



Youth Space

Transportation of Young People Policy

This policy was adopted by the Youth Work Management Committee on **13th April 2011**

This policy will be reviewed annually.

- 1 Young people will not be transported without the prior consent of their parent/guardian.
- 2 Wherever possible there should be a non-driving adult in the vehicle.
- 3 Where it is not possible to have another adult in the car the driver will inform another leader and keep a log of the pick- up and drop- off time of the young people.
- 4 As far as possible drivers should not be alone with a young person.

DRIVERS

- 5 The driver will be over 25 years of age and have held a full UK driving licence for over two years.
- 6 The driver of the vehicle must ensure that they have adequate comprehensive insurance and that this covers them for church activities
- 7 Drivers with more than 6 points on their licence must inform the Youth Space Safeguarding Coordinator (Rev Susan McIvor)
- 8 Any driver with a conviction for drink-driving or drug-driving or reckless/dangerous driving will not be allowed to transport young people

- 9 No driver who is thought to be under the influence of alcohol or drugs will be allowed to transport young people
- 10 Volunteer drivers for Youth Space will be expected to complete the standard Youth Space volunteer recruitment procedures and relevant checks.
- 11 Minibus drivers will be a minimum of 25 years and a maximum of 69 years of age, have held a full UK driving licence for over two years, and have checked with their entitlement to drive the vehicle with the DVLA.

VEHICLES

- 12 The vehicle must be roadworthy
- 13 A seatbelt must be available and must be used by every individual in the vehicle
- 14 The total number of passengers in the vehicle must not exceed the passenger limit
- 15 All drivers must carry First Aid kits
- 16 Young people under 12 years of age must use a booster if they are less than 135cm in height (this does not apply if the journey is by taxi or an occasional journey)
- 17 When transporting young people a Youth Space Duty Card provided must be displayed on the dashboard.

YOUNG PEOPLE

- 18 Young people will sign and abide by the Youth Space Transport Code of Conduct

Youth Space Transport Code of Conduct

- ❖ I will board the vehicle only when permitted to do so by the driver or responsible adult
- ❖ I will wear the fitted seatbelt at all times
- ❖ I will remain seated at all times
- ❖ I will not damage the vehicle, or interfere with equipment fitted or carried in the vehicle
- ❖ I will conduct myself in an orderly manner and will make no actions that will distract the driver's attention eg. Shouting, screaming, throwing things
- ❖ I will respect the driver and other passengers in the vehicle
- ❖ I will not open the doors of the vehicle until I am told to do so – unless it is an emergency situation
- ❖ On leaving the vehicle I will observe the Highway Code at all times
- ❖ I understand that if I break this code of conduct Youth Space will not be able to offer to transport me to/from events

By signing this code I am agreeing to all the terms and conditions.

Name of Young Person :	
Signature:	
Date:	