

# Three Counties Academy Trust



## Vehicle Policy

#HS15

Last amended 13<sup>th</sup> January 2026 (v1.1)

Subject to periodic amendment. To be reviewed in full no later than 12<sup>th</sup> January 2029

## Version history

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## Common abbreviations and acronyms

<b>AA</b>	Admissions Authority	<b>GPA</b>	Government Procurement Arrangement
<b>AAI</b>	Adrenaline Auto-Injector (Epi Pen)	<b>HASH</b>	Herefordshire Association of Secondary Heads
<b>ACM</b>	Asbestos Containing Materials	<b>HBV</b>	Honour Based Violence
<b>AFH</b>	Academies Financial Handbook	<b>HR</b>	Human Resources
<b>AHT</b>	Assistant Headteacher	<b>H&amp;S</b>	Health and Safety
<b>AIR</b>	Attendance Intervention Reviews	<b>HoS</b>	Head of School
<b>APIs</b>	Application Programme Interfaces	<b>HSE</b>	Health and Safety Executive
<b>BAME</b>	Black, Asian and Minority Ethnic Backgrounds	<b>ICO</b>	Information Commissioners Office
<b>BCP</b>	Business Continuity Plan	<b>IHP</b>	Individual Healthcare Plan
<b>BFR</b>	Budget Forecast Return	<b>IRMS</b>	Information and Records Management Society
<b>CAMHS</b>	Child and Adolescent Mental Health Services	<b>IWF</b>	Internet Watch Foundation
<b>CEO</b>	Chief Executive Officer	<b>KCSIE</b>	Keeping Children Safe in Education
<b>CFO</b>	Chief Financial Officer	<b>KS1/2/3/4</b>	Key Stage 1/2/3/4
<b>CIF</b>	Condition Improvement Fund	<b>LAC</b>	Looked After Child
<b>CIN</b>	Child in Need	<b>LADO</b>	Local Authority Designated Officer
<b>CLA</b>	Children Looked After	<b>LGB</b>	Local Governing Body
<b>CMIE</b>	Child Missing in Education	<b>LLC</b>	Low-Level Concerns

<b>COO</b>	Chief Operating Officer	<b>LSA</b>	Learning Support Assistants
<b>COSHH</b>	Control and Substances Hazardous to Health	<b>MASH</b>	Multi-Agency Safeguarding Hub
<b>CP</b>	Child Protection	<b>MAT</b>	Multi-Academy Trust
<b>CPD</b>	Continuing Professional Development	<b>MFA</b>	Multi-Factor Authentication
<b>CSCS</b>	Children's Social Care Services	<b>MFL</b>	Modern Foreign Language
<b>CSE</b>	Child Sexual Exploitation	<b>NCSC's</b>	National Cyber Security Centres
<b>CTIRU</b>	Counter-Terrorism Internet Referral Unit	<b>NPQEL</b>	National Professional Qualification in Executive Leadership
<b>CWD</b>	Children with Disabilities	<b>PA</b>	Persistent Absence
<b>DBS</b>	Disclosure and Barring Service	<b>PAN</b>	Published Admission Number
<b>DDSL</b>	Deputy Designated Safeguarding Lead	<b>PECR</b>	Privacy and Electronic Communications Regulations
<b>DfE</b>	Department for Education	<b>PEP</b>	Personal Education Plan
<b>DHT</b>	Deputy Headteacher	<b>PEEP</b>	Personal Emergency Evacuation Plan
<b>DSE</b>	Display Screen Equipment	<b>PEx</b>	Permanent Exclusion
<b>DSL</b>	Designated Safeguarding Lead	<b>PLAC</b>	Previously Looked After Child
<b>DPO</b>	Data Protection Officer	<b>PP</b>	Pupil Premium
<b>EAL</b>	English as an Additional Language	<b>PSHE</b>	Personal, Social and Health Education
<b>ECT</b>	Early Career Teacher	<b>PSED</b>	Public Sector Equality Duty

<b>EHA</b>	Early Help Assessment	<b>PTFA</b>	Parent, Teacher and Friends Association
<b>EHCNA</b>	Education, Health and Care Needs Assessment	<b>RIDDOR</b>	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
<b>EHCP</b>	Education, Health and Care Plan	<b>RHE</b>	Relationships and Health Education
<b>EHE</b>	Elective Home Education	<b>RSHE</b>	Relationships, Sex and Health Education
<b>ELSA</b>	Emotional, Literacy and Support Assistant	<b>SALT</b>	Speech and Language Therapist
<b>ESFA</b>	Education and Skills Funding Agency	<b>SARC</b>	Sexual Assault Referral Centre
<b>EVC</b>	Educational Visit Coordinator	<b>SBM</b>	School Business Manager
<b>EWO</b>	Education Welfare and Safeguarding Support Officer	<b>SCCs</b>	Standard Contractual Clauses
<b>EYFS</b>	Early Years Foundation Stage	<b>SDQ</b>	Strengths and Difficulties Questionnaire
<b>FBV</b>	Fundamental British Values	<b>SEMH</b>	Social, Emotional, and Mental Health
<b>FGM</b>	Female Genital Mutilation	<b>SENC</b>	Special Educational Needs Coordinator
<b>FOI</b>	Freedom of Information	<b>SEND</b>	Special Educational Needs and Disabilities
<b>FSM</b>	Free School Meals	<b>SLA's</b>	Service Level Agreements
<b>FTS</b>	Find a Tender Service	<b>STEM</b>	Science, Technology, Engineering and Maths
<b>GAG</b>	General Annual Grant	<b>TA</b>	Teaching Assistant
<b>GDPR</b>	General Data Protection Regulation	<b>TCAT</b>	Three Counties Academy Trust
<b>GIAS</b>	Get Information about Schools	<b>VSH</b>	Virtual School Headteacher

## **Statement of intent**

Three Counties Academy Trust (TCAT) is dedicated to ensuring the safety of our pupils; therefore, our schools are committed to taking all reasonable steps to prevent hazardous incidents occurring. This policy aims to protect the safety of all staff members, pupils, parents, volunteers and visitors using vehicles on our premises.

We encourage pupils to walk or cycle to school; however, we recognise that this is not always possible. Where possible, our schools provide secure parking facilities for staff, pupils, parents, volunteers and visitors to utilise which can be limited due to local conditions; however, we do not take any responsibility for the damage or theft of vehicles on any TCAT premises.

**N.B: For the purpose of this policy, the term “vehicle” refers to all motor vehicles, including motorbikes and mopeds, and also includes bicycles. Where this policy specifically refers only to a bicycle, including electric-powered bicycles, we have used the term “bicycle.”**

**NB. Where the term “parent” or “parents” is used this includes those who act as carers or have parental responsibility.**

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Road Vehicles (Construction and Use) Regulations 1986
- Health and Safety at Work etc Act 1974
- The Management of Health and Safety at Work regulations 1999
- Department of Transport (2010) 'Motorcycle helmets, visors and goggles'
- HSE (2014) 'A guide to workplace transport safety'

Where legislation has been passed or updated during the shelf life of this policy, we will always apply the latest version available irrespective of the version quoted here.

This policy operates in conjunction with the following policies:

- Behaviour Policy
- Adverse Weather Policy (GN4)
- Minibus Policy (GN10)
- Health and Safety Policy (HS1)
- Driving at Work Policy (HS9)

Central TCAT policies have the policy number identified, e.g. "SG1". Where no policy number is identified this indicates the policy is a school specific policy available from an individual TCAT school's website.

## 2. Roles and responsibilities

The Trust Board and where delegated the Local Governing Bodies will be responsible for:

- Ensuring effective health and safety procedures are in place within each school
- Overseeing the implementation of health and safety procedures

- Monitoring the effectiveness of health and safety procedures and ensuring improvements are made where necessary

Headteachers/Heads of School will be responsible for:

- Ensuring that this policy is followed at all times
- Ensuring measures are in place to protect the safety of staff, pupils, parents, volunteers and visitors while they are on their school premises
- Ensuring that all relevant staff, parents, pupils, volunteers and visitors are aware of the rules and regulations concerning the use of motor vehicles and bicycles on TCAT property
- Ensuring that all pupils and staff members understand the correct procedure to report hazards and accidents
- Ensuring that staff members are informed of the rules and regulations regarding vehicles as part of their induction process
- Within our secondary settings, ensuring that pupils of driving age are informed of the rules and regulations regarding vehicles on the school premises
- Ensuring that pupils who cycle to school on a bicycle are informed of the rules and regulations regarding vehicles on the school premises
- Ensuring pupils are adequately supervised by members of staff around parked, stored or moving vehicles on the school premises and, where required, the immediate school surroundings
- Monitoring the gate duty team and the vehicle safety systems implemented in order to continually assess their effectiveness and introduce any improvements

The Trust Estate Manager will be responsible for:

- Ensuring, where possible, there are appropriate and safe parking facilities, which can be accessed by members of staff, pupils, parents, volunteers and visitors
- Ensuring, where possible, there are a sufficient number of disabled parking bays and that these are clearly signed
- Ensuring adequate signage and road markings regarding traffic control measures are installed
- Completing the administration for vehicles on TCAT property, e.g. ensuring vehicles have suitable insurance
- Reinforcing that all relevant staff, parents, pupils, volunteers and visitors are aware of the rules and regulations concerning the use of motor vehicles and bicycles on TCAT property
- Reinforcing that all pupils and staff members understand the correct procedure to report hazards and accidents

- Ensuring all staff members have the appropriate road safety training in order to supervise pupils around parked, stored and moving vehicles on TCAT premises and, where required, the immediate area
- Arranging the layout and structure of the school car park, as well as configuring different vehicle and pedestrian pathways

Staff members will be responsible for:

- Ensuring that pupils are made aware of the consequences of behaving in an inappropriate manner around vehicles
- Ensuring that pupils of driving age are aware of the consequences of poor driving behaviour on the school premises
- Ensuring that pupils using bicycles to travel to and from school are aware of the consequences of poor cycling behaviour while on the school premises
- Providing the details of their vehicle when they begin working for TCAT, and at any point they change their vehicle
- Where directed, supervising pupils around parked, stored and moving vehicles on their school premises and, where required, the immediate area

Staff performing duties in areas where vehicles are on the premises will be responsible for:

- Patrolling the school gate at the beginning and end of the day, as well as during lunch time
- Ensuring pupils conduct themselves in an appropriate manner around vehicles on the premises
- Ensuring they wear high-visibility jackets when on patrol.

Pupils of driving age will be responsible for:

- Seeking approval for a vehicle from their Headteacher/Head of School prior to a vehicle entering the school's premises
- Ensuring that all necessary documents have been evidenced, including registration, insurance and driving licence documents
- Taking full responsibility for any vehicles brought onto any TCAT premises
- Ensuring that they, and any passengers, act in accordance with this policy at all times
- Their own safety while driving a vehicle, as well as the safety of any passengers
- The security of their vehicle when parked on TCAT property
- Knowing what PPE is needed for driving their vehicle, e.g. helmets
- Providing their necessary safety gear

- Respecting the safety of pedestrians and other vehicles using, parking, accessing, egressing any TCAT site
- Ensuring that the law is abided by at all times, including speed limits and the Highway Code
- Respecting pedestrians and the local community when using vehicles in the surrounding area

Pupils using a bicycle on TCAT premises will be responsible for:

- Taking full responsibility for any bicycles brought onto the premises
- Ensuring that they act in accordance with this policy at all times
- Their own safety while using a bicycle
- The security of their bicycle when stored on TCAT property
- Knowing what PPE is needed for the use of their bicycle, e.g. helmets
- Providing their necessary safety gear
- Respecting the safety of pedestrians and other vehicles using, parking, accessing, egressing any TCAT site
- Ensuring that the law is abided by at all times, including speed limits and the Highway Code
- Respecting pedestrians and the local community when using a bicycle in the surrounding area

All pupils will be responsible for:

- Behaving appropriately around all vehicles on their school premises, including vehicles that are parked
- Adhering to road safety advice at all times

TCAT and our schools will not be responsible for the health and safety of pupils once they have left school premises unless they are under the supervision of a staff member on authorised school business.

TCAT will not accept any responsibility or liability for damage to any vehicle, or vehicle accidents that occur at any time on TCAT premises, except in the event this was due to pupils' behaviour and/or a lack of staff supervision.

### **3. Entering and leaving TCAT premises**

At the beginning and end of each day, designated staff members will patrol their school gate to ensure that pedestrians and vehicles are segregated when entering and leaving the premises.

The correct route for driving on each school premises will be made clearly visible by the use of road markings.

Drivers and cyclists will ensure that they use the route outlined and do not enter the pedestrian areas.

All motor vehicles will be expected to enter and leave TCAT premises in a controlled and orderly fashion, with the speed restricted to 5mph.

Access via the school gate will not be restricted during the school day in our primary settings; however, drivers are expected to conduct themselves as if it was the beginning or end of the school day by driving with caution. In our secondary settings access via the school gate is via intercom-controlled access.

Disabled drivers will be required to display their blue badge parking permit at all times when on TCAT property when parked in a disabled bay.

Visitors on the school premises will sign in at the school office and may be asked to provide their registration details.

Vehicle noise will be kept to a minimum at all times when on TCAT premises, including whilst waiting to leave the property.

When entering any TCAT school premises, drivers will take extra caution.

At the end of the day, drivers will be expected to form an orderly queue to exit the school gate safely.

Motor vehicle drivers will turn off their engines whilst waiting to leave the property if unduly delayed – this will also apply to EVs.

Vehicles will not be allowed to exit until it has been signalled that it is safe to do so by duty staff where duty staff are present.

#### **4. Behaviour**

As representatives of their school, pupils are expected to act in a polite and respectful manner at all times – this includes whilst using a vehicle.

In our secondary settings, the Headteacher/Head of School will have the power to withdraw a pupil's parking permit at any time if they believe that the driver is not obeying this policy or is acting inappropriately and/or irresponsibly.

Incidents of unacceptable behaviour or dangerous driving will be reported immediately to a member of the SLT.

In our secondary settings, all staff members will hold the right to stop a pupil from driving their vehicle on school property if they believe that the driver is acting irresponsibly or in an inappropriate manner.

Any pupil involved in an incident of unacceptable behaviour in or around a vehicle on TCAT property will be dealt with by a member of the SLT of that school in line with the school's Behaviour Policy. The SLT will ensure they have recorded the incident and issued the appropriate disciplinary action.

All drivers will conduct their behaviour in accordance with instructions indicated on signage and road markings.

In our secondary settings, all pupils driving a vehicle will show respect when being directed or instructed by a member of staff.

## **5. Parking**

Where possible, TCAT schools will provide parking facilities on the school premises, subject to available space, which will be clearly marked using signage and road markings.

The school's parking area will:

- Be clearly signposted
- Not impede traffic routes
- Ensure pedestrians and vehicles are kept segregated
- Allow clear visibility for both drivers and pedestrians
- Be firm, level and well drained
- Be well lit
- Be in good distance to the school's buildings

Barriers, posts and floor signage and demarcation will be used in order to prevent vehicles parking in unauthorised parking areas.

Motorbikes and mopeds where possible will have a designated parking area.

There will be a separate designated bicycle parking area which is away from motor vehicles. This area provides a place for pupils to securely lock their bike.

It is the responsibility of the pupil to provide a suitable and secure locking mechanism for their bike.

Hedges and shrubs within the parking areas will be cut down or maintained in order to ensure maximum visibility for the driver.

Each school will provide adequate lighting in the parking areas, which will be maintained and tested on a regular basis.

The Trust Estate Manager will ensure that barriers, signage and markings in any TCAT school car park are well maintained.

Duty staff will take reasonable measures to ensure that pedestrians do not use the car park as a shortcut. This rule will be reiterated to pupils through assemblies and regular monitoring.

Consistent usage of incorrect parking areas or not following the road markings and/or signage could result in disciplinary action.

Under no circumstances will pedestrian areas, e.g. the school playground, be used as an 'overspill' car park, unless pedestrians and vehicles can be safely segregated.

Each school as far as they are able, will provide suitable turning areas to allow vehicles to turn and reverse safely.

Motor vehicle drivers will not leave their vehicles unattended until the parking brake has been firmly applied, the engine has been switched off, the starter key has been removed, and any mounted equipment has been lowered or secured.

## **6. Motorbikes and mopeds**

In our secondary settings, permission from the pupil's Headteacher/Head of School will be sought before they can bring their motorbike or moped onto the school premises.

Drivers of motorbikes and mopeds will only park in the designated area for motorbikes and mopeds where such an area has been provided.

Drivers of motorcycles and mopeds will park their vehicles at their own risk; TCAT is not liable for any damage or loss caused.

It will be the driver's responsibility to ensure that the vehicle is parked securely, using the correct locking and anti-theft systems.

In our secondary settings, when driving these vehicles, pupils who are not wearing the correct PPE will be required to attend a meeting with the Headteacher/Head of School to discuss the issue further.

PPE will be the responsibility of the driver.

In our secondary settings, if staff members believe a pupil to be at danger due to the lack of PPE when driving a motorbike or moped, the Headteacher/Head of School will inform the pupil's parents of the issue.

Drivers of motorbikes and mopeds will abide by the same rules as other drivers, such as having a speed restriction of 5mph.

Drivers of motorbikes and mopeds will be able to store their PPE at a designated location for the duration of the school day.

## **7. Bicycles**

Pupils will be encouraged to cycle to and from school along designated routes to maximise safety.

Permission will not need to be sought prior to using a bicycle on TCAT premises.

Cyclists will ensure that the bicycle is stored securely, using the correct locking and anti-theft systems.

Cyclists will provide and use the correct PPE, including a suitable helmet and reflective gear.

Cyclists will be able to store their PPE at a designated site for the duration of the school day.

## **8. Speed and control**

Fixed traffic-calming measures may be in place within TCAT premises. Where present, all traffic-calming measures will be clearly signposted.

The Trust Estate Manager will identify appropriate traffic-calming measures, which will then be discussed and agreed upon by the Trust Board.

Vehicles will be restricted to 5mph throughout TCAT premises, including the car parks and surrounding area of each school gate.

The SLT, duty staff and other staff members will regularly monitor the speed of vehicles.

## **9. Idling**

Subject to exceptions determined by the Headteacher/Head of School, drivers of vehicles will not allow their vehicles to idle while on TCAT premises, in order to reduce noise and air pollution. This will also apply to EVs.

The Headteacher/Head of School in consultation with the Trust Estate Manager, will determine and enforce regulations to allow limited idling, such as when operating equipment to accommodate pupils with disabilities or to defrost windshields when required for safe vehicle operation.

Where possible, the Headteacher/Head of School will identify an indoor waiting area for individuals waiting to pick up pupils from their school, in order to reduce idling on school premises.

The idling of delivery vehicles when loading or unloading will be prohibited. Where the use of engine idling is needed to facilitate the delivery (such as a fuel delivery), these deliveries will not take place during school hours where possible.

## **10. Vehicle safety**

All vehicles purchased, leased or hired by TCAT are investigated by the CFO beforehand to check they are suitable for the purpose intended and for the health and safety of employees and the public.

Where appropriate, vehicles will have driving aids and other safety devices, e.g. reversing alarms, proximity sensors and camera systems.

The Trust Estate Manager will ensure that vehicles owned or leased by TCAT are maintained in line with the manufacturer's recommendations and the appropriate MOT test is conducted on an annual basis.

The Trust Estate Manager will routinely inspect any vehicles owned or leased by TCAT – defects are recorded and repaired as soon as possible, and the vehicle is not used until it is safe to do so.

## **11. Adverse weather**

In the event of adverse weather, drivers will take extra caution.

Parking areas at TCAT premises will be appropriately gritted and measures will be taken to ensure the safety of pupils, in accordance with TCAT's Adverse Weather Policy.

Drivers entering TCAT grounds during adverse weather will do so at their own risk.

## **Monitoring and review**

This policy will be reviewed in line with the published schedule at the front of this document and at any point material changes require it by the Executive Headteacher/CEO in collaboration with the Board appointed Trustee, the Trust Board and Executive and Senior Leadership.

Any changes made to the policy will be amended by the Executive Headteacher/CEO and will be communicated to Executive Leaders, the TCAT Central Team and to Headteachers/Heads of School, who, in turn, will alert school-based staff.

The next scheduled full review date for this policy is 12<sup>th</sup> January 2029.

Signed by:

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Executive Headteacher/CEO

Date: \_\_\_\_\_

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Board appointed Trustee

Date: \_\_\_\_\_

## Appendix A: Pupil Permission Form for Vehicles



This form is to be completed and returned to the school office for the attention of your Headteacher/Head of School. This form will be kept at school on file, and all documents will be returned to the pupil. You must wait to receive permission from your Headteacher/Head of School before bringing a vehicle on to school site. You may only request permission to use vehicles you are legally permitted to operate.

Name of pupil			
Year group		Date of birth	
Address			
Vehicle registration number			

Pupils bring their vehicles to school at their own risk; TCAT and our schools are not responsible for the security of any motor vehicle parked on our premises and will assume no financial responsibility for damage caused by vandalism or theft.

**The driver of the vehicle must:**

1. Assume all financial responsibility for the vehicle should it be damaged
2. Adhere to TCAT's Vehicle Policy at all times
3. Drive sensibly, exercising extreme caution and moving slowly around and near the school site. Particular attention must be given to the safety of pedestrians on the site
4. Drive in the manner required; otherwise, the Headteacher/Head of School may prohibit the vehicle from being used on the school site
5. Ensure their personal safety through the use of personal protective equipment, e.g. helmets, where necessary
6. Provide the following documentation when applying for a permit to use their vehicle on any TCAT school site:
  - Driving license
  - Certificate of completion of an approved training course for motor vehicles (if required)
  - Motor vehicle certificate of insurance or a cover note
  - MOT certificate if applicable

<b>Signature of driver</b>	
<b>Signature of parent/carer</b>	
<b>Signature of Headteacher/Head of School</b>	

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For office use only: Permit issued