



Wychwood School
OXFORD

THE USE OF PRIVATE CARS

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Reviewed: September
2021

Date of Next Review: November 2023

Introduction

These regulations have been written to allow the maximum flexibility to school staff and other organisations wishing to use private cars to transport pupils on official journeys associated with school events and functions.

It is possible for all staff to use their own cars to transport pupils providing that:

- The Head has agreed this as part of the School's overall policy.
- The journey is necessary as part of the pupils' education/school curriculum.
- The vehicle cannot carry more than eight passengers.
- Monies/Charges made are not more than the running costs (no hire or reward).
- Arrangements for payment are made or agreed before the journey.
- The driver/owner of the vehicle has a clause in their insurance stating that they are able to use their vehicle for business purposes. Fully comprehensive insurance is recommended.
- Parents are informed if private cars are to be used.
- The correct child car restraint is used for children up to 135cms in height or 12th birthday whichever they reach first.
- Children over 12 years of age, or over 135cms in height wear a seat belt.

The following pro-forma for confirmation of appropriate driving licence and insurance is to be used:

Car insurance confirmation for Wychwood School Staff

To: **Head through the FSSM**

I confirm that I do have a motor vehicle insurance policy with business cover for the vehicle in which I intend to carry children and young people, and that it has a certificate of roadworthiness (MOT certificate).

Name of insurance company:

Policy number:

A copy of my current driving licence and counterpart (The paper form D740) is held by the Bursar.

“Driving licences and the counterpart are required to be checked annually”

I understand that I am not indemnified by Wychwood School in the use of my vehicle.

I have checked with my insurance company and confirm that the activity is covered by them and that this includes the carrying of passengers related to my paid employment.

Signed

Date

Name & Address:

Driving Licence: