



Leeds Well School Partnership
• Physical Activity • Physical Education • Sport

January Health and Safety Update

Leeds Well School Partnership Transporting students in private cars consent

The below information is taken from Association for Physical Education Safe Practice PESSPA Resource on Thursday 4th December 2025

The employer's policy on the use of private cars to transport students should be checked. Local requirements vary considerably. Some employers do not allow it.

If using private cars to transport students, drivers are usually expected to have a clean driving licence. Definitions of a clean licence may vary from one employer to another. Having some penalty points may be accepted as a clean licence, and staff need to check with their employer.

Enquiries should be made about insurance procedures required to use private cars for business. School staff are advised to check whether the school's insurance covers the use of their personal car for school business, within and beyond the school day. In addition, they should contact their own insurers to let them know what they intend to do. Staff must check with their insurers about adding business use cover to their policy. Some schools have chosen to purchase occasional use motor insurance for their staff. This is an annual business cover for all staff members.

Staff working at academies, free schools and other eligible schools, that are signed up to the government's risk protection arrangement will find that this scheme does not cover staff intending to use their own or others' private cars for occasional business use. Parents and volunteers must have fully comprehensive insurance and may add a business use clause in line with their insurer's requirements.

Agreed procedures should ensure no adult is ever alone in a car with any child, other than where parents provide transport for school activities. Where a 'responsible adult' transports a student in an emergency, it is advised that, where possible a second adult is in the car. This may not always be possible in emergency situations. Appropriate disclosure certification should be obtained if applicable. This should usually arise if the driver is in regulated activity, i.e. is used to transport children on four or more days in any period of 30 days.

The driver of the car cannot drive and supervise student passengers at the same time. For this reason, the behaviour of the students being transported should be taken into account. Where this is a concern, an adult in a supervisory role, wherever possible, should also be in the car.

Staff, parents and volunteer drivers are legally responsible for themselves and their passengers complying with all seat belt and child restraints legislation.

Travelling on convoy is not recommended as it can divert a driver's attention. Drivers should know the route to their destination and not rely on following others.

If a school wants to transport students in private cars for a school trip, they must ensure that:

- The driver is not alone with any child – this is for safeguarding reasons, but also because a driver cannot supervise children and drive
- The driver understands their legal obligations when transporting students
- Each driver is equipped with a mobile telephone for emergencies
- Drivers are given an emergency plan to follow in the event of breakdown or road traffic collision
- Drivers understand and are familiar with seat belt legislation and that all passengers will be secured properly
- All children will be provided with child or booster seats if they are under 12 years of age or under 135 cm in height
- No child is carried in the front seat of a vehicle where an active airbag is fitted
- Specific written permission is given by each parent for their child to be transported in private cars

If a school wants to transport students in private cars for a school trip, they must evidence that:

- Drivers (teachers and parents) have a clean and valid driving licence without points for speeding, drink/drug driving, talking on a mobile whilst driving, careless or dangerous driving, a copy of the driver's licence should be taken, kept on file and reviewed every three months
- Adequate insurance cover is in place
- The car is roadworthy by taking copies of the MOT certificate, records of how often the car is serviced, and check tyres are safe and correctly inflated
- Drivers (teachers and parents) are medically fit to drive and that they have had eye tests to determine if driving glasses are required.

Parental/carers consent form for a child to be transported in another adult's/ young person's vehicle

Dear Parent/carers

There may be occasions upon which your child(ren) may be transported in the car of another adult employed by or associated with, the school/service. The conditions under which other adults agree to provide use of their vehicle are set out below.

Terms and condition under which staff or volunteer drivers provide transport:

- They accept responsibility for maintaining appropriate insurance cover, to include the carriage of children.
- They declare that they have current, valid driving licence, and have disclosed and endorsements to the school/service.
- They accept responsibility for ensuring that the vehicle is roadworthy, that all passengers wear correctly fastened seatbelts and children who require booster seats use them.
- They have confirmed that they will not transport a single child, unaccompanied, other than their own child.
- They confirm that they have never been interviewed, warned, cautioned or convicted of an offence that would render them unsuitable to work with children or young people; nor have they received any relevant reprimand or bind over.

I give permission for my child(ren) To be transports in the vehicle of another adult.

Transport – related insurance

The provision and requirements for transport insurance will vary. Staff need to ensure that:

- They have read the employer's policy on the use of private cars to transport students, local requirements vary considerably – some employers do not allow it (e.g. the RPA does not cover staff intending to use their car or others' private cars on occasional business use)
- They understand the insurance procedures required to use private cars for school business, and obtain confirmation from other drivers that their insurance covers the risk involved.

The below information is from Isaac Hewston, Leeds City Council on Friday 5th December 2025

Senior Health, Safety & Wellbeing Advisor – Educational Visits and Adventurous Activities Co-ordinator

Parents Providing Transport

Sometimes parents help with transport for a visit. Be clear which situation applies:

Option 1. Parents as Volunteer Drivers (during school hours)

If you ask parents to drive as part of the school's transport arrangements:

They are acting as volunteers for the school.

Complete usual volunteer checks (e.g., EV5 form).

Follow employer guidance – the school has a legal duty of care and may be liable if something goes wrong.

The school should ensure:

Volunteer engagement: Drivers are formally engaged as volunteers (see OEAP Guidance 3.4o "Volunteers").

Driver awareness: They understand their duty of care and any supervision responsibilities.

Parent communication: Parents know the transport arrangements.

Evidence of compliance:

Vehicle is legal and safe (taxed, MOT if required, serviced, pre-use checks done).

Driver holds a valid licence and meets any vetting requirements.

Insurance covers the intended use (business use may be required).

Option 2. Parents Arranging Their Own Transport (including lifts for other children)

This usually happens outside school hours:

The school is not responsible for these arrangements.

Make this clear to parents.

If parents organise their own transport, consider:

Asking for basic information about arrangements.

How you'll communicate if there are delays or no-shows.

Clear handover of supervision at the venue (especially for younger children).

Providing transport for any child whose parents cannot make arrangements.

Do we need to do an evolve for after school fixtures where parents transport & stay with the children?

If out of school hours and parents are transporting and staying with their own children, and the school does not hold duty of care during the fixture, then an EVOLVE submission may not be required.

However, if staff are present and acting in a supervisory role, or if the school retains any responsibility for the pupils during the event, then it would be appropriate to record the visit on EVOLVE.

It's important to consider the timing of the fixture and who holds duty of care:

During school hours, the school has a non-delegable duty of care, meaning it remains responsible for pupils even if parents are involved in transport or supervision. In such cases, the visit should be recorded appropriately, including on EVOLVE.

If parents are transporting pupils during school hours, you'll need to:

Collect relevant driver details, including a valid driving licence

Confirm vehicle safety, such as insurance and MOT status

Ensure parents are not left alone with pupils unless they have an appropriate DBS check

If a parent is likely to support regularly, it's best to arrange a DBS and consider assigning them a formal role within the visit team.

After school hours, if parents are transporting and supervising their own children, and the school does not retain responsibility, then it may be signposted as a parental responsibility. However, this should be clearly communicated and agreed in advance.

Other key considerations include:

- Are staff involved in organising or supervising the fixture?
- Is the fixture part of the school's planned curriculum or enrichment programme?

If the school retains any level of responsibility, it's best practice to record the visit to ensure clarity and accountability.

If in doubt, it's always safer to record the visit, even if just as a minimal entry, to ensure there's a clear audit trail.

Documents to support schools

EV5 – Validation for Voluntary Vehicle Use

For the use of school Volunteers ONLY - [Click Here](#)

EV4 – Validation for Voluntary Vehicle Use

For the use of school staff ONLY - [Click Here](#)

Transport in Private Cars – National Guidance oeapng.info

4.5c Transport in Private Cars - [Click Here](#)