

 Core Creative Education CIC

Transport Checklist for Staff

Before transporting students off-site, staff must complete the following checks:

 Pre-Journey Checks

- ☐ Vehicle insurance includes **Business Use**
- ☐ **DVLA check** completed and up to date
- ☐ Vehicle is roadworthy, taxed, and MOT compliant

Quick visual check completed (tyres, lights, fuel and obvious defects)

 Office Procedures

- ☐ **Signed out** in the office (time, destination, student names recorded)
 - ☐ **Collected ID badge** and wearing it visibly
 - ☐ **Working mobile phone** ready (personal or Core office phone, depending on situation)
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 Student Safety

- ☐ Students seated appropriately and wearing **seatbelts**
- ☐ Journey is only for **approved project / educational purpose**
- ☐ Route planned – no unnecessary detours

Any required medication (e.g. inhaler, EpiPen) and emergency contact information taken if needed

 On Return

- ☐ **Signed back in** at the office
- ☐ **Returned ID badge** to the office

Any accidents, incidents or safeguarding concerns reported before leaving site

 **REMEMBER:** Safeguarding is everyone's responsibility.