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LITTLE RAYS PRE SCHOOL and ASC

VEHICLE USAGE AND MILEAGE

Purpose of Policy

Little Rays is committed to the safe transport of the children in their care. The policy provides clear guidance to all staff when they are using Little Rays leased or owned vehicles or their own vehicle for the purpose of work-related journeys. The term 'work related' refers to any provided transport to or from the facility during opening hours.

Little Rays is committed to ensuring that we provide, so far as is practical for the health, safety and welfare of all staff and the children we support by designing the policy to minimise the risk of accidents and unforeseen events. All vehicle users are required to operate vehicles in a manner that is safe at all times. Irrespective of whether vehicles are supplied by Little Rays or private vehicles being used for business, they must always be in a good road worthy condition. Each driver is responsible for upholding the conditions of road worthiness as required by the law.

Responsibilities

The owner of Little Rays recognises their responsibilities under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare of all its employees and other persons who may be affected by the undertakings of Little Rays. Employees must also recognise and accept their responsibilities under the H/S Act and carry out their duties accordingly. The owner and employees with delegated responsibility, particularly the Health and Safety Manager will be responsible for implementing Little Rays Motor Vehicle Usage Policy at all levels within the organisation and monitoring effective compliance. The organisation shall, so far as is reasonably practicable, provide the resources and support required to develop, sustain and continually improve this policy.

Summary of Responsibilities:

- The owner shall have overall responsibility for ensuring that there is in place, suitable arrangements for the effective implementation of Little Rays Motor Vehicle Usage Policy.
- The owner shall have lead responsibility for ensuring that Little Rays Motor Vehicle Usage Policy is implemented and that the Health and Safety Manager, to whom specific responsibilities are delegated, are aware of them and discharge their responsibilities correctly.



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The Health and Safety Manager is responsible for:

- Devising and promoting accident prevention policies and measures.
- Reporting on all reported road accidents, nr misses and hazards as appropriate
- Advising senior and line management of any remedial action required.
- Advising and providing information, including training, assisted by the organisation to management and staff.
- Maintaining safety records.
- Monitoring legislation, codes of practices and procedures associated with occupational driving.

Line managers are responsible for:

- Monitoring and observing the implementation of this policy to ensure that the practices outlined in it are followed.
- Communicating any areas of concern, they consider require further action to the driver and other appropriate staff such as the Health and Safety Manager, in writing.
- Forwarding copies of driving licenses as per the procedure below
- Identify training needs of staff
- Undertake appropriate risk assessments.

All employees driving for LR's have responsibility for their own safety and the safety of others. The responsibility goes beyond simple observance of traffic rules and regulations. Safe driving is a vital element of this, and each employee must uphold the highest standards of driving and safety. These include:

- Ensuring that they hold a valid appropriate driving license for the vehicle being driven (ensuring that photo card driving licenses are renewed every 10 years or as appropriate).
- Obtaining written authority for the use of a private vehicle for business purposes prior to use.
- Obtaining written authority to drive LR owned or leased vehicles prior to use.
- Making allowances for road and weather conditions.
- Adopting a method of defensive driving against potential hazards and not taking risks.

3. Duty of Care

All staff should be aware of their legal duty of care towards others, including the children and themselves. We recognise that this duty is informed by individual choice and capacity



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and that it is not possible to prescribe all actions to cover all situations. However, LR's expects staff to take reasonable precautions in terms of their actions and statements to those we support and to maximise everyone's safety.

4. USE OF VEHICLES

A. Use of staff or other Private Vehicles

Any usage of a member of staff's private vehicle needs to be compliant with the Health & Safety Policy, Motor Vehicles Usage Policy, Mobile Phone and Camera Use in the Nursery and any other relevant policy as may be issued. In particular, the vehicle must have the following:

- a. the vehicle and driver must hold a full business insurance policy.
- b. the car must hold a current road fund licence (also known as road tax or vehicle excise duty).
- c. the vehicle must hold a valid MOT certificate.

The driver must be in possession of a full valid driving licence, recognised within the UK.

Note: any penalty points held on the license must be discussed with the owner of Little Rays. This may impact the ability to drive on behalf of Little Rays.

B. Use of Little Rays minibus

A minibus is a motor vehicle with between 9 and 16 passenger seats. It is described as a category D1 vehicle by the Driving Licensing Authority (DVLA).

Staff will only be considered to drive the minibus if they are over 25 years old and over and hold a current clean driving licence for a minimum period of 2 years.

The designated driver of the minibus on that journey is considered to be the responsible party for the drive.

The driver should be prepared to evacuate the occupants safely should there be an emergency requirement to do so.

Vehicle Requirements

All vehicles should be regularly serviced and must meet requirements (eg. for seat belts) applicable to their age, size and use. The Driver and Vehicle Standards Agency carries out spot checks and may revoke licences and permits if vehicles are not roadworthy.

Driver Requirements

Little Rays will carefully consider the licences held, and the driving arrangements, of each member of staff who intends to drive the minibus



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In summary:

- A driver with a full and unrestricted category D or D1 driving licence can drive an appropriate vehicle under either a PSV licence or a section 19 permit.
- A driver under a section 19 permit who obtained their licence before 1997 can drive a minibus, whether paid or unpaid, even though their licence has a D1(101) (not for hire or reward) restriction.
- A driver who obtained their licence after 1 January 1997 (and who is not otherwise licenced to drive a minibus) may only do so under a section 19 permit in very limited circumstances.
- Drivers may also need to hold a Certificate of Professional Competence.
- It is also best practice for drivers to complete further driving courses, such as the Minibus Driver Awareness Scheme.

5. Mobile Phones

Mobile phones or similar devices **must not** be used whilst driving. This includes without limitation, making calls, sending text messages or using a video telephone device. If there is an immediate need to respond to a call, or need to make a genuine emergency call, then drivers should pull into the side of the road in a safe place prior to using their phone.

All drivers are required by law (Road Traffic Act 1988) to wear a seat belt, unless they hold a Medical Exemption Certificate. The driver is legally responsible for ensuring any children in the vehicle are appropriately restrained i.e. by using an appropriate baby seat, child seat or booster cushion.

6. Travel by Motor Vehicles – Staff

When at work LR's requires all staff, unless legally exempt, to wear seat belts when driving or travelling as a passenger in all vehicles where these are fitted. It is recognised that this is a legal requirement for most types of vehicles and specifically is legally required when travelling by: private cars, hired vehicles, taxis and vans. It is also a legal requirement to wear a seat belt, where fitted, when travelling by bus, minibus or coach. The only exception to this policy is where a staff member has a current Certificate of Exemption from their General Practitioner. This exempts them from the compulsory legal requirement to wear a seat belt. This Certificate should be given to the Health and Safety Manager who will be responsible for a copy will be held in that individual's personnel file. The Health and Safety Manager, using an appropriate risk assessment will determine whether it is appropriate for that individual to travel by motor vehicle as part of their work for LR's. Staff who have



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health concerns about wearing a seat belt should consult with their GP for professional advice. Expectant mothers should note that the law requires them to wear a seat belt, unless they have a Certificate of Exemption.

Note: footwear - studies have shown that flip flops are responsible for approximately 1.4 million near misses or accidents each year and can slow braking times by 0.13 seconds. It is because of this that flip flops are one of the worst choices for driving, as they can come off too easily and get jammed under a pedal or distract the driver if they're trying to put one back on their foot. They should be avoided at all costs.

7. Travel by Motor Vehicle – Children

Before a child is transported by motor vehicle while in Little Rays care, it is necessary to receive written consent from the parent/carer together with appropriate seating and restraint information. This documentation will be filed in the child's notes for as long as the child attends the setting.

Each child should be appropriately restrained in the vehicle using appropriate car seats and vehicle restraint belts. All restraints need to be visually checked for damage prior to use. Any damaged seat or restraint must be removed from service until damage rectified (or disposed of if necessary).

See restraints

8. VEHICLE RESTRAINTS AND CAR SEATS

All persons travelling in a vehicle must wear a seat belt unless a **Certificate of Exemption from Compulsory Seat Belt usage** has been obtained from a practitioner and given to the line manager at LR's.

You must:

- Keep this in the vehicle at all times
- Show to the police if you are stopped
- Advise your vehicle insurance company

PREGNANCY AND SEAT BELTS

You must wear a seat belt if you're pregnant, unless your doctor says you don't have to for medical reasons.



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UK law states that children must use a child car seat until they're 12 years old or 135cm/4ft 5in tall, whichever comes first.

AN APPROPRIATE CAR SEAT

An appropriate child car seat is one that: conforms to the United Nations standard, ECE Regulation 44/03 or ECE 44/04 (this is marked on a label on the seat) or is approved under UN R129 (i-Size is a part of R129) is suitable for the child's weight and size, or height (if buying an i-Size seat) is correctly fitted according to the manufacturer's instructions.

HEIGHT BASED SEATS

Height-based seats are known as 'i-Size' seats. They must be rear facing until the child is over 15 months old. The child can use a forward-facing child car seat when they are over 15 months old.

You must check the seat to make sure it's suitable for the height of the child.

Only EU-approved height-based child car seats can be used in the UK. These have a label showing a capital 'E' in a circle and 'R129'.

WEIGHT BASED SEATS

The seat a child can use (and the way they must be restrained in it) depends on their weight.

Only EU-approved weight-based child car seats can be used in the UK. These have a label showing a capital 'E' in a circle and 'ECE R44'.

Manufacturers can now only make booster cushions approved as group 3. This won't affect any existing booster cushions in group 2 – they are still able to be used.

Group Seats

Child's weight

0kg to 10kg	0	Lie-flat or 'lateral' baby carrier, rear-facing baby carrier, or rear-facing baby seat using a harness
0kg to 13kg	0+	Rear-facing baby carrier or rear-facing baby seat using a harness
9kg to 18kg	1	Rear- or forward-facing baby seat using a harness or safety shield



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Group Seats

Child's weight

15kg to 25kg	2	Rear- or forward-facing child car seat (high-backed booster seat or booster cushion) using a seat belt, harness or safety shield
22kg to 36kg	3	Rear- or forward-facing child car seat (high-backed booster seat or booster cushion) using a seat belt, harness or safety shield

FITTING A CHILD CAR SEAT

You must only use a child car seat if your vehicles seat belt has a diagonal strap unless the seat is either

- Specifically designed for use with a lap seat belt
- Fitted using ISO FIX anchor points

You must also deactivate any front airbags before fitting a rear-facing baby seat in a front seat. Not fit a child car seat in side-facing seats

FRONT FACING

If the airbag went off it would strike the seat with considerable force. When fitting a forward-facing child seat in the front of a car, make sure the car seat is as far back as it will go, so the child is as far as possible from the dashboard. This reduces the possibility of head or chest injuries in a crash.

Instructions are in the Manufacturer's instructions, on the website and on the side of the seat.

a. Car seat belts

Make sure the seatbelt passes through all the correct guides on the child seat. It must go through the blue guides if it is a rearward-facing seat and through the red guides if it is a forward-facing seat. Some seats have an alternative routing if the seat belt is too short to go around the main route.

Push your weight into the child seat as you tighten the seat belt to make sure the child seat is securely held. There should be no slack in the seat belt.

Some child seats have a lever or button that can be used to tighten the seat belt once it has been threaded through the child seat.



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Many seats have a lock-off device to prevent the seat belt slipping once it has been tightened – make sure this is in the lock position.

The child seat should rest firmly on the car seat, with hardly any forwards or sideways movement.

Check that the seatbelt buckle is not resting on the child seat frame (this is known as 'buckle crunch').

b. Isofix seats

Isofix seats are not fitted with the car's seat belts. Instead, they have connecting arms that slot into Isofix points that were built into the car when it was manufactured. An additional top tether or support leg is used to prevent the restraint from tilting or rotating in an impact.

c. i-size

i-size child car seats fit into the car's isofix fitting points. UK legislation has been amended to allow i-size seats to be used in the UK. Check for appropriate usage with the car manufacturer.

All seats

- Keep the fitting instructions available for reference at LR's.
- Seek advice if there is difficulty fitting the seat and get someone to check the seat before placing the child in it.
- Never modify the seat or the seat belt to make it fit.
- If the child seat is removed from the vehicle, make sure it is fitted properly every time you put it back in. If the seat remains in the vehicle check it regularly to make sure it remains securely fitted and the fitting mechanism is tight.
- Keep all seats clean and free from debris -ie food stuffs, dirt.

VEHICLE CLEANLINESS

All vehicles being used to transport children must be kept clean and free from debris and rubbish particularly in the areas that children are sitting. Any large items should always be placed in a safe area of the vehicle, ideally the storage area, to prevent the items becoming a safety issue if the vehicle needs to stop suddenly and a trip hazard to children accessing the seating. Securely attach items such as canisters, water containers, bags before setting off on the journey.



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IN THE EVENT OF AN ACCIDENT OR INCIDENT

In the event of an accident the following basic instructions should be adhered to.

1. Check all occupants of the vehicle for injury
2. Contact the emergency services - follow advice regarding 1st aid if required.
3. If safe to do so and under advice from the emergency team, remove all children from the vehicle – this may not be possible depending on location, severity of injury and damage to vehicle. Assess the risk!
4. Contact Little Rays Pauline Cheeseman or Mairead Cheeseman
5. Take advice from the emergency services.
6. Ensure transport is rearranged to continue the journey or take children to Little Rays.
7. Write an incident form identifying the accident cause and general condition of the children.
8. Advise parents as soon as possible, of the event.
9. Report the incident to the relevant authorities ie Insurance Company.
10. Have a discussion with the team to determine what could be done differently and what worked well.

INFORMATION

Vehicle and Driver Standard Agency

Road Traffic Act 1988

Driving a Minibus and Licence Requirements in United kingdom

Last Updated 2021

H/S Act 1974

Smoking Policy

Accident Incident form

Parent Consent

LR Consent Check List

POLICY WRITTEN BY	Jeanette Collings	DATE	12.10.2021
RATIFIED BY	Pauline Cheeseman	DATE	15.10.2021
REVIEWED BY	Mairead Cheeseman	DATE	15/10/2022
Reviewed	Mairead Cheeseman		05/09/2025