

Transporting Vulnerable People Policy

Amended September 2023

Driving Guidelines

These guidelines apply to all drivers involved in the transportation of children, young people, and vulnerable adults at risk on behalf of the church. They do not apply to private arrangements, for example, transport arrangements made between friends. Please also note that 'Vulnerable People' refers to Children, Young People and Vulnerable Adults.

Car

The Vehicle must have a valid M.O.T., Insurance (such as Business or Voluntary), Tax and Road worthy.

Driver

The Driver must be over 21 with a full driver's licence, and must have been DBS checked. They have to have been driving for at least 2 years. They must obey the rules of the road, including no eating, drinking, or using a phone. Drivers may refuse to give a VP a lift if they feel unsafe/uncomfortable. Leaders should not spend unnecessary time alone in a vehicle with a VP.

Permissions (for C&YP)

Parents/Guardians will need to give permission. This can be done with a signed note, in person, or over the phone, but permission must be gained. The leader should give the P/G an ETA when permission is given. The Safeguarding Lead and the Group lead must be notified when a lift is being given. This can be done via text to the SGL, but the Group Lead will have to be notified in person to guarantee they've received the message.

Numbers (for C&YP)

Two leaders, preferably male and female, will be required to drop young people home. The Leaders will be sat in the front of the vehicle and young people must sit in the back. No young person should be sat in the front. If a group of children or young people are regularly given lifts, the order of pick-up/drop-off should be varied so that the same child is not regularly alone with a team member.

Logistics (for C&YP)

The Young Person must be dropped off at home, unless their Parent/Guardian has otherwise specified. The driver must Park as close to the home as possible and must stay to make sure they make it inside the building before leaving. Mobile Phones must be handy during driving for emergencies, but must not be used by the driver while driving. Everyone must be wearing a seatbelt.

Families

When transporting a whole family then all 'Car' and 'Driver' guidelines must be met. Family transports do not need permissions, but it is preferable that the event organisers know who and when you are providing transport for.

Long Distance

If a journey is more than 3hrs, a 15minute break is required within that time.

Minibus

Drivers having completed a MIDAS test is preferred but not essential. All hired minibuses will have a small bus permit, the appropriate insurance and a driver with a valid driving licence that entitles to drive a minibus.

Adopted by the deacons June 2021, amended September 2023.