

## Providing Church Organised Transport

### (For those who's role will include providing church organised transport to and from church organised activities)

The safety of people being transported to and from church activities is the responsibility of whoever makes the transport arrangements. If parents make those arrangements themselves, then they are responsible for ensuring the safety of those being transported. If the church makes the arrangements, safety becomes the responsibility of the church. Transport or travel between church activities will usually be the responsibility of the church. It should be clearly understood by all concerned at which point responsibility for the child is passed from parent to church worker and at which point it is returned.

#### Drivers:

- All those who drive children/adults on church-organised activities/rotas should have held a full and clean driving licence for more than two years.
- Drivers who are not children's/adults' workers should be recruited for the task through the normal recruitment process.
- Any driver who has an endorsement of six points or more on their licence should inform the group leader and the church/circuit safeguarding officer.
- Any driver who has an unspent conviction for any serious road traffic offence should not transport children/adults for the church.
- Drivers must always be in a fit state (i.e. not overtired, not under the influence of alcohol, not taking illegal substances and not under the influence of medicines that may induce drowsiness).
- The DVLA is no longer issuing paper licences on which convictions, disqualifications and points were listed in the past. An annual licence check should be undertaken for all drivers via the website below. The driver can obtain a check code, which can be passed to the Church to check the licence. The code is valid for one single use within 21 days. Further information can be obtained from the link below.  
<https://www.gov.uk/check-driving-information> .

#### Private Cars:

- Cars that carry children/adults on behalf of the church should be comprehensively insured for both private and business use.
- The insured person should make sure that their insurance covers the giving of lifts relating to church-sponsored activities.
- Cars should be in a roadworthy condition. They should have up-to-date road tax (other than where a road tax exemption applies) and where applicable, MOT.
- All children/passengers, including the driver, must wear suitable seat belts and use appropriate booster seats. If there are insufficient seat belts, additional passengers should not be carried. If drivers are using their own cars, the church should see the insurance and MOT certificates.

#### When transporting children:

Children should not be transported in a private car without the prior consent of their parents or carers. This also applies to formally arranged lifts to and from a church activity. At no time should the number of children in a car exceed the usual passenger number. There should be a nondriving adult escort as well as the driver. If, in an emergency, a driver has to transport one child on his or her own, the child must sit in the back of the car and a signed record must be kept of the reason for this.

#### When transporting adults:

Care should be taken in assisting adults to board or leave vehicles and put on seat belts, taking account of the guidance on touch. Drivers need to be aware of moving and handling issues when assisting adults and transferring their mobility aids. Lifts to GP or hospital appointments or adult social care facilities are regulated activity and attract a DBS check with barring information

The Methodist Church reserves the right not to appoint (or to take steps to remove from office) someone where they are found to be ineligible, unsuitable or where they have not declared information that should otherwise have been disclosed.

### Declaration

Name:

Position, role, office, duty  
or responsibility:

Organisation

- I have read carefully the information contained in this form.
- I will inform the Church Safeguarding Officer if anything changes or if I am no longer able to meet the conditions below.

Please tick to confirm the following stipulations are in place:

1. I have a full, clean driving licence for more than two years old.
2. I have no unspent convictions for any serious road traffic offences.
3. I have comprehensive car insurance for both private and business use.
4. My insurance covers the giving of lifts relating to church-sponsored activities.
5. I have up-to-date road tax
6. I have a valid MOT (where appropriate)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Church Safeguarding Officer / Activity Group Leader

- I have read carefully the information contained in this form.

Please tick to confirm the following:

1. Driving licence seen
2. The above licence has been checked via [www.gov.uk/check-driving-information](http://www.gov.uk/check-driving-information) and I am satisfied it meets the correct standard.
3. Insurance documents seen
4. MOT seen (where appropriate)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

NB. Confidential Safeguarding Declaration Forms will be held securely by the appointing body. The content may be shared where necessary, proportionate and legitimate to manage a safeguarding risk to vulnerable groups engaging with the Methodist Church in compliance with the Data Protection Act 2018 S and the GDPR.