

PACE EDUCATION PATHWAYS

Transport and Travel Policy

Document control	Detail
Policy title	Transport and Travel Policy
Document status	Approved for use
Version	3.2
Policy / document owner	Nathan Warr
Approved by	Hannah Lewis
Applies to	Directors, employees, tutors, associate tutors, subcontractors, volunteers and any person authorised to drive, arrange or oversee transport on behalf of PACE Education Pathways
Date approved	21/08/2026
Next review date	12 months from approval, or earlier if a review trigger applies
Review trigger	Earlier review if law, national guidance, Dorset Council or other commissioner requirements, the service model, insurance conditions or driving arrangements change; or following a collision, transport-related incident, complaint, near miss, audit finding or safeguarding concern.
Linked Policies	Lone Working and Home Visit Policy; Health and Safety and Risk Assessment Policy v3.0; Safeguarding and Child Protection Policy v3.0; PACE Child Transport / Travel Risk Assessment v3.0; PACE Fit to Drive and Driver Declaration; PACE Daily Driver Safety Card; Parent / Carer Consent and Information Sharing Form; Child / Student Data Sheet and Needs Profile; Incident Reporting Policy v3.0; Accident & Incident Investigation Procedure; Accident & Incident Investigation Report; Medication and First Aid Policy v3.0; Behaviour, De-escalation and Physical Intervention Policy; Staff Code of Conduct and Low-Level Concerns Policy v2.0; Attendance and Engagement Policy; Workforce Competency and Compliance Register (driver and vehicle compliance tab)

Governance note

Transport and travel arrangements must be planned alongside safeguarding, consent, risk assessment, lone working and incident reporting. PACE may occasionally transport a named child or young person between their home, school, an agreed community venue or place of activity where this forms part of commissioned provision. No journey may take place unless the driver, vehicle, pupil-specific arrangements and handover arrangements have been approved. Driver and vehicle evidence must be current and recorded in the PACE Workforce Competency and Compliance Register. If any legal, licence, insurance, MOT, tax, roadworthiness, restraint, consent or risk-control requirement is not met, the journey must not proceed.

1. Purpose

This policy establishes a safe, lawful and auditable process for travel undertaken on PACE business and for the occasional transport of children and young people by authorised PACE staff. It supports consistent decision-making before, during and after journeys and protects pupils, staff, families, other road users and the organisation.

The policy also provides the process evidence commonly requested by commissioners, including Dorset Council, for pupil transport risk assessment and for confirming that drivers and vehicles comply with legal and national requirements, including valid driving licences, appropriate insurance, MOT status where required, vehicle tax, roadworthiness, seat belts and child restraints.

2. Scope

This policy applies to all directors, employees, tutors, associate tutors, subcontractors, volunteers and other persons who drive, arrange, approve or monitor travel on behalf of PACE. It covers staff travel between work locations; collection and transport of pupils between home, school, community venues and places of activity; walking and public transport used within agreed provision; and emergency, breakdown, handover and incident arrangements.

The enhanced controls in this policy apply whenever a child or young person is carried in a vehicle. Ordinary personal commuting and transport arranged and operated independently by a parent, commissioner, licensed taxi or other external provider are outside direct PACE vehicle control, although PACE remains responsible for safe handover, safeguarding and any contractual checks that apply.

3. Policy position and definitions

- PACE may provide occasional pupil transport where it is part of the agreed education, re-engagement, reintegration or activity plan. It is not an informal lift arrangement or a general taxi or home-to-school transport service.
- An authorised driver is a person whose identity, driving entitlement, suitability, competence, fitness and insurance evidence have been checked and approved by PACE, with a current record in the Workforce Competency and Compliance Register.
- An approved vehicle is a named vehicle that has current insurance, MOT where legally required, tax or exemption, maintenance and roadworthiness evidence recorded and accepted by PACE.
- A grey-fleet vehicle is a vehicle owned or leased by a worker and used for PACE business. The same approval and safety standards apply to grey-fleet vehicles as to any vehicle controlled by PACE.
- No staff member may offer or provide an ad hoc lift, use an unapproved vehicle, carry an unapproved passenger, make personal stops or vary the journey for convenience.
- PACE does not operate minibuses, motorcycles or private-hire services under this policy. Any proposed change to the vehicle type or service model must be reviewed for licensing, insurance, competence and safeguarding implications before use.

4. Legal and guidance framework

PACE will apply the current version of relevant law and official guidance, including:

- Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- Road Traffic Act 1988, the Highway Code and applicable vehicle construction, use, seat belt and child restraint requirements.
- Current motor insurance, vehicle tax, MOT, driving licence and fitness-to-drive requirements.
- Health and Safety Executive guidance on driving and riding safely for work, using the safe journey, safe driver and safe vehicle approach.
- Current safeguarding guidance, including Keeping Children Safe in Education and Working Together to Safeguard Children.

- Equality Act 2010 and reasonable-adjustment duties where transport arrangements affect a disabled pupil or worker.
- Dorset Council health and safety guidance and supplier assurance requirements for alternative provision, where applicable.
- PACE safeguarding, health and safety, lone working, behaviour, first aid, incident reporting and data protection arrangements.

5. Roles and responsibilities

Role	Responsibilities
Director / Operations or Governance Lead	Own this policy; approve drivers and vehicles; verify evidence; maintain the compliance register; monitor expiry dates; audit journey and incident records; suspend authorisation where requirements are not met; and decide external reporting with the DSL.
Education Lead / DSL	Ensure pupil-specific safeguarding, behaviour, medical, SEND, consent, collection and handover risks are assessed; advise on whether a second adult or alternative transport is required; and lead safeguarding escalation.
Authorised driver	Provide accurate evidence; complete required declarations and training; carry out checks; follow the risk assessment and agreed route; drive lawfully and safely; protect professional boundaries; record journeys; and report changes, defects, incidents and near misses immediately.
Parent / carer	Provide accurate contact, medical, behavioural, restraint and handover information; give written consent where appropriate; identify authorised adults; and notify PACE promptly of relevant changes.
Commissioner / referrer	Confirm whether transport is commissioned or agreed; provide relevant risk and safeguarding information; approve arrangements where required; and cooperate with reviews or alternative arrangements when risk cannot be safely controlled.

6. Conditions before pupil transport is authorised

Before the first journey, and whenever arrangements change, all of the following must be complete and current:

- The need for transport, journey purpose, frequency, collection point, destination and funding or commissioning responsibility are recorded.
- Written agreement is obtained from the parent/carers and commissioner where applicable.
- A PACE Child Transport / Travel Risk Assessment v3.0 is completed, reviewed and authorised before the first journey and linked to the Pupil Risk Assessment, Child / Student Data Sheet and Needs Profile and relevant safeguarding information.
- The proposed driver is authorised and the proposed vehicle is approved in the Workforce Competency and Compliance Register.
- Emergency contacts, medical information, medication arrangements, communication needs, behaviour controls and safe handover arrangements are confirmed.
- The need for a second adult, escort, specialist restraint, accessible vehicle or alternative transport has been considered.
- The driver has access only to the minimum information needed to carry out the journey safely and knows the reporting and check-in arrangements.
- The residual risk is acceptable. Pressure from a parent, pupil, staff member or commissioner must never override a decision that transport is unsafe.

7. Driver authorisation, competence and fitness

A staff member must not transport a pupil until PACE has completed and recorded the following checks:

- Identity and role confirmation, including confirmation that safer recruitment and safeguarding requirements for pupil contact are complete.
- A full, valid driving licence for the vehicle category to be used. Provisional licence holders must not transport pupils on behalf of PACE.
- An official DVLA driving record check, using a check code or other approved route, to confirm entitlement, penalty points, restrictions and disqualifications.
- Licence and photocard expiry dates, with any restrictions or endorsements risk assessed before authorisation.
- Driving experience, incident history, attitude, competence and any additional training needs appropriate to the journeys and pupils concerned.
- A PACE Fit to Drive and Driver Declaration covering eyesight, relevant medical conditions, prescribed or non-prescribed medication, fatigue, alcohol, illegal drugs and any matter that may impair safe driving.
- Transport-policy induction, including child restraints, professional boundaries, pre-use checks, breakdowns, emergency response, safeguarding and incident reporting. Drivers will also receive and be expected to use the PACE Daily Driver Safety Card before every journey involving a child or young person. The card is provided as a professional aide-memoire and is not retained by PACE.

Driver checks must be completed before first authorisation, at least annually, before any recorded expiry and sooner where risk indicates. They must also be repeated after a collision, driving offence, complaint, licence or medical change, extended absence from driving, change of role or any concern about competence or suitability.

Drivers must notify PACE immediately of points, endorsements, disqualification, licence suspension, police action, relevant medical conditions, medication that may impair driving, collision, insurance change, vehicle change or any other circumstance that may affect authorisation. PACE may suspend or withdraw approval at any time.

8. Vehicle approval and legal compliance

Only a vehicle named and approved in the compliance register may be used to transport a pupil. Minimum evidence is:

Check	Minimum evidence / standard	Review control
Vehicle identity	Registration, make, model, registered keeper or authorised user, seating capacity and the driver(s) authorised to use it.	Before first use and on change
Motor insurance	Current certificate and, where wording is unclear, written insurer or broker confirmation that business use and carrying children or young people as passengers in the course of paid PACE work are covered.	Before first use and before expiry
MOT	Valid MOT where legally required. Where exempt, the exemption basis and date for the first or next required test are recorded.	Before first use and before expiry
Vehicle tax	Current tax status or lawful exemption confirmed through an official check.	Before first use and at renewal / review
Maintenance	Servicing and preventive maintenance appropriate to the vehicle, with defects repaired promptly. An MOT alone is not treated as proof that the vehicle remains safe.	At service intervals and after defects
Roadworthiness	Tyres, lights, brakes, warning indicators, windows, mirrors, wipers, doors, seat belts and other safety-critical items are serviceable.	Pre-use and when a defect is reported
Passenger safety	One suitable seat and working seat belt for every occupant; approved child or specialist restraints where required; no overloading or unsecured items.	Every pupil journey
Suitability	Vehicle is clean, smoke-free and vape-free, free of inappropriate or hazardous items, accessible where required, and suitable for the pupil, journey and weather.	Every pupil journey

Privately owned vehicles used for PACE work are subject to the same standards. Borrowed, hired, replacement or newly acquired vehicles must not be used for pupil transport until separately approved. An unsafe vehicle must not be driven. Any warning light, tyre, braking, seat-belt, restraint, visibility or other safety defect must be reported and resolved before the journey.

9. PACE Child Transport Risk Assessment

A written PACE Child Transport / Travel Risk Assessment must be completed for each pupil before transport begins. It must be sufficiently specific to the pupil, driver, vehicle, route and activity and must not rely only on a generic travel statement. The assessment must record the assessor, reviewer/authoriser, residual risk, decision to proceed, review date and review history. It may cross-reference other PACE records, but the transport controls and approval decision must be clear.

The assessment must consider, as applicable:

- Journey reason, start and destination, route, frequency, expected duration, traffic, parking, weather, lighting and foreseeable diversions.
- Collection and handover arrangements, authorised adults, parental responsibility, late or absent adults and what will happen if safe handover cannot be completed.
- One-to-one transport, professional boundaries, check-in arrangements and whether a second adult or escort is required.
- Behaviour, distress, aggression, distraction, refusal, absconding, self-harm, damage, substance use or other risks that could make driving unsafe.
- Safeguarding context, unsafe adults, contact restrictions, missing-person risk, exploitation concerns and any information-sharing restrictions.
- SEND, communication, sensory, emotional-regulation, mobility, accessibility and reasonable-adjustment needs.
- Medical conditions, allergies, travel sickness, emergency medication, seizure or other acute risks, and the driver response in an emergency.
- Seating position, seat belt, child restraint, specialist restraint, wheelchair or equipment requirements.
- Breakdown, collision, severe weather, road closure, delay, early termination, loss of mobile signal and emergency communication arrangements.
- Residual risk, additional controls, named owner, authorisation decision and review date.

The assessment must be reviewed after an incident or near miss; after changes to the pupil, driver, vehicle, route, location, medical or behavioural presentation; at commissioner review points; and at least annually for continuing arrangements. Transport must pause until the assessment is reviewed where a material change increases risk.

10. Consent, collection and handover

- Written parent/carer consent and commissioner agreement, where applicable, must identify the normal journey, collection and destination arrangements and emergency contacts.
- The driver must confirm the identity of the child or young person and the adult handing them over or receiving them, using the agreed information and professional judgement.
- A pupil must not be left alone in a vehicle or left at a location where the agreed responsible adult is absent, unless emergency services or another formally authorised arrangement has taken responsibility.
- If no authorised adult is available at the destination, the driver must remain in a safe place, contact PACE and follow the agreed safeguarding and contingency plan. The driver must not improvise an unapproved handover.
- A pupil must not be physically forced into a vehicle. Refusal, absconding or behaviour that prevents safe travel must be managed through the pupil risk assessment, attendance, safeguarding and incident procedures.
- Unapproved adults, family members, friends, pets or other passengers must not travel in the vehicle during a pupil journey.
- Collection and handover times must be recorded through the approved attendance, check-in or journey-recording system.

11. Journey planning and safe driving standards

- Journeys must be planned with realistic times, safe routes, parking and rest arrangements. Staff must not be placed under pressure to speed, drive when fatigued or continue in unsafe weather or road conditions.
- Before transporting a child or young person, the driver must personally satisfy themselves that they are fit to drive, the vehicle is roadworthy and the planned journey can be undertaken safely. PACE provides a Daily Driver Safety

Card to support these checks. The card is intended as a practical reminder and is not completed, submitted or retained by the organisation. Responsibility for ensuring the safety and legality of each journey remains with the authorised driver.

- All doors must be secure and every occupant must be seated with the correct seat belt or restraint before the vehicle moves. One person only may use each seat and seat belt.
- The pupil should normally sit in a rear seat where practicable. Any front-seat arrangement must be lawful, risk assessed and compatible with the child restraint and airbag requirements.
- The driver must obey road traffic law and the Highway Code. Handheld phone or device use while driving is prohibited. Navigation must be set before moving; any necessary communication must be delayed until safely parked. Hands-free use should be kept to an absolute minimum.
- No driver may transport a pupil while affected by alcohol, illegal drugs, fatigue, illness or medication that may impair driving. Smoking and vaping are not permitted in the vehicle.
- There must be no personal errands, avoidable stops, unapproved route changes or collection of other passengers. Safety-related diversions must be recorded and communicated when it is safe to do so.
- The driver must not attempt to manage serious behaviour while the vehicle is moving. If behaviour, distress or distraction makes driving unsafe, the driver must pull over at the first safe place, secure the vehicle, apply the risk plan and contact PACE for support.
- Pupil information, bags, equipment and mobility aids must be stored securely so they do not obstruct the driver or become a hazard.

12. Seat belts, child restraints and accessibility

- All occupants must use a seat belt or approved restraint whenever one is required or fitted, unless a lawful medical exemption applies and has been evidenced and risk assessed.
- Children must normally use the correct child car seat until they are 12 years old or 135 cm tall, whichever comes first. Children who no longer require a child seat must use the vehicle seat belt.
- The driver remains responsible for ensuring that any child under 14 is using the correct restraint or seat belt. A parent-provided seat does not remove the driver responsibility to check suitability and correct use.
- Child and specialist restraints must be approved for use in the UK, appropriate to the pupil, compatible with the vehicle, correctly fitted and free from known damage or collision history.
- Rear-facing seats must not be used in front of an active airbag. Manufacturer instructions must be followed.
- A pupil requiring a wheelchair-accessible vehicle, specialist harness or other complex transport support must not be transported until the vehicle, equipment, fitting, handling arrangements and staff competence have been specifically approved.
- Reasonable adjustments must support access and dignity but must not reduce safety or legal compliance.

13. Public transport and walking

Where walking or public transport forms part of agreed provision, it must be risk assessed and agreed in advance. Staff must consider road crossings, supervision, local risks, weather, crowding, ticketing, delays, accessibility, medical needs, communication, absconding and what will happen if the pupil refuses to continue or becomes separated from the adult. Arrival, departure and handover must be recorded.

14. Accidents, breakdowns, incidents and emergencies

The immediate priority is the safety and welfare of the pupil, staff member and other road users.

- In a collision or medical emergency, stop safely, call 999 where required, provide first aid within competence, protect the pupil, and follow police or emergency-service instructions.
- Notify PACE as soon as it is safe, then notify the parent/carers, commissioner and DSL or Governance Lead in line with the risk assessment and safeguarding arrangements.

- In a breakdown, move to the safest available location, use appropriate warning measures, contact roadside assistance and PACE, keep the pupil supervised and use only an authorised alternative transport or handover arrangement.
- A pupil must never be left alone at the roadside, service area, vehicle or other location while the driver seeks help.
- After a collision, serious defect or restraint failure, the vehicle must not continue to carry the pupil until it has been confirmed safe and PACE authorises continuation or replacement transport.
- Accidents, driving concerns, safeguarding concerns, complaints, damage, near misses, late or failed handovers, serious behaviour and unplanned route changes must be recorded promptly using the relevant PACE forms and systems.
- The Governance Lead and DSL will determine the appropriate external notifications according to their respective responsibilities. The Governance Lead will assess any work-related accident against RIDDOR and submit any required report to the HSE within the statutory timescale. The DSL will lead safeguarding escalation. Notification may also be required to the insurer, police, commissioner or another authority. Safeguarding action must not wait for the transport investigation.

15. Recording, evidence and the compliance register

PACE will maintain an auditable record of driver, vehicle, pupil and journey controls. The driver and vehicle tab within the Workforce Competency and Compliance Register is the central approval record; supporting documents must be stored securely and linked or referenced so that evidence can be produced for audit without retaining unnecessary personal data in shared locations.

Record	Minimum content	Minimum timing
Driver authorisation	Identity, role, licence entitlement, DVLA check date/result, restrictions or points review, licence expiry, PACE Fit to Drive and Driver Declaration, induction/training, approval and next review.	Before first transport; at least annually; event-triggered
Vehicle approval	Registration, keeper/user, insurance and pupil-transport cover, MOT or exemption, tax or exemption, service/maintenance, restraints, approval and expiry/review dates.	Before first use; before expiry; on vehicle change
Pupil Transport Risk Assessment	Pupil, route, driver/vehicle, behaviour, medical, SEND, safeguarding, restraint, collection/handover, emergency controls, residual risk and review.	Before first journey and on change
Consent and agreement	Parent/carer consent, commissioner approval where applicable, authorised handover adults, emergency contacts and restrictions.	Before first journey and on change
Journey record / driver confirmation	Date, pupil identifier, driver, vehicle, collection/destination, planned and actual times, handover, confirmation that the driver considered themselves fit to drive and the vehicle safe before departure, material changes and concerns. The PACE Daily Driver Safety Card is an aide-memoire only and is not completed, submitted or retained.	Each pupil journey
Incident / near-miss record	Factual account, injuries/damage, actions, notifications, safeguarding link, insurance/police reference where relevant and learning actions.	As soon as possible after event

Detailed pre-use vehicle checklists are not retained by PACE. Authorised drivers are expected to use the PACE Daily Driver Safety Card as a personal aide-memoire before each pupil journey. The journey record may capture only confirmation that the driver considered themselves fit to drive and the vehicle safe to use, together with any material defect, concern or change requiring escalation.

Full licence numbers, policy numbers, medical information and copies of documents must be access-restricted. Commissioners may receive redacted assurance evidence where required, but unnecessary personal data must not be disclosed.

16. Monitoring, review and non-compliance

- The Governance Lead will monitor expiry dates and ensure authorisation is automatically suspended where a licence, insurance, MOT or other mandatory control expires or cannot be verified.
- Driver and vehicle records will be formally reviewed at least annually and sampled for assurance at least termly during periods when pupil transport is taking place.
- Journey logs, incidents, complaints and near misses will be reviewed for patterns, including unsafe routes, repeated delays, vehicle defects, distraction, behaviour or boundary concerns.
- A breach of this policy may result in immediate suspension from driving duties, management or disciplinary action, removal from provision, insurer or commissioner notification and safeguarding escalation where appropriate.
- The policy and related risk-assessment arrangements will be reviewed after any serious collision or incident and whenever law, official guidance, insurance terms, commissioner requirements or the PACE service model changes.

Appendix A - Minimum fields for the driver and vehicle compliance tab

Area	Fields / evidence to record
Driver identity and role	Name, role, employment/engagement status, contact details, line manager and confirmation of safeguarding clearance.
Driving licence	Licence category/entitlement, photocard expiry, DVLA check date and result, points/endorsements/restrictions review, check completed by, next check due.
Driver competence and fitness	Driving experience or concerns, relevant training/briefing, PACE Fit to Drive and Driver Declaration date, medical or adjustment decision where relevant, collisions/offences declared, approval status.
Vehicle identity	Registration, make/model, registered keeper/authorised user, seating capacity, usual driver and date added.
Insurance	Insurer/broker, policy or evidence reference, business-use confirmation, pupil-passenger cover confirmation, expiry date, checked by/date.
MOT and tax	MOT expiry or exemption/first-test date; vehicle tax status or exemption; official check date.
Maintenance and safety	Last service/maintenance date, next due date, defects/repairs, restraint availability, breakdown arrangements and any accessibility approval.
PACE authorisation	Approved driver/vehicle pairing, approval date, approver, restrictions, next review date and suspended/withdrawn date where applicable.

Appendix B - Minimum pupil transport risk-assessment fields

Field	Minimum detail
Pupil and commissioning details	Pupil name/secure identifier, age or key stage, commissioner, parent/carers contacts, reason transport is required and review date.
Journey details	Collection point, destination, route, frequency, duration, times, usual driver, approved vehicle and safe parking/handover locations.
Individual needs and risks	Safeguarding, behaviour, absconding, self-harm, distraction, medical, medication, allergy, SEND, communication, sensory, mobility and accessibility factors.
Controls	Seating/restraint, second adult/escort, check-in, de-escalation, emergency contacts, route/weather controls, safe handover, circumstances in which the journey must stop or not begin.
Decision and approval	Proceed / proceed with controls / do not proceed; residual risk; action owners; parent/carers and commissioner agreement; approver; review triggers and date.

Appendix C - Pre-journey safety confirmation and journey-record minimums

Stage	Minimum check / record
Driver fit to drive	No fatigue, illness, alcohol, illegal drugs or impairing medication; licence and authorisation current; phone and navigation arranged before moving.
Vehicle check	Tyres, lights, brakes/indicators, warning lights, windows/mirrors, wipers, doors, fuel/charge, fluid leaks, seat belts/restraints, loose items and visible defects.
Journey readiness	Risk assessment current; pupil information and emergency contacts available; route, weather, parking, collection, handover and check-in arrangements confirmed.
Journey log	Date, pupil identifier, driver, vehicle registration, collection/destination, planned and actual times, person handing over/receiving, check completed, route changes, delay, refusal, incident or concern.
Post-journey	Safe handover confirmed, check-out recorded, incident or safeguarding form completed where needed, defect or change reported, risk assessment review triggered if required.