.

2. Risk Assessments

Risk assessments will be conducted for the transportation of learners in staff vehicles and the following factors considered to ensure passenger and driver safety:

- competence level of the driver
- capacity and experience of the driver to maintain concentration
- distance of journey
- traffic conditions
- contingency funds and arrangements in case of a breakdown or an emergency
- the weather
- stopping points on long journeys
- supervision.

3. Procedures

- Any staff transporting learners will have car insurance for business purposes.
- Any medical conditions of the driver should be logged and any changes reported
- Staff should not drive after taking any medication that could impair their concentration and level of consciousness
- A daily vehicle check should be carried out
- Ensure that students are seated in the back of the vehicle and have their seatbelt fastened before the journey begins
- In case of a vehicle break down, staff should have contact details for the learner's parent/carer. A call should be made to the Head of Provision
- All necessary steps should be taken to prevent a learner absconding from the vehicle
- The vehicle should be smoke-free
- Journeys must be direct, with no deviating from the planned route
- Driver must only use 'hands-free' devices to make or receive a call
- Staff must abide by the procedures outlined in ABLE's Lone Working Policy and Child Protection and Safeguarding Policy

In the event of an accident whilst transporting learners:

- Firstly, check whether the learner is okay and if any significant injuries have occurred ensure that the emergency services are called immediately.
- Inform the Designated Safeguarding Lead as soon as it is safe and appropriate to do so.
- Record and report all details of the accident as soon as is possible following the event and complete the accident form.