Travelling in Vehicles with Young people Policy

The Aim of this document is to provide information and guidance that should enable you to travel safely in vehicles with young people. This document is intended to cover use of personal vehicles, Project owned vehicles and hire of vehicles for the transportation of individual or groups of young people. Where possible it would be good to encourage the use of Public transport, although it is recognised that the opportunities to do this in a rural area are minimal.

It would be pertinent that in all cases of travelling with young people in a vehicle that you do the following:

- Make sure the young person has filled in an appropriate consent form for this journey (or consent has been given by parents for a range of activities of which travelling in a car/minibus is one)
- Plan a route and alternative route in case of roadworks/flooding
- Please consult www.bbc.co.uk/travel or www.bbc.co.uk/weather for latest updates for any long distance travel & route planning.
- Contact someone as you leave / arrive at your destination
- You may want to restrict the stops you would need to make during the journey, and so ensure that your vehicle has enough fuel for the journey and any additional detours.
- Please ensure that your line manager is aware of your contact details, and that your mobile/gps systems are charged. You should also be aware of the limitations of mobile phone signal and seek to assess availability of public phones as required.

USE OF PERSONAL VEHICLE

On the occasions that you use a personal vehicle for transporting a young person, the driver must ensure the following basic guidelines are adhered to:

- That the vehicle is appropriately Taxed and Insured for Business use.
- That the vehicle is roadworthy and serviced/MOT compliant.
- That personally you have an up to date motoring license.
- That you comply with the local laws in regard to equipment needed in the vehicle, such as First Aid Kits, emergency triangle, Hi Viz jackets.

If you are transporting an individual young person you will need to ensure that they are wearing safety seatbelts. In the unlikely event of transporting a young person under the age of 10 or under 134cm then they must be seated in a booster seat.

If travelling alone with a young person then please consider how suitable it is for them to be seated in the front passenger seat. For example, it may be better for conversations with the young person. It would also be pertinent to consider where the young person feels most comfortable.

In addition to the legality of the policy, it would be appropriate to equip your vehicle with a first aid kit, one of these is available with the TheO6 equipment and should be taken.

Please be aware of potential risks when giving lifts to members of the opposite sex. Do not give regular lifts and make sure you are not left alone at the end of a journey. Please arrange a route so that this situation is avoided. If it is unavoidable, or it is an isolated situation please ensure your line manager* is made aware.

Please refer to 'TheO6 working one to one' with young people for guidance in matters where you find yourself regularly with young people on a one to one basis.

USE OF A HIRE VEHICLE

The Following should be considered in addition to the guidelines suggested above:

That the vehicle is inspected before it is hired and deemed suitable for its intended use with young people

That the vehicle is returned in the condition that it is taken. Or report any faults to the hiring agency for them to follow up.

EXTRA GUIDELINES IN THE SITUATION OF THE USE OF A MINIBUS

The following should also be considered in addition to the guidelines above:

The Vehicle is appropriately taxed, serviced and in full working condition.

That the young people adhere to the safety guidelines that come with the hire of the minibus. For Example: such as seatbelts, or movement in the back area whilst the vehicle is moving.

That your driving license permits that you are allowed to drive a Minibus in this situation. You may need to undergo a PCV accredited training to permit you to do this.

Please return the vehicle with sufficient fuel for its next use.

* Line manager defined as the person who has managerial responsibility over you and your work within TheO6.

Signed ……**Chair** *(on behalf of the trustees)* Date ……

Date of Review **Sept 2026**