

Transportation



This guidance document outlines factors that should be considered when organising transportation.

Private Arrangements

It is reasonable for Groups to place full responsibility on parents/carers/guardians for ensuring appropriate transport arrangements are made for participants to and from activities. This might include where a parent brings their child in their own car, where parents opt for carpooling or where a school brings a small group of participants on a minibus.

Group Transport Arrangements

Groups might choose to consider booking transport for a planned activity away from the usual venue, e.g. a day trip. Transportation options include: the private use of cars, hiring self-drive transport (such as minibus), or hiring a coach from reputable commercial company.

Safety Measure Considerations

When organising transportation for RDA activities, the Group has a responsibility to take reasonable steps to safeguard participants. RDA UK encourages volunteers/coaches/staff not to take participants on journeys alone in their car.

Safety measures that should be considered, include:

- Ensure you have a transport plan in place (see next section for more information)
- Share the transport plan with all parties to ensure everyone is aware of arrangements/expectations
- Ensure participants are aware of and comfortable with transport arrangements – this should be a conversation with someone who is not the designated driver
- Gain consent from parents/carers/guardians before transporting participants
- Establish suitability of driver through Safer Recruitment policy
- Ensure the driver has valid car insurance, MOT and driving license in place
- When using own car, drivers should check appropriate insurance cover is in place, e.g. business travel
- Participants should sit in the back of the car and, where possible, try to ensure there is more than one participant present
- Driver should have point of contact at Group and for each participant they are transporting (including contact details)
- Driver should have mobile phone, fully charged, for emergencies or breakdowns
- Have contact numbers for parents/carers/guardians and, if possible, an alternative contact number provided. Likewise, parents/carers/guardians should have a contact number for the Group contact.

Transport Plan

It is essential to have a plan for transporting before the trip goes ahead. The plan should include:

- Plan for the day
- Venue/destination information
- Clear expectation of drop off and collection times
- Mode of transport, e.g. car, minibus or coach

Source: [Guidance on transporting a child or young person in your car \(thecpsu.org.uk\)](https://www.thecpsu.org.uk)

- Emergency contact details of responsible person
- Late collection policy

Seatbelts

Participants should wear seatbelts at all times when travelling in a car. Passengers on minibuses and coaches must use seatbelts if fitted. Those over 12 years old or 135cm (whichever comes first), should use an adult seatbelt. Children under 12 years old or up to 135cm tall, must use the right type of car seat.

Source: [Child car seats: the law: Using a child car seat or booster seat - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/child-car-seats-the-law-using-a-child-car-seat-or-booster-seat)