

Use of Private Vehicles Guidance for Parents

Insurance Cover

It is not possible for the school to insure the use of private vehicles for parents or members of staff. While you need to be suitably insured, using your car as a parent does not require business cover as it does for members of staff.

Responsibilities

Many school activities cannot happen without parents offering to use their private cars to drive children and members of staff. Thank you for making it possible!

However, the school cannot take responsibility for your fitness to drive, your car's roadworthiness or the necessary insurance cover. These are formally all your responsibilities. There are no forms to complete and the school will not get involved in arranging journeys, car seats and anything else relating to the transport arrangements relying on your private vehicle.

To help you make sure all is in order, you may want to check the following is in place.

- Is your vehicle properly taxed?
- Has it got a current MOT Certificate?
- Is it roadworthy (lights, tyres, brakes etc.)?
- Have you got suitable insurance cover?
 - (Business cover only required for members of staff.)
- Are you medically fit to drive?
- Can you read a car number plate from 20 metres?
- Have you got an appropriate licence?
- Have you got suitable breakdown cover with roadside assistance?
- Will you ensure that pupils only travel in three-point seat belts?
- Will you place children on appropriate seats where required?
 - (See note further down.)
- Will you comply with the requirements of the Highway Code, including not using a mobile phone whilst driving?

Child Car Seats: The Facts

Children must normally use a child car seat until they're 12 years old or 135cm tall. Which child car seat to use depends on the child's weight:

Type of seat	Weight
Rear-facing baby seats	Babies up to 13kg
Forward or rear-facing baby seats	Children from 9 to 18kg
Forward-facing child car seats (booster seats)	Children from 15 to 25kg
Booster cushions	Children over 22kg

You must:

- Only use a child car seat with a seat belt that has a diagonal strap - unless it's specifically designed for use with a lap seat belt.
- Not fit a child car seat in side-facing seats.

All children must travel in rear seats (i.e. any seats behind the driver) if a child car seat or an adult seat belt isn't fitted.

Unexpected Journeys

If the correct child seat isn't available, a child over 3 years of age can use an adult seat belt if the journey is all of the following:

- Unexpected
- Necessary
- Over a short distance

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