



Policy Name: Use of private motor vehicles by parents and staff to transport students to school activities	
Policy Code: ED 21	
Approved in:	February 2014
Next Review in:	February 2018
Cross References: This policy should be cross-referenced with the following: Excursion Policy; Volunteers policy; Child protection reporting procedures;	

INTRODUCTION:

The welfare and safety of children is of paramount importance. Staff and volunteers involved in off-site activities have a duty of care towards all children involved in activities. Breach of these guidelines may be dealt with under our Complaints Policy, Disciplinary Procedure and/or Procedure for Reporting Concerns about a Child. It may also result in legal proceedings against the individuals or organisations involved.

Aims:

The policy aims to provide practical guidance for transporting children to and from off-site activities, in a manner that keeps children safe whilst also promoting a safe operating environment for staff/volunteers.

Policy Statement:

1. Staff/volunteers should not be required to transport children in their own vehicles or use public transport.
2. The transporting of students in the private motor vehicles of parents or staff should only occur in those circumstances where there is no feasible option available to provide alternative transportation. Rental from an approved licensed transport company, or use of a Cayman Islands Government bus and approved driver should always be considered as the preferred option. (The list of approved carriers is available for the Department of Education Services).
3. If students are required to attend departmental activities away from the school and use of a private motor vehicle is the only transport option, parents or staff may provide transport to and from the activity subject to the following conditions:
 - a. The principal, or their delegate, must have carried out a risk assessment on the transport requirements.
 - b. The driver must never be responsible for supervision of children who are being transported. An additional member of staff/volunteer must accompany and supervise the children.



- c. All volunteers must have undergone a Royal Cayman Islands Police check and have evidence of such.
- d. The driver must hold a full Cayman Islands drivers license.
- e. The motor vehicle must be currently licensed for use on Cayman Islands roads
- f. The vehicle must be covered by a current Comprehensive vehicle insurance policy and confirmation should be obtained from the staff member's insurance company that the vehicle and all occupants will be covered in the event of an accident.
- g. The current driver's licence, car insurance and car registration details must be viewed and copied by the principal prior to giving permission for students to be transported in the vehicle.
- h. Written permission from the parent(s) of the student(s) being transported is obtained.
- i. The number of passengers in the vehicle must not exceed the number of seat belts or in the case of larger vehicles, the number of passengers that the vehicle may be licensed to carry.
- j. The driver is responsible for all passengers being properly restrained in a seatbelt or approved child restraint.
- k. The driver must conform to Cayman Islands road rules at all times.

ROLES AND RESPONSIBILITIES:

The Ministry of Education will:

- Establish educational policy in relation to use of private motor vehicles by parents and staff to transport students to school activities, in consultation with key stakeholders;
- Provide guidance documents and advice to support implementation of this policy by the Department of Education Services and schools;
- Ensure endorsement of the policy by Education Council prior to implementation;
- Distribute and promote awareness of this policy, related guidance documents and procedures.

The Department of Education Services will:

- Ensure the effective implementation of this policy by:
 - Establishing clear expectations, timelines and accountabilities for DES officers and school staff;
 - Monitoring the compliance of schools with this policy and taking action to remediate non-compliance;
 - Reporting any issues arising from the implementation of this policy to the Ministry in a timely manner;
 - Brokering and additional support required.

School leaders will:

- Ensure that all staff are aware of the national policy and its implications for their practice;



- Ensure all staff have access to copies of the national policy;
- Develop a use of private motor vehicles by parents and staff to transport students to school activities code of practice, in consultation with their school community, particularly the Parents and Teachers Association, that conforms to the remit of the ministry policy and procedures;
- Ensure their school’s code of practice is consistently implemented within their school
- Ensure that a risk assessment has been carried out prior to any use of a private vehicle to transport students.
- Document, and communicate to their Senior School Improvement Officer, any significant issues arising from the implementation of this policy.

School staff will

- Make themselves aware of the national use of private motor vehicles by parents and staff to transport students to school activities policy and its implications for their practice;
- Support the effective implementation of the policy and school’s code of practice and fulfil their identified roles.

GUIDANCE

Risk Assessment checklist for school principals relating to use of private vehicles to transport students

Valid Driver’s Licence

Name and photo	(match to the driver)	Y/N
Valid date	(check expiry)	Y/N
Valid class	(Check class of vehicle against the class on the licence)	Y/N

Valid Vehicle Insurance

Name is the same as the driver	Y/N
Valid date (check it is a current policy)	Y/N
Comprehensive policy	Y/N
Confirmation from insurers that all occupants are covered (letter/email)	Y/N

Valid Vehicle Registration

Private vehicle (not a rental)	Y/N
Current Road Tax (check date to ensure it is current)	Y/N
Current certificate of roadworthiness (check date to ensure it is current)	Y/N

Parental permission (letter/email in advance) Y/N



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Car – visual check

Number of working seat belts (check number and function) = or > number of students	Y/N
Number of passengers licensed to carry = or > number of students on excursion	Y/N
Visual inspection - satisfactory (tyres, general condition)	Y/N