



16<sup>th</sup> July 2013

### **Parents transporting pupils**

I have been asked to seek volunteers to help with transporting pupils for sports fixtures, visits etc. If you would be willing to do some driving, please read and fill in the form at the end of this letter; we greatly appreciate your help in this area.

It is recommended that :

you ring your insurance company before completing the form, as any claim may be invalidated if you have not done this.

If asked how often you transport, use the phrase "... occasionally transport pupils as a volunteer ..." and confirm that you do not receive any payment for doing this.

May I also draw your attention that it is a legal requirement, that the use of appropriate child restraints for children below 135cms in height is the responsibility of the volunteer driver and the parents of the pupil concerned.

If you decide to return the form, you are not committing yourself to driving every time we need help, as there will still be a section on each permission slip to say whether you can transport or not. We may ring you occasionally too if we are short of offers of help for a particular event. If you change your car and/or insurance arrangements, please let school know.

May I thank you in advance for your support.

Yours sincerely

Chris Jones  
Headteachear

## LETTER TO PARENT DRIVERS TRANSPORTING PUPILS

School greatly values your support in helping to transport pupils to and from activities. Without your help, it would be difficult to undertake some of the activities and this would clearly disadvantage the pupils. However, it is a statistical fact that any activity on the highway is far more dangerous than the school environment. It is the duty of the School Management to do what we can to minimise the risks associated with road transport and we therefore ask all our volunteer drivers to conform to the checklist below, sign and date it. As a safeguard for parents in general, we shall require drivers for all planned visits organised by St Lawrence School to have lodged the completed checklist before they drive other people's children to or from events. This in no way invalidates or curtails private arrangements undertaken between parents.

**NAME OF DRIVER:** \_\_\_\_\_

- I passed my test for the class of vehicle I am using over 3 years ago.
- I have not been disqualified or have any endorsements imposed on my licence during the last 5 years.
- My car carries insurance, which is renewed each year on ..... (date) and I have checked with my insurance company that my insurance covers transporting pupils on a voluntary basis.
- The vehicle is regularly serviced, and kept in a safe running condition.
- I am aware that overloading the vehicle could invalidate its insurance.
- All passengers I shall carry will have access to, and **use** a seatbelt including those in the back seat.
- The use of appropriate child restraints for children below 135cms in height is the responsibility of myself as the driver and the parents of the pupil concerned.
  - The vehicle I shall be using is/ is not\* insured in my name. (If you are driving as a "named" driver on someone else's insurance, the cover is usually restricted to social, domestic and pleasure purposes. As an employee, you will need to check that you may use the car for business.)
- I am aware that any formal payment for petrol or mileage cost would invalidate my insurance unless it had been previously declared to the insurance company. (Remuneration would be construed as being for "hire or reward" – a separate insurance classification)

Signed: ..... Vehicle Registration No: .....

Date: .....

## LETTER TO STAFF VOLUNTEER DRIVERS

St Lawrence School greatly values your support in helping to transport participants to and from activities. Without your help, it would be difficult to undertake some of the activities and this would clearly disadvantage children. However, it is a statistical fact that any activity on the highway is far more dangerous than any other environment. It is the duty of the Management to do what we can to minimise the risks associated with road transport and we therefore ask all our drivers (volunteers and employees) to conform to the checklist below, sign and date it. As a safeguard for parents/carers in general, we shall require drivers for all planned visits organised by school to have lodged the completed checklist before they drive other people's children to or from events. This in no way invalidates or curtails private arrangements undertaken between parents.

NAME OF DRIVER: \_\_\_\_\_

- I have passed my test for the class of vehicle I am using over 3 years ago
- I have not been disqualified or have any endorsements imposed on my licence during the last 5 years.
- My car carries insurance, which is renewed each year on .....(date) and I have checked with my insurance company that my insurance covers transporting pupils or young people on a voluntary basis.
- The vehicle is regularly serviced, and kept in a safe running condition.
- I am aware that overloading the vehicle could invalidate my insurance.
- All passengers I shall carry will have access to, and use a seatbelt including those in the back seat.
- I am aware that any formal payment for petrol or mileage cost would invalidate my insurance unless it had been previously declared to the insurance company. (Remuneration would be construed as being for "hire or reward" – a separate insurance classification) – This applies to parents/carers only.

ADDITIONALLY, FOR THOSE EMPLOYED BY OR FOR THE SCHOOL:

- My insurance includes business use in addition to social, domestic and pleasure.
- The vehicle I shall be using is/ is not\* insured in my name. (If you are driving as a "named" driver on someone else's insurance, the cover is usually restricted to social, domestic and pleasure purposes. As an employee, you will need to check that you may use the car for business.)
- As a named driver and an employee, I confirm that the insurance covers me for business use\*.

(\* Delete as appropriate or if not applicable)

Signed: ..... Vehicle Registration No: .....

Date: .....