



## TRANSPORT POLICY & PROCEDURES

### Principles:

- a. The Let's Play Project exists to enable access to mainstream play and leisure for disabled young people and vulnerable adults in Banbury.
- b. The Let's Play Project provides trained Play Workers to accompany young people to play and leisure settings after school and during the holidays.
- c. The Let's Play Project also runs theme days and day trips for families and friends.

### **1. Policy:**

#### **1.1** During after school sessions at the Hub:

At the beginning of each after school club session there will be a core member of staff in charge of the front gate who will be easily identified by a high visibility jacket. They will be responsible for opening and closing the gate and checking in all transport. Members of staff during the session are required to be ready to collect their young person from the transport to inside. The gates will be automatically locked at 4 pm and if for any reason there are late arrivals, the gates will be unlocked by the core member of staff to allow them access and then gates locked again immediately.

#### **1.2** The Let's Play Project emphasises the need for parents or carers to take the initiative in providing transport:

- a. The Let's Play Project expects parents/guardians to transport their children/young people/vulnerable adults wherever possible. However, in the event of particular hardship, we would encourage parents/guardians to apply for help with meeting the cost of transport, for example, through funding available from the County Council.
- b. If such support is unavailable The Let's Play Project may choose to subsidise transport costs. The arrangements in these cases will be made by the parents in consultation with the activities Manager.



### **1.3 Use of staff cars:**

- a. In the case where a member of staff's car is needed to transport children they must have parent's permission and business insurance.
- b. Cars should only be used if the insurance states "business use" and a copy of this should be kept on their file in the office.
- c. Staff are expected to ensure that seat belts and child locks are used and are in good working order.
- d. An ambulance should be called in a major emergency, see Health and Safety Policy PP14, and Risk Assessments (blank copy held in Policy file in office).

### **1.4 Use of hired/loaned minibuses, coaches and taxis:**

- a. When using hired or loaned transport the Let's Play Project will ask the company/organisation to confirm that all vehicles have been checked for appropriate safety mechanisms and restraints (**See Appendix A**).
- b. If Let's Play encounter any issues with transport provided by the County Council a Core member of staff should inform OXCC Transport Department on 01865 323795. If a young person hasn't been dropped off by transport and Let's Play has contacted parents and they should be at the session. The session leader will contact the bus company. The contact details are in the yellow activity folder in the main room.
- c. The Let's Play Project will provide training for Play Workers in the use of safety restraints and mechanisms such as chair lifts when necessary.
- d. All who drive must hold a current County Minibus Driver Permit.
- e. It is the responsibility of The Let's Play staff to welcome the young people and vulnerable adults and to ensure they arrive safely on site.
- f. When the lack of transport discourages parents from bringing young people and vulnerable adults to activities the Let's Play Project may arrange for a pick up after school.
- g. When wheelchairs users are passed over to their private transportation, playworkers must ensure that adequate lap, chest and feet straps are secure.
- h. It is mandatory to always have a minimum of 2 members of staff per vehicle to accompany young people on trips either in cars or in a minibus.

Let's Play Project. Orchard's View, Twyford, Banbury, OX17 3JL



**(Current “what we do” arrangements within procedures)**

- a. Currently permits are kept in the staff training folder.
- b. We currently use the Frank Wise buses for several after school and holiday activities. This is an informal agreement in partnership with the school.
- c. County Council transport is currently used to bring young people from Frank Wise to the after school clubs on Monday, Tuesday, Wednesday, Thursday & Friday. County Council transport is also used during the school holidays to transport some young people from their homes to the Let’s Play Hub and back home again.
- d. Let’s Play Project staff have permission to go on to Cheney Buses to assist young people getting off the bus during after school clubs .



Registered Charity No. 1111944

**Appendix A:**

**Request for confirmation of appropriate safety checks on vehicles:**

Address: .....

Date: .....

Dear .....

As part of our Annual Policy Reviews we need to confirm that all vehicles used by the Let's Play Project are fitted with the appropriate equipment and that restraints and any lifting mechanism have been recently checked.

Please will you confirm that the following checks have been undertaken:

Check on lifting mechanism Last date made:

Check on seat belts and wheelchair restraints Last date made:

Child lock Last date made:

Signed: Position:

Printed Name:

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Company/Organisation:

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