

## **TRANSPORT POLICY**

### **PRINCIPLE**

We aim to ensure that children are safe at all times whilst in the care of Primrose Hill staff. During the transport to and from school in staff vehicles we ensure that this is done as safely as possible.

### **STATEMENT OF INTENT**

All staff vehicles will be suitable for the purpose of carrying passengers.

All information regarding the suitability of vehicles and drivers will be monitored, recorded and updated on a regular basis.

These policies and procedures will also apply if vehicles are used for trips and outings.

### **PROCEDURE**

Use of vehicles for transport to and from school

When using staff vehicles, records of vehicles and drivers including licenses, MOT certificates and business use insurance will be checked by the Nursery Manager.

If a vehicle is used for transport the following procedure should be in place:

- Ensure that written consent has been obtained from all parents/carers.
- Ensure vehicles fitted with seat belts, child seats, booster seats and airbags are used correctly.
- Ensure the maximum seating is not exceeded.
- All children will be accompanied by staff members.
- No child will be left in a vehicle unattended.
- Care will be taken when getting in or out of a vehicle. Where possible, the



*Primrose Hill Daycare  
& Nursery School*  
FREEDOM TO FLOURISH

[primrosehilldaynursery.org](http://primrosehilldaynursery.org)  
3A Lisglass Road, Ballyclare, BT39 9NP  
Tel: 02893 342191  
Email: [info@primrosehilldaynursery.org](mailto:info@primrosehilldaynursery.org)  
[www.primrosehilldaynursery.org](http://www.primrosehilldaynursery.org)

vehicle should be parked away from busy roads and children should enter and

exit on the pavement side