

Little Oaks Day Nursery

Transport Procedure

At Little Oaks Day Nursery we are committed to providing a safe and secure environment for the children and staff. We have therefore set out a procedure that highlights how we will ensure children and staff are safeguarded whilst using nursery transportation during outings and during school runs.

Safety Checks

- All nursery vehicles will be purchased from a reputable garage to ensure they are safety checked before purchase.
- All vehicles must be taxed, insured and have a current MOT before use and these must be kept up to date by the responsible person.
- All _{vehicles} will be visually checked once a week to ensure they are road worthy and contain at least a quarter tank of fuel. These checks will include oil, wipers, tyres and looking for signs of damage or vandalism.
- All relevant documentation regarding nursery transportation must be kept at the nursery in a locked cabinet in case it is required and a copy of the insurance certificate and R.A.C cover kept in the vehicle in case of an accident or breakdown.

Suitable drivers

- All drivers must be managers or experienced Nursery Nurses and must lodge a copy of their current driving licence before being permitted to drive a nursery vehicle.
- All suitable drivers must be 21 or over with at least 6 months driving experience since passing their driving test.
- All suitable drivers are responsible for updating the manager in person if they have received a driving conviction.

Procedure for use of vehicles

- Before each use the driver must visually check the vehicle before use to ensure it is safe to drive.
- All staff should be given a set of keys and a phone assigned to that vehicle, which will not have internet connection or a camera, before leaving the premises. Staff must sign the vehicle register to identify which vehicle and phone has been taken. The phone should be checked to ensure it has a good battery life and belongs to the correct vehicle. All phones have been preset with the telephone numbers belonging to each vehicle and the nursery, in case of an emergency. All phone numbers are given to the person in charge should they also need to contact any drivers in case of an emergency.

- In the case of a school run driver they will also be provided with a clipboard containing a list of children they will be collecting. When collecting children ratios still apply and 1 member of staff will be able to collect a maximum of four children on their own or up to 6 children if they hold an EYP or Level 6 or a Teacher status.
- On a school run staff are not permitted to allow children to be left in a vehicle on their own and only staff with a current DBS check and paediatric first aid are permitted to be allowed out alone.
- All children should be seated on an appropriate car seat for their age/height/weight.
- Seatbelts should be fastened by an adult and checked to ensure they are fitted properly.
- On outings the manager in charge will be responsible for checking the vehicle is safe with the nominated driver and ensuring ratios are correct.
- All drivers must drive within the national speed limit.
- Drivers should only use the hands free system to answer the phone if they are driving on their own.
- Vehicles should be parked in a safe place for the children to get into the vehicle.
- Children should only be put into the vehicle from the pavement side or a safe car park.