

Transportation of Students in Personal Transport Policy

It may be necessary as part of your role to transport students in your private vehicle. By signing this document, you willingly agree to the safe transportation of students in your private vehicle. The transport of students in your private vehicle is voluntary and no employee shall be judged negatively by choosing not to sign this agreement or transport students in their private vehicle.

By signing this document, you are confirming that

- you hold a full and valid driving licence
- your vehicle is in roadworthy condition and meets all legal standards including car tax, MOT and that you have fully comprehensive business insurance in place, which permits the carrying of passengers
- you agree to ensure that all students wear seatbelts at all times

A copy of your current, valid business insurance and your driving licence (including paper document) must be submitted to the Director before you commence the transportation of students.

Should you fail to follow any aspect of this policy this will be treated as a disciplinary matter in accordance with the company's Disciplinary Policy.

If you are required to use your own car for company purposes, you will be entitled to claim expenses at the company's business mileage rate which covers fuel costs, this incorporates an element in relation to wear and tear and insurance.

Mileage is payable at a rate of 25p per mile.

I, _____ agree to follow the *Transport of Students in Personal Transport Policy* and agree to submit a copy of my full driving licence and fully comprehensive, valid business insurance prior to transporting Students.

I understand that this agreement will be reviewed every year and will become null and void should I become unfit to drive, disqualified from driving or my fully comprehensive business insurance expire.

SIGNED: _____

DATE: _____

