

LT2 Vehicles Policy

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LT2 Vision, Mission and Values

Vision

Vision is to build a group of outstanding schools across phases, including specialist provision, to become (a mid-size) Trust that provides vibrant and inclusive learning environments in which every member of the learning community is passionate about learning. The Trust is led by a CEO who works closely with Headteachers who lead the two schools supported by a central team to support finance, HR, estates and governance.

Mission

LT2 Trust and schools will have a relentless focus on high achievement, supported by robust organisational structures and governance. We aim to give children and young people in our care the knowledge, skills and experiences to expand their minds and world view to enable them to develop a naturally inquisitive approach to learning and life, fit for an ever-changing world.

Ultimately, we will educate and support all children attending LT2 schools to grow into capable and contributing citizens who have developed the personal attributes and characteristics that will enable them to become considerate, self-reliant and confident young people who are ready for the next stage of their lives.

Values

The Trust Values underpin the mission and provide the basis on which LT2 schools can articulate the key behavioural characteristics that promote a positive philosophy. Our six values are unseen drivers of our behaviour as experienced by others and are designed to create a shared organisational culture:

Kindness – The quality of friendliness, generosity, and consideration

Collaboration – The belief that working and learning with others will lead to greater success

Curiosity – A strong desire to know and to learn

Resilience – The ability to recover quickly and learn from the difficulties we face

Respect – To appreciate the importance of understanding and admiration for others and self, honesty

Endeavour – The belief that hard work is needed to achieve something of which we can be proud

Definitions

- Where the word 'Trust' is used in this document it refers to The Learning Today Leading Tomorrow Trust.
- Where the words 'Trust Board' are used it refers to the board of Trustees who set the vision for the Trust and hold the executive leadership team to account for delivering the Trust's strategic plan.

1. Organisation and Responsibilities

1.1 Introduction

Trust vehicles (which include Trust mini-buses) may only be used for recognised Trust business. They may not, under any circumstances, be used for non-school, personal use. In the event of any misuse of Trust vehicles, the Trust reserves the right to charge staff for mileage and may also consider taking disciplinary action against staff.

This policy does not form part of any employee's contract of employment and is not intended to have contractual effect. The Trust reserves the right to amend this policy at any time.

This policy covers all individuals working at all levels and grades, including the Headteacher, members of the Senior Management Team, officers, directors, employees, contractors, trainees, homeworkers, part-time and fixed-term employees, casual and agency staff (collectively referred to as "Staff" in this policy).

You are required to inform the Trust of any changes to your driving licence immediately. Any endorsements and convictions received must be reported and may result in a review of the staff member's eligibility to drive a Trust vehicle.

1.2 Guidance under this Policy

The Estates and Facilities Manager (or outsourced equivalent) is responsible for providing advice and guidance under this policy and reviewing and updating the policy as required.

1.3 Board of Trustees

The Board of Trustees, as a corporate body, has the responsibility to set the strategic direction and objectives of all matters across the Trust.

The Board of Trustees is responsible for ensuring that high standards of corporate governance are maintained

The Chair of the Trust is responsible for managing the CEO, Trustees and Governors under this policy.

1.4 The Chief Executive Officer (CEO)

The CEO of Learning Today leading Tomorrow Trust (LT2):

- Takes overall responsibility for the implementation of policies and procedures
- Must provide reports as appropriate to Trustees in relation to this policy
- Ensure that sufficient resources are allocated and authorised within the organisations budget to meet statutory procedures and standards across the Trust
- Is responsible for managing the Headteachers and centrally appointed staff under this policy

1.5 Headteachers

Headteachers of LT2 schools are responsible for:

- The implementation of and compliance with this policy within their school ensuring competence in those staff who are responsible for and involved in the operation of this policy and associated guidance
- Identifying training needs

- Communicating this policy to all relevant people within the school
- Managing school-based teaching and associate staff under this policy

1.6 Senior and Middle Leaders (and other Supervisory Roles)

Although the Headteacher is responsible overall for the implementation of this policy in their school, managers have some specific responsibilities:

- Applying this policy within their own department and area of work
- Resolving any issues members of staff refer to them, informing the Headteacher of any issues to which they cannot achieve a satisfactory solution with the resources available to them
- Where required, conduct formal meetings, undertake relevant training in relation to this policy and ensure effective and competent operation of this policy

1.7 Other Employee Duties

Driver eligibility:

Minibus - Conditions of Use: The following conditions will apply whilst driving on Trust business:

You may drive a minibus if you hold a car driving licence and follow certain conditions:

- You may drive a minibus with up to 16 passenger seats using your current car driving licence as long as it's not for 'hire or reward' - i.e. there's no payment from or on behalf of the passengers
- If you held a driving licence before 1 January 1997 you can drive a minibus in the UK and on temporary visits abroad. When your car licence is next renewed at the age of 70, you'll need to re-apply for your entitlement and meet higher medical standards
- If you got your driving licence after 1 January 1997- You can drive a minibus within the UK as long as the following conditions apply:
 - You're 21 or older
 - You've had your driving licence for at least 2 years
 - You meet the 'Group 2' medical standards if you're over 70
 - The maximum weight of the minibus is not more than 3.5 tonnes (or 4.25 tonnes including specialist equipment for disabled passengers, e.g. a wheelchair ramp).
 - You're not towing a trailer

It is the responsibility of Employees using any Trust owned vehicle to ensure:

- That they comply with this policy and co-operate with the schools' leadership and management on all matters relating to it
- The vehicle is only used for approved trust business
- The vehicle is used at all times strictly in accordance with the Law and the guidelines laid down in the Highway Code
- The vehicle does not exceed the permissible number of passengers or weight allowance and hitchhikers are not carried for any reason

- The immediate notification of any event which may give rise to a claim under Trust insurance
- The vehicle is in a legal and roadworthy condition at all times including, tyre pressures, oil and water levels etc.
- Any damage or defects are notified to the School Office immediately and the vehicle not used until the defects have been repaired and it is safe to do so.

1.8 Related Policies and Procedures

- LT2 Health and Safety Policy

1.9 Review

This policy will be reviewed every two years subject to statutory updates.

These procedures have been agreed by the board of trustees, who will approve them whenever reviewed.

2. Driver

The driver is responsible for:

- Vehicle condition on road
- Vehicle condition on return
- Care of the vehicle, passengers and behaviour

They may be assisted by other staff, but it is the driver who has overall responsibility.

3. Before setting off

The driver shall:

- Conduct vehicle checks (including fuel, seat belts etc)
- Collect and sign for the keys (available from the school office)
- Complete first part of User Logbook in vehicle

4. During the journey

- The driver must not under any circumstances, drive while under the influence of alcohol or medication which may affect your judgement or reaction. Any employee convicted of a drink driving offence whilst in possession of a School vehicle will have the use of any such vehicle withdrawn pending further investigation and disciplinary action
- Students from Years 7-10 should not sit in the front of the cab
- Students should not touch any controls in the cab including the radio
- Students should not be given the keys or be left unsupervised in the vehicle
- students should not be allowed on the roof or ladders Food and drink must not be consumed in the vehicle
- Smoking is not allowed at any time

- Appropriate Teacher: Student ratios should be maintained at all times
- Employees must take rest breaks when appropriate and should not drive continuously for more than 2 hours without a break of at least 20 minutes under any circumstances
- The use of mobile phones, even if hands free, by the driver is not permitted whilst driving any vehicle on Trust business under any circumstances. The Trust will not accept any liability for any fixed penalty payments or fines as a result of staff being convicted. Such use will be considered as gross misconduct and will lead to disciplinary procedures immediately

5. On returning to School

The driver, with the support of the relevant department is responsible for the following:

- Completion of Vehicle Use Log including fault reporting
- Checking interior cleanliness – the vehicle must be returned in a clean and swept state on point of return – not the next day
- The closing and locking of all doors and windows including passenger/saloon windows and doors
- The untwisting and resetting of all passenger saloon seat belts so that they are closed across the seats, ready for the next user
- Checking that all lights, controls and radio are turned off before leaving the vehicle, in particular the radio, headlights and interior saloon lights.
- The correct fitting of the steering wheel 'crook lock' and the setting of the engine immobiliser switch
- The return of any vehicle equipment used, to the correct area, i.e. atlas, torch, first aid kit, luggage ropes, tarpaulin etc
- Correct and prompt return of keys to the school office where possible, immediately on return. If this is not possible, then by 9am the next working day. The keys must not be passed on to other staff directly, without the prior agreement of the Line Manager. In an emergency, keys may be left with a member of the Senior Leadership Team. However, it is still the responsibility of the driver to check that the subsequent return of the keys to the school office has taken place.

6. Driving Guidelines

At no time and under no circumstances will the Trust condone speeding, driving whilst overtired, illegal parking leading to a fine or clamping, eating, drinking or using a hand-held mobile phone whilst driving. Every consideration should be given to driving in a way that is safe both to the driver and all other road users. Should the Trust be pursued for an unpaid fine, an appropriate amount will be deducted from the driver's next salary payment or other monies due to them.

Any accident when driving on Trust business, whether involving vehicle damage or not, and however minor in nature, must be reported as soon as possible on return to the School, both verbally and in writing to the Line Manager. The driver should

briefly describing the damage in the User Log Book and in more detail on an accident/incident form, available from the school office.

Authorised drivers of Trust vehicles involved in accidents must not make admissions of liability nor make statements to third parties, unless under legal obligation to do so by the Police, without first consulting with a member of the Senior Leadership Team.

Employees are also requested to inform the Headteacher when any Trust vehicle is found to be damaged in any way.

Should the driver be involved in an own fault accident, they may be required by the Trust to pay the excess charged by the insurance company and the cost of any uninsured losses. They agree that such monies may be deducted from pay or other monies due.

7. In addition

Only drivers who are regular drivers (at least 4 times a week) will be permitted to drive Trust vehicles.

On journeys of over 50 miles, or if the fuel gauge indicates it is necessary by showing only a quarter of a tank of fuel or less, users of the vehicle must replace the fuel used by refilling the tank. They can subsequently claim the cost back from the Trust by presenting receipts in the normal way. They must also write details in the User Log Book.

Only drivers who have passed an approved Proficiency Test and have a valid full driving licence with the correct driving categories will be allowed to drive school vehicles. No one under the age of 21 years is allowed to drive a Trust vehicle, for insurance purposes.

The loss of keys must be reported immediately, and the replacement cost will be the responsibility of the Department on whose behalf the vehicle was being used.

On all journeys, a list of the names of the travellers must be left with Reception (staff and students) along with contact telephone numbers, destination and estimated return time. On all journeys requiring a second member of staff, a working mobile telephone must be taken and the telephone number left at Reception before departure.

If in any doubt, ask for guidance before proceeding.