



# ABLE Education Policy Document

## **TRAVEL POLICY**

**Last reviewed:** March 2026

**Next review due:** March 2027

## 1. Introduction

There may be occasions when ABLE Education staff or contractors 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 or contractor 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 or contractor transporting learners will have car insurance for business purposes.
- Any medical conditions of the driver should be logged and any changes reported
- Staff or contractors 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 or contractors 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 and contractors 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.