

Peak Time Kids Club

Transporting Children Policy

At Peak Time we pick up children from local schools in the Hope Valley for After School Club, as arranged with parents and staff at the schools. We have 3 staff members and 3 committee members on the Car Business Insurance who are all legal and able to transport children, all staff and committee members must produce their current driving licence before being allowed to drive on Peak Time business. For photocard licences both parts of the licence must be produced. A copy will be retained.

It is the responsibility of each member of staff and committee member to notify Peak Time without delay of any points which are endorsed on their licence, and the offence of which these were imposed, or if they are disqualified from driving. Driving licences will be checked annually and staff /committee members must notify Peak Time of any medical condition which may affect their ability to drive.

The following must be taken into account:

- Passenger Safety
- Competence of the Driver
- Traffic Conditions
- Contingency funds and arrangements in case of breakdown / emergency
- Weather
- Journey time and distance
- Appropriate seat belts or restraints must be used and fastened (see below for requirements)
- The transport must have a first aid kit
- A mobile phone should be carried by each staff/committee member
- Before setting out, ensure suitable mechanical checks are undertaken in relation to the vehicle

Seat Belts/Restraints

	Front Seat	Rear Seat	Whose Responsibility
Driver	Adult seat belt must be worn	N/A	Driver
Child from 3 years of age to 12 years of age or under 135cms in height (approx. 4'5") or 12 th birthday, whichever they reach first	Correct child restraint must be used based on their height or weight	Correct child restraint must be used where seat belts fitted. Must use adult belt in rear seat if correct child restraint not available: <ul style="list-style-type: none"> - In a taxi or minicab; or - In a minibus, coach or van; or - On an unexpected journey and for a short distance e.g. an emergency; or - If there is no room for another car seat 	Driver
Child over 12 years	Adult seat belt must	Adult seat belt must be worn	Driver

old, or over 135cms in height	be worn		
Adult Passengers	Adult seat belt must be worn	Adult seat belt must be worn	Adult Passenger

Driver Responsibilities

It is the driver on duty responsibility to:

- Check the condition of the vehicle before each journey. The driver is responsible for its road worthiness
- Check that the first aid kit is in the vehicle
- Not to drive whilst under the influence of any amount of alcohol, drugs or medication
- Drive safely and within the law. Any fines incurred, including for parking, are the responsibility of the driver.
- Ensure that the vehicle is left clean and tidy inside
- Report any damage done to the vehicle

Emergency Procedures

The following procedures must be followed in the event of any emergency, including accidents.

1. Park the vehicle in a safe place
2. Ensure the Children/ Adults remain in the vehicle, unless its obviously dangerous to do so
3. Alert the appropriate services (Fire, Police, Ambulance)
4. Notify Rebecca Lambert or Laura Hammer as soon as possible.

Use of Own Vehicles

Staff /committee members will only be allowed to use their own vehicles when specifically authorised. Peak Time's car must always be used when available.

It is the driver's responsibility to ensure that their insurance covers them to drive their own vehicle for business use. Any additional cost is the responsibility of the driver.

Drivers who intend to use their own vehicles will be required to produce proof of insurance cover, vehicle licence, an MOT certificate (if appropriate) and service history before using the vehicle. Copies will be retained and these will be checked annually.

If Children are to be carried the vehicle must be fitted with appropriate seat belts, personal restraints and/or booster seats for the size and ages of the children, complying with latest legislation at all times. Four door vehicles must have childproof locks.

A first aid kit should be carried in the vehicle when Children are being carried. This will be provided by Peak Time.

It is illegal to smoke in a vehicle being used for business purposes when passengers are carried.

A child restraint is a baby carrier, child seat, harness or booster seat appropriate to the child's weight. There are four groups of restraints designed for children of different weights, these are:

Group 0 and Group 0+

These are baby seats – rear facing and for children up to 10kg and up to 13kg respectively and aged approximately from birth to 9-12 months.

Group 1

Forward and rearward facing child seats for children weighing 9kg to 18kg and aged approximately 9 months to 4 years

Group 2

Booster seats designed for children from 15kg to 25kg and up to 36kg and aged approximately 4 to 6 years and over, these may or may not have backs.

Group 3

Booster cushions, for children from 22kg and up to 36kg and aged from approximately 6 years, these generally do not have backs sometimes they start at 15k