



ST. JOHN'S CATHOLIC PRIMARY SCHOOL

The Diocese of Westminster Academy Trust

Providence Way

Baldock

Hertfordshire

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Head Teacher: Ms A. Hanou

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Volunteer Drivers for School Events:

Dear Families and Friends,

Thank you for your offer of transporting children to school events. As part of our shared commitment to safeguarding our pupils, we ask that you read, complete and sign the following agreement.

With thanks,

The Governing Body.

1. I agree the following:-

- To allow the school to check, and take a copy of, my Driving Licence – confirming that I have held a full Licence for a minimum of two years.
- To provide evidence of appropriate Insurance
- To provide the school with details of my car, including make, model and registration number, so that the school can check the Tax and MOT status of my vehicle using the DVLA checking service.
- That I, the driver, have not had any drink related convictions, or accidents which were the drivers fault, in the past five years
- That I, the driver, am healthy and fit to drive

2. I agree to the following:- (Please tick to indicate your agreement)

- Not to drive if feeling unwell
- Not to drive if under the influence of alcohol, drugs or medication

- Not to use a mobile phone or radio in the car, unless the car is safely parked or the equipment is fully hands-free.
- To adhere to the national speed limits and the Highway Code
- To drive in a responsible and sensible manner
- To use safe routes, agreed in advance with the school, and safe locations for passengers to get in and out of the car – onto a pavement. (If I need to change my route due to unforeseen circumstances, I will chose the safest route possible and attempt to advise the school and the earliest, safe, opportunity).
- To check and ensure that seat belts are fitted correctly on all young people before departure and after breaks in the journey – one seat / seat belt per passenger
- To use booster seats as required
- That child safe locks are operational on the doors to ensure that they cannot be opened accidentally.
- I confirm that I, the driver, have not had any drink related convictions, or accidents, which were my fault in the last five years.
- I will show the school a copy of my Insurance documents.
- I am willing for the school to organise a DBS check on my behalf if I help regularly.
- I agree to inform the school of any changes to circumstances.

For your further information, please refer to <https://www.gov.uk/child-car-seats-the-rules-> for information regarding the law concerning children’s car booster seats.

Name:-

Make and Model of Car:-

Registration Number:-

Signed:-

Date:-

This agreement is based upon the Hertfordshire Risk Assessment for Travel by Private Vehicle guidance and advice (2015).

Office Use Only:-

Driving Licence Provided – Number:-

Insurance Documents seen:-

Tax Status:- MOT Status:-

Evidence checked by:- Sign & Date:-