



Transport Policy regarding NEETS

The transport policy provides guidelines to Maker's Place staff and volunteers who may be involved in transporting anyone to or from The Maker's Place.

Eligibility

In order for a young person attending the Maker's Place to be eligible for transport from The Maker's Place, they are unable to travel with their advocate, safe adult, community transport, slinky bus and Somerset Works have been unable to find an alternative means of transport for the young person.

In such situations as above where the young person wishes to come to The Maker's Place, The Maker's Place will consider providing transport.

The Maker's Place staff must be satisfied that any risks posed by the young person are low enough to provide safe transport.

The Maker's Place will also provide transport to a young person in the case of a medical emergency if needed.

Procedure

As explained above all other transport options will be explored first.

If the Maker's Place provides the transport then team members will know another member is giving someone a lift.

Responsibility and rules

The Maker's Place

The Maker's Place will complete a DBS check for the driver. The Maker's Place should be reasonably confident that the vehicle and driver is safe by annually asking to see an MOT test certificate, correct car insurance, driving license as well as checks on vehicles TAX and driving records.

It is good practice for drivers' expenses to be paid back, as in line with HMRC guidance.

The Driver

Drivers using their own vehicles in transporting people to or from The Maker's Place should tell their insurers.

By law, a driver must notify the Driver and Vehicle Licensing Agency (DVLA) if:

- they have from a medical condition or disability that may affect their driving
- they develop a condition or disability
- an existing condition or disability that may affect their ability to drive develops.

The driver has the right not to pick up a young person if they do not feel safe/comfortable driving with them.

The driver will only collect young people they have an existing relationship with and who recognise them.

The driver has the right not to pick a young person up if it is deemed the young person is not in a 'fit state'.

There are legal requirements for wearing seat belts. It is important to remember that:

- cars must have front and rear seatbelts and all passengers should wear seatbelts
- passengers aged over 14 are legally responsible for making sure that they are wearing a seat belt
- drivers are responsible for making sure that children under 14 years old are using an appropriate child or booster seat.

Drivers should keep clear records of journeys taken, with the mileage, time/date, purpose of journey as well as sharing any relevant information/safeguarding information as per safeguarding procedures.

In the event of an accident, The Maker's Place and the emergency services should be informed immediately. If a client falls ill or is injured during a journey the driver should seek immediate medical help.

Drivers Name:

Signature:

Date: