

BCS USE OF VEHICLES

1. Policy Statement

Bournemouth Collegiate School (BCS) is committed to ensuring that the school sites are safe and healthy for employees, for pupils, for visitors (including contractors) and for anyone else who might be affected by our work activities. The safety of pedestrians is a high priority and this takes precedence over convenience for vehicles on our sites at all times. The use of vehicles on the sites are the subject of a written Risk Assessment.

Speed restrictions and traffic notices are clearly visible and must be adhered to strictly by all who bring vehicles onto the sites. Parking is only permitted in clearly labelled areas and no parking on double yellow lines or yellow hatched areas is permitted at any time.

This policy document is an attempt to reduce the risk of accidents and affect a suitable, controlled approach to traffic management on the school sites. The school does not accept responsibility for any theft and/or damage to vehicles whilst on the premises. In the event of serious or persistent breaches of this policy or procedures the school reserves the right to ban certain individuals from bringing their vehicles onto the school site and from travelling as a passenger in another pupil's vehicle.

This policy applies to all members of our school community and BCS seeks to implement this policy through adherence to the procedures set out in the rest of this document.

In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the Senior school and Prep school offices and should be read in conjunction with the following documents:

- Use of Minibus Policy section of the BCS Health and Safety Policy
- Educational Visits and Activities Off-site Policy
- Supervision Policy
- Security Risk assessments
- Vehicle use risk assessment
- Traffic Management Risk Assessment

BCS is fully committed to ensuring that the application of this Use of Vehicles policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

This document is reviewed annually by Robin Foster, Business Manager or as events or legislation change requires. The next scheduled date for review is August 2021.

2. Key Personnel

The person responsible for onsite traffic management is Neil Bower

The person in charge of minibus/transport management is Neil Bower assisted by Louise Haywood.

3. Procedures

These procedures are informed by guidance in the BCS Health and Safety Policy and they reflect the relevant traffic management risk assessment conducted annually by the Transport Manager.

BCS provides designated parking spaces for visitors, disabled vehicles, mini buses and bicycles. At the senior school all other vehicles must park in the staff car park provided or on the highway, at the Prep School vehicles must park on the local highway.

Delivery vehicles must abide by local arrangements and pick up/drop off safely and park in designated area.

4. Staff

Staff are discouraged from using their private vehicles for conveying pupils and permission to do so must be sought, in writing, from the Business Manager.

Copies of the following documents will be required and retained by the school in order for permission to be granted:

- A current MOT certificate for the vehicle to be used
- Evidence of fully comprehensive insurance for the driver (Note: BCS insurance automatically provides business use cover if there is fully comprehensive insurance)
- A current driving licence
- A completed Driver Declaration Form₁ within the BCS H&S policy
- A completed risk assessment form for the activity indicating (amongst other things) that there are reasonable measures to control driver fatigue

CPD / Training – staff are encouraged to use the most cost effective form of transport for training and offsite events. If the total daily mileage is in excess of 140 miles a hire car should be used. Travel claims for private car use are therefore limited to 140 miles per day.

5. Visitors

Visitor parking (included parking for Disabled) is available at each site adjacent to the main Reception in designated spaces.

Visitors are required to report to Reception and sign in the visitor's book.

6. Pupils

The procedures relating to the use of private vehicles on the school site by pupils are influenced by the school's responsibility for and commitment to ensuring pupils are safe and appropriately supervised at all times when they are in the school's care, including both in school and during school activities or educational visits:

- a) The school does not permit pupil's private cars to enter the school site.
Each type of activity should then be at the discretion of the parent and this must be reflected in the Pupil Vehicle Permission Form (or equivalent).
- b) The school does not permit pupil drivers to use their vehicle for any school activity.
