

MIAG



Driving at Work Policy

Ratified by Chair of Govs:

Signed by.....

Date10/6/25.....

Purpose

This policy sets out MIAG's (Meeting Individual Aspirations & Goals) expectations and procedures for staff who drive vehicles on behalf of the organisation, including for learner transport. The aim is to ensure safe, legal, and responsible driving practices and the wellbeing of all passengers—particularly vulnerable learners with SEMH and/or SEND.

Scope:

This policy applies to:

- ✚ All MIAG staff who drive for work-related purposes (including learner transport, trips, or errands)
 - ✚ Any use of personal or company vehicles for work-related driving
 - ✚ Staff transporting learners to or from home, activities, or educational settings
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Responsibilities:

MIAG Responsibilities

MIAG will:

- ✚ Ensure all drivers are appropriately vetted and trained
- ✚ Check driving licences and relevant documents annually
- ✚ Maintain appropriate insurance, MOT, and servicing for MIAG-owned vehicles
- ✚ Provide risk assessments and safeguarding training related to transport
- ✚ Keep up-to-date transport logs and journey records
- ✚ Ensure vehicles used are roadworthy and suitable for transporting learners with SEND

Driver Responsibilities

All drivers must:

- ✚ Hold a valid, clean UK driving licence appropriate for the vehicle class
- ✚ Notify MIAG immediately of any points, convictions, or medical changes
- ✚ Ensure any personal vehicle used is fully insured for business use, taxed, and has a valid MOT
- ✚ Perform basic vehicle safety checks before each journey
- ✚ Report any accidents, damage, or incidents immediately
- ✚ Never use a mobile phone while driving (including hands-free unless safe/legal)
- ✚ Follow all traffic laws and drive considerately
- ✚ Ensure the safety, dignity, and comfort of learners being transported

Transporting Learners

MIAG is committed to the safe and respectful transport of vulnerable learners. All drivers must:

- ✚ Follow safeguarding procedures including behaviour management and lone-working protocols
- ✚ Ensure learners are appropriately seated and wearing seatbelts
- ✚ Keep a transport register and emergency contact details
- ✚ Never transport learners alone unless agreed in advance and part of a formal transport plan
- ✚ Ensure appropriate staff ratios for higher-needs learners or where risk assessments indicate

Vehicle Standards:

- ✚ All vehicles must be roadworthy, clean, and suitable for learner needs
- ✚ Seats, belts, and restraints must comply with safety standards
- ✚ Appropriate signage (e.g., "Children on Board") should be used as needed
- ✚ Vehicles must be equipped with basic first aid kits and breakdown equipment

Insurance and Documentation:

- ✚ MIAG will ensure vehicles owned or leased by the organisation have business insurance
- ✚ Staff using personal vehicles must provide evidence of:
 - Business use insurance
 - Valid MOT and road tax
 - Vehicle registration and maintenance history (on request)

Risk Assessment

- ✚ A risk assessment must be completed for any transport activities involving learners
- ✚ Considerations include: learner needs, supervision, route safety, weather, and journey length
- ✚ Emergency procedures must be communicated and accessible

Fatigue and Fitness to Drive:

Drivers must:

- ✚ Not drive while under the influence of alcohol, drugs, or medication that impairs driving
- ✚ Not drive when overly tired, unwell, or emotionally unfit
- ✚ Take regular breaks and avoid excessive hours behind the wheel

Accidents and Breakdowns:

In the event of an incident:

- ✚ Ensure safety of learners first
- ✚ Contact emergency services if needed
- ✚ Notify MIAG management immediately
- ✚ Complete an incident/accident report form as soon as possible

Training

All driving staff will:

- ✚ Receive appropriate induction, safeguarding, and transport-related training
- ✚ Be supported through ongoing checks and professional development where required (e.g., MIDAS or behaviour management)

Monitoring and Review:

This policy will be reviewed **annually** or when significant changes to legislation, insurance, or organisational practice occur.