TRANSPORTATION POLICY

The transportation policy gives advice on dropping off and collecting children. Clubs & Counties should develop a transport policy which is publicised to parents via their welcome pack and website.

It should be made clear that in most instances it is the responsibility of parents, not the club, to transport their child to and from the club or nominated meeting point. If parents make arrangements between themselves this is a private arrangement made at the parents' discretion. The form below can be used in accordance with private car sharing arrangements.

If a club/County hires transport such as a minibus or coach from a reputable commercial company it is entitled to assume that the company provides properly maintained and insured vehicles and properly licensed drivers. However, children must never travel unaccompanied. A member of the club/county (DBS checked) must travel with the children and that adult's contact details must be readily available to any parent who has reason to contact them.

If the club formally arranges transport e.g. using minibuses or people carriers (as opposed to facilitating travel arrangements between parents) then the club should ensure that:

• Drivers have a valid driving licence and recruitment procedures, including vetting criteria have been followed and appropriate insurance and breakdown cover has been arranged.

• The vehicle is suitable for the number of passengers and has operational safety belts and appropriate child car seats.

• Parents give their consent and have the driver's contact details, with the driver having easy access to parents' contact details including mobile phone numbers.

• No child is left alone in the car with the driver, unless it is the adult's own child. If, in extenuating circumstances, this situation arises the child should sit in the back of the car if possible.

• The children involved are happy with the arrangement and adults are alert to any signs of disquiet.

In the event of a late collection of children, coaches and volunteers should: attempt to contact the parents, wait with the child, preferably in the company of others, notify the welfare officer and remind parents of their responsibility to collect their child promptly.

VEHICLE REGISTRATION FORM

Purpose of this form:

- To register the private vehicles used for the transport of individuals in connection with squash activities.
- To inform drivers of the need to amend their vehicle's insurance, if they intend to use their vehicle on behalf of the group and if passengers are being carried in connection with groups activities or events.
- To allow drivers to claim expenses, if they are entitled to do so.

This form is to be completed by the driver of any private vehicle used for the transportation of individuals to or from a squash activity.

Completed forms should be handed to:
Organisation Chair/Secretary.

Driver Details:	
Full Name	
Address	
Driving Licence No. and type (e.g. full)	
Vehicle Details:	
Registration No.	
Colour	
Name of Registered Keeper	
Make and Model	
Other Club Members authorised to drive the vehicle	
MOT Expiry Date	
Insurance Company	
Insurance Expiry Date	
Road Tax Expiry Date	

Declaration *(Please ensure you tick (✓) each box)*

I have informed the insurance company of my intention to transport members on behalf of the squash group. I have also stated if I will be claiming expenses in connection with this additional use.	
I have extended the policy and paid additional premium as required by the insurance company	
My vehicle is roadworthy and complies with all current road traffic legislation	

I will inform all passengers of the legal requirements to wear seat belts (if fitted) when the above vehicle is being used on behalf of the squash group	
I am aware that it is not good practice to regularly give individual children a lift on their own	
I declare that the information stated here is correct and will inform the squash group Chair/Secretary of any changes	