



Transportation Policy

GENERAL

It should be noted that where possible parents are encouraged to deliver and collect their children during the holiday club. Our exclusive arrangements with schools mean that transportation for before and after school activities should not be required. However, if children are stranded or disadvantaged by this policy then individual arrangements may have to be set up. The authority to establish such an arrangement is via the Managing Director. Any such subsequent arrangements will follow procedures outlined below.

In Holiday periods, it may be necessary to move children to other locations. Again, the procedures outlined below must be followed at all times.

PROCEDURES

1. Only authorised vehicles are to be used. (These vehicles will be checked for their roadworthiness, seatbelts and suitability i.e. number of seats and child seats)
2. Only authorised drivers are to transport the children. Staff that fall into this category will need to produce evidence of their driving record.
3. Any person transporting children must produce evidence that they are insured to perform the journeys warranted.
4. If external transport is being used then only companies approved by the LA are to be used.
5. In all cases where children are transported there must be at least two suitably checked persons accompanying the children.
6. Children must only be delivered to authorised persons that are displayed on the registration form
7. It should be noted that JPAC Ltd assumes responsibility for the children as soon as they are handed over to use. Their safety is our responsibility and the same rules of engagement apply when the child is in or round the vehicle as they would if they were in the club.

RULES

Staff involved in the collection and delivery of children should understand that they are responsible for delivering safely the children to their appointed destination. This means that the most direct route should be taken at all times, the speed limits are fully observed and everyone wears a seat belt. Upon arrival at the appointed destination the staff must accompany the children to the delivery point.

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