



Summary

Dicky Birds operate two Multi Passenger Vehicles (MPV) for the purpose of transporting children; they are fitted with sufficient numbers of safety restraints which are appropriate to the age/weight of the children (group 2 & 3, conforms to ECE R44/04 regulations)

The MPV's are fitted with 3 point seat belts.

Each MPV carries a maximum of 6 children and 2 adults.

All journeys in the MPV will follow a set route and a map will be left at the nurseries/taken in the vehicle, this route must not be altered unless the driver has to follow directions from the Police or Emergency Services.

All settings will have an expected return time for each outing noted on the Driver Checklist; the nursery will telephone the Forest School staff should their return be delayed by more than 30 minutes and if they have not been advised of a delay.

The arrangements for transporting children will always be carefully planned and risk assessments undertaken. Risk assessments for regular visits to the same venue must be reviewed and updated as required and always annually.

Children with special needs will be assessed individually and this will include any special arrangements required for journeys in the MPV.

Children are never transported in the MPV without written parent/carer consent.

Legal Requirements

It is the responsibility of Christopher Berry to ensure that the vehicles are fully taxed and insured for all drivers and that regular servicing and MOT's (When applicable) are undertaken.

Drivers

Our MPV drivers undergo a MIDAS Car and MPV training course which is carried out by Christopher Berry who has qualified as an instructor for this course.

We view driving licences (Original, never a photo copy) and check the government web site every six months to ensure that they are clean, without points or disqualifications.

<https://www.gov.uk/check-driving-information>

Drivers must be over 21 years of age with at least two years driving experience.

Drivers must follow the Highway Code at all times.

Drivers will undergo an eye test to ensure that they are safe to drive, this will be repeated annually and if glasses/contact lenses are required they must be worn.



Drivers will be asked to sign a 'fitness to drive' declaration to confirm that they have not taken illegal drugs and that they have not consumed alcohol for at least 10 hours prior to driving a company vehicle.

Drivers must not drive if affected by medication i.e. hayfever remedies which could cause drowsiness.

Prior to each outing in an MPV the driver will complete a driver checklist which will be kept and archived, this includes 'nil checks'. Any faults must be reported and the vehicle must not be used until they are remedied.

The driver must report all incidents/ accidents ensuring that the appropriate documentation is completed including 'near miss' incidents/accidents, he/she must ensure that any damage or faults to the vehicle which may affect it's roadworthiness are remedied before it is used again.

Following a 'near miss' incident/accident the MPV policy and risk assessment must be reviewed and updated if further control measures are required.

Safety equipment

The following must be on board at all times:

- A suitable first aid kit (kept in the glove compartment which has a First Aid sign on it) if items are used they must be replaced before the MPV is used again.
- Thermal blankets
- A car fire extinguisher – A dry powder extinguisher which is suitable for all types of fires, BSI kite marked to BS 6165:2002 and manufactured under BS EN ISO 9001:2000. It is safe for use on B & C class fires caused by: petrol (leaded or unleaded), diesel, oil, gas, paints, solvents, greases, gaseous fires and fires involving electrical equipment, The extinguisher is replaced every 5 years.
- Two adult high visibility vests (which must be on the back of the driver and front passenger seat whilst travelling in the MPV and should be worn in the event of a breakdown or accident)
- 6 wrist straps
- Safety warning triangle, torch, wheel changing equipment etc.
- A laminated copy of the emergency procedures.
- Plastic bucket with lid, disposable paper towels, antibacterial wipes, disposable gloves, nappy sacks.
- At least one staff member accompanying the children in an MPV will have a current 12 hour Paediatric First Aid qualification. If a child or a member of staff travelling in the MPV has a



prescribed epi-pen or similar a member of staff with Anaphylaxis Awareness training must accompany the group.

Transporting the children

- The MPV must be boarded via doors which are on the pavement side of the vehicle.
- The children must be loaded onto the vehicle one at a time by one member of staff whilst the other stands on the pavement with the remaining children.
- Care must be taken to ensure that the children are assisted onto the vehicle and that hands/fingers are not put near the hinged/opening areas of doors.
- Children must not be allowed to open/close doors.
- Each child must sit in a child restraint booster seat with the seat belt firmly fitted by an adult; this should be repeated until all the children are in place.
- Children must not be left unattended on the MPV at any time, even if they are fully strapped in.
- Children's bags and outing supplies must be carefully stowed so that they cannot fall and cause injury to anyone or be tripped over.
- The MPV has an electronic locking system which operates automatically when the vehicle is in motion/ stationary.
- The behaviour and personality of the individual children on the outing must be considered when seating the children on the MPV; the children must be supervised and occupied by the 2nd adult to ensure that there is minimal distraction for the driver whilst the MPV is on the road.
- Distractions such as singing/ radio must be avoided.
- **Road rage**- drivers must avoid conflict with other drivers – If confronted by an irate driver they must not engage in gestures, headlight flashing or sounding the horn as this may exacerbate the situation, drivers must concentrate on driving responsibly.
- Food and drink are not to be consumed by children/adults whilst travelling in an MPV.
- A mobile phone is always taken on an outing and must be accessible whilst travelling in the MPV at all times. **It must not be used by the driver when driving.**
- Once at the destination the exit door on the pavement side of the vehicle must be opened by an adult and the children assisted one at a time to disembark.
- Children must be clear of the vehicle when the doors are closed and locked by the driver.
- The driver is responsible for ensuring that the vehicle keys are kept safely.



Emergency procedures

If the MPV breaks down whilst on an outing:

- Move the vehicle off the carriageway (onto the hard shoulder if on a dual carriageway and one is available) Switch on the hazard warning lights (do not try to position the emergency triangle if on a busy dual carriageway)
- If this is not possible, move the vehicle as far away from moving traffic as you can.
- Put wrist straps on the children.
- Move the children out via the nearside of the vehicle and as far away from it and other traffic as possible. No one should stand between the vehicle and oncoming traffic.
- On dual carriageways or other busy roads, the children should be taken onto the embankment/ behind a safety barrier if available.
- Keep the children sat together and under constant supervision.
- Phone head office who will arrange for assistance to be dispatched to return the children to nursery and for breakdown assistance to deal with the vehicle.
- The driver should stay with the broken down vehicle.

It may be safer to stay in the vehicle if for example it breaks down and will not start e.g. on the A3 on part of the road where there is no hard shoulder.

If a child or member of staff is taken ill during an outing in the MPV:

- The driver must stop as soon as it is safe to do so, (this may mean leaving a dual carriageway and in all cases should be as far away from moving traffic as possible) Turn off the vehicle engine.
- Put hazard warning lights on if necessary. (Do not try to position the emergency triangle if on a busy dual carriageway)
- The first aider must assess the situation and assist the person who has been taken ill, it may be that a child is suffering with travel sickness, when the child has recovered sufficiently the journey can continue with the first aider closely monitoring him/her.
- Onset of illness in the MPV which does not require prompt medical attention but may make the outing unsuitable for the child/staff member affected must return to the nursery where normal procedures can be followed.

If the first aider is in any doubt about a person's condition an ambulance must be called immediately, dial 999, then:

- Call head office to ask for immediate assistance.
- If a member of staff is taken to hospital the other must remain in the vehicle with the children until assistance arrives from Dicky Birds.



- If a child is taken to hospital one member of staff must accompany him/her whilst the driver remains with the other children until assistance arrives from Dicky Birds.

If the MPV is involved in an accident:

- **STOP!** However minor you think a car accident is, you must stop, failing to do so is an offence under the Road Traffic Act.
- Turn off the engine, secure the vehicle and put the hazard lights on to alert other road users to your presence. (Do not try to position the emergency triangle if on a busy dual carriageway)
- Staff must make sure that the children and they themselves are not injured.
- If an ambulance is required call one immediately, **dial 999**
- Administer First Aid if possible but do not move injured passengers unless they are in immediate danger of further injury.
- Call the Police if necessary, **dial 999**
- Call head office to ask for immediate assistance.

If it is necessary and possible to leave the vehicle:

- If possible put wrist straps on children if they are uninjured and escort them to safety exiting by the nearside door, get as far away from the road/moving traffic as possible and behind a safety barrier if there is one, no one should stand between the vehicle and oncoming traffic.
- The children should be sat down and fully supervised whilst awaiting help.
- If possible a first aider must stay with the person/s who have been injured.
- If the vehicle is on fire/at risk of being, evacuate everyone to a safe distance immediately leaving all belongings behind; **do not open the bonnet if you suspect that the engine is on fire.** The small powder extinguisher may be used but only if evacuation is compromised and it is **absolutely necessary.** The priority must be getting all passengers to safety.
- If possible exchange names and addresses (Driver name, Dicky Birds head office details) but remember your primary concern is the welfare of the children.
- Do not admit liability for an accident however minor as this may invalidate company insurance.
- If you hit an unoccupied, stationery vehicle leave head office contact information on it.
- If there is any injury or the names of people involved are not exchanged or there is damage to property other than the driver's vehicle (including street furniture) the driver must report the collision to the Police as soon as possible or in any case within 24 hours.



- If the accident is minor and no one is injured, check that the vehicle is roadworthy and return to the nursery.
- Following an accident the child booster seats must be replaced.

Linked Policies

- Forest School
- Outings
- Admissions

To be used in Conjunction with the following Nursery Forms, Documents & Resources

- Forest School Risk Assessment
- MPV Risk Assessment
- MPV Emergency Procedures
- Outings Form
- MPV Driver Checklist and Declaration
- <https://www.rospa.com/rospaweb/docs/advice-services/road-safety/employers/safer-driving-for-work-handbook.pdf>

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