

*At Weaver Trust, we work to ensure that all in our community believe, belong, and thrive. This policy is informed by our Trust's vision of inspiring all to believe in their own ability to achieve their full potential, both academically and socially. By living by our values of being innovative, responsible and caring, we create powerful learning communities - positively impacting all.*

## **1 Compliance**

- 1.1 This Weaver Trust School Vehicle policy has been prepared with due regard to the following statutory provision;
  - 1.1.1 Road Safety Act 2006
  - 1.1.2 Road Traffic Act 1988
  - 1.1.3 Health and Safety at Work Act 1974
  - 1.1.4 The Highway Code

## **2. About this Policy**

- 2.1 Weaver Trust is committed to ensuring that all employees and pupils are safe when using a Weaver Trust owned vehicle. The purpose of the policy is to ensure that all employees who have access to a Weaver Trust owned vehicle understand the appropriate use of the vehicle and the procedures for an emergency situation.

## **3. Scope**

- 3.1 This policy applies to all employees who are provided with or entitled to drive a vehicle belonging to Weaver Trust.

## **4. Driving Licence**

- 4.1 Employees with use of a Weaver Trust owned vehicle must;
  - 4.1.1 hold and continue to hold a current valid UK driving licence;
  - 4.1.2 provide their licence to Weaver Trust within a reasonable time if requested;
  - 4.1.3 disclose any endorsements on their licence to Weaver Trust; and,
  - 4.1.4 inform Weaver Trust if the licence is lost through a conviction.

## **5. Use of the Vehicle**

- 5.1 An employee may use a Weaver Trust owned vehicle for one of the following purposes;
  - 5.1.1 to transport pupils to a sporting/educational/musical event;
  - 5.1.2 to transport pupils on a Weaver Trust approved trip.
- 5.2 While using the vehicle the employee must;
  - 5.2.1 drive with due care and with attention to relevant laws;
  - 5.2.2 ensure that the vehicle is kept locked while not in use and contents stored out of sight.
- 5.3 While using the vehicle the employee must not;
  - 5.3.1 use their mobile telephone for any purpose;
  - 5.3.2 use any hands free kit to use a mobile phone;

5.3.3 drive carelessly or dangerous.

## **6. Fines**

6.1 Weaver Trust does not accept responsibility for parking or other fines incurred by the driver under any circumstance.

## **7. Procedure for an Accident**

7.1 When involved in an accident which causes damage or injury to a person, vehicle or large animal, the driver of the Weaver Trust owned vehicle must;

7.1.1 stay at the scene until the police have attended and recorded any applicable details;

7.1.2 not express any opinion in regards to liability;

7.1.3 give his/her name and address, the name and address of the owner and the registration number of the vehicle and the name of the insurance company to any person having reasonable grounds for requiring such information;

7.1.4 comply with any instructions given by the police;

7.1.5 report the incident to the police within twenty four hours of incident;

7.1.6 inform Weaver Trust as soon as practical and no later than 24 hours after the incident;

7.1.7 comply with any requests and investigations from Weaver Trust or their insurers.

## **8. Loss**

8.1 In the case of the loss of the vehicle, the Police and Weaver Trust must be informed immediately. Full details of the contents of the vehicle must also be given.

8.2 Drivers should note particularly that only Weaver Trust is insured and drivers should make their own arrangements to cover personal effects.

## **9. Permitted Use**

9.1 The vehicle may only be used for the business of Weaver Trust unless express permission in writing has been granted for private use.

9.2 The vehicle may not be used for the carriage of passengers for hire or reward or for any type of motor sport.

9.3 Any misuse of a Weaver Trust vehicle will be dealt with under Weaver Trust's disciplinary procedure.

Approved by:

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**Chair of Trust**

**CEO**

Date:

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