



Core Creative Education CIC

CCE022 TRANSPORT Policy & Procedure

Explore - Create - Learn – Grow

Core Creative Education CIC provides alternative education and mentoring for young people. While the majority of our programmes take place on-site at Limemead Farm, there may be occasions where students are transported by staff to other sites in connection with project work, enrichment opportunities, or ASDAN accreditation.

To ensure the safety, legality, and wellbeing of staff and students, the following measures are in place:

◆ Use of Staff Vehicles

- Insurance: Staff vehicles must have insurance that includes Business Use.
- Driving Licence Checks: A DVLA check must be completed via coded application before staff are authorised to transport students.
- Central Record: Copies of Business Use insurance and DVLA checks are securely stored on the Central Record for Driver Checks.
- Vehicle Safety: Staff must ensure their vehicle is roadworthy, serviced, and compliant with MOT and tax requirements.
- *Staff must ensure they are medically fit to drive and are not impaired by alcohol, drugs, medication, fatigue or any other condition that could affect their ability to drive safely.*

◆ Journey Guidelines

- Only trips directly related to student projects, educational visits, or ASDAN programmes will be authorised.
- Journeys will be pre-approved by management and risk-assessed where necessary. *Journeys will be proportionately risk assessed, taking account of the destination, students attending and any individual needs or risks identified.*
- Students must wear seatbelts at all times, and staff must comply fully with road traffic laws.
- Staff should avoid unnecessary detours and ensure journey times are kept to the minimum required.
- Staff should ensure they take a fully charged mobile phone with them on their trip. Dependent on student, either their own or a CoRE office mobile phone.
- *Where legally required, appropriate child restraints or booster seats will be used in accordance with current road traffic legislation.*

Breakdown or Road Traffic Collision



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- *In the event of a breakdown or collision, staff must prioritise the safety and welfare of students, contact the emergency services where required, and notify the CoRE office or senior manager as soon as it is safe to do so.*
- *Where appropriate, parents/carers and commissioning schools will be informed of significant delays or incidents.*

◆ Safeguarding & Supervision

- Staff must ensure transparency in travel arrangements and tell the office exactly their journey and reasons for the visit.
- Staff must not use personal mobile phones while driving; hands-free kits may only be used where legal and safe.
- Staff must follow safeguarding protocols, including appropriate seating arrangements ~~(students should not sit in the front passenger seat unless agreed).~~
- *Where one-to-one transport is necessary, staff will ensure that journey details have been shared with the office and that transport arrangements are transparent and consistent with CoRE's Safeguarding Policy.*

◆ Review & Compliance

- This policy will be reviewed annually, or earlier if there are changes in legislation or organisational needs.
- Any breach of this policy may result in the withdrawal of authorisation for staff to transport students.

Signed: A Green (Education manager)

Name: Alasdair Green

Date: 13/7/2026