

Vehicles & provision Journeys Policy

The Green Room Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Owner: JN/WCF0/KAF/CCM

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	Overall Review including Electric Vehicles and Trackers	January 2025		January 2026
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Introduction

This document is primarily intended as a technical guide for the Heads of provision and staff of The Green Room provisions. It reflects current practice and therefore may be of interest to other adults connected with the company, such as trustees or the management team. Those not familiar with current educational jargon and acronyms may need to refer to other members of staff for further guidance or explanations and should not hesitate to do so where necessary.

Drivers

Company Vehicles

The Green Room will allow staff to drive any vehicle owned by the company based on the following:


- Staff must have a full clean and up to date drivers licence and be appropriate for the vehicle
- Staff must be of the age relevant to each vehicle’s insurance
- Staff must have enough experience to competently manoeuvre the vehicle they are driving
- Staff must have consent from the provision Business Director to drive each specific vehicle

(Members of the general public are permitted to drive certain vehicles that have the appropriate insurance - the above still applies. They must have the permission of the provision Business Director and take complete responsibility for any damages/accidents that occur).

All drivers must drive with care and consideration and within the speed limit at all times. The driver must not consume any alcohol or drugs before any journey.

All drivers will be asked to provide evidence of their clean driving licence, and their age, which might affect insurance of vehicles. This will be checked annually by the Vehicles Administrator.

Electric vehicles

We purchased 2 electric vehicles and installed chargers at Kingsley, 4 Albert Street and 104 Maidenhead Road in January 2025. There are significant differences in charging, battery power range and driving so we have created a 'How To' guide which should be followed carefully by staff. The guide is [here](#). There is also a video guide on charging here:  IMG_6728.MOV

Each electric vehicle has a dashcam, a reverse camera and a tracker installed. Trackers are hidden in the vehicle so that in the event of a theft it is not easy for the thief to identify and remove them. See below to know what to do in the event of an accident or theft.

Private vehicles

We keep a register of "private" vehicles which are "approved" for use of "out of provision" visits (any visit which involves transporting students) by virtue of them providing proof of business insurance, up to date road tax, MOT and evidence their car is in a roadworthy condition. Staff driving their own vehicles must make sure they have a breakdown service with the details to hand when using their vehicle for provision purposes.

Vehicle Maintenance and Checks

Vehicles are checked weekly by the Caretaker following the checklist in Appendix A.

Prior to and immediately after long journeys especially relevant on lengthy high speed motorway journeys, vehicles are checked following the checklist in Appendix A.

Following inspections, any defects will mean that the vehicle cannot be driven and the defect will be reported to the Vehicles Administrator. The decision to proceed or not will then be made.

Regular servicing and MOT's are undertaken as needed. The Vehicles Administrator ensures insurance/tax/MOTs/servicing is kept up-to-date.

No specific training apart from individual knowledge of the vehicle is necessary for the vehicle checking.

Vehicle Journey Log Forms for provision Minibuses

All drivers must sign the provision minibuses in and out every time before and after each journey using the Vehicle Journey Log forms located in each minibus in Appendix C. They must detail the date, time, mileage, vehicle checks, fit to drive, left clean inside and sign it off.

Medical and Consent Forms

All students must have consent to travel when undertaking a trip. For journeys involving provision trips, there must be a copy of students' medical conditions available to the driver in case of an emergency.

Health and Safety Procedures

All drivers wear a hi-viz jacket when in an emergency situation and must be worn getting out of the vehicle.

All company vehicles are equipped with a first aid kit, fire extinguisher, warning triangle and hi-viz vest. The procedures for the following health and safety routines are included in the appendices and are laminated and kept in vehicles used on the road for staff use, particularly in an emergency.

In the Event of an Accident or Breakdown

Drivers should refer to the emergency instructions using the QR code on the dashboard and on the vehicle log clipboard of each vehicle giving detailed advice of procedure and contact information. There are legal requirements after an accident which drivers should follow carefully. See Appendix B

In addition, in the electric vehicles we have dashcams. These will record what has happened in the event of an accident, and we need to get the footage to the insurers within 48hours - this will mean we will not have to pay the excess on the insurance regardless of fault.

In the Event of Theft

If a vehicle is stolen, the staff member who discovers this should advise their Head/provision Business Director and Lise Farrer who will then report the theft to the police and our insurers. If an electric vehicle is stolen the on board tracker can show us where the vehicle is. Office Managers, Finance, Lise and ELT have access to the tracker portal.

Parking Fines/Congestion Charge/Other Penalties Drivers a

Drivers are required to follow the law when driving company vehicles; this includes adhering to the speed limits, congestion charge zones, parking regulations, etc.

If a driver fails to follow the law whilst in charge of a company vehicle, resultant fines shall be settled by the individual and not The Green Room Foundation.

Appendix A: Weekly Minibus Checklist [link to checklist](#)

Appendix B: Minibus Breakdown Procedure [Link to breakdown procedure](#)

Appendix C: Vehicle Journey Log

[Peugeot Journey Log](#)

[Ford Journey Log](#)

[VW Journey Log](#)

[Vauxhall Kevin Journey Log](#)

[Vauxhall Wilma Journey Log](#)

[Wilma & Kevin How To Guide](#)

This policy is approved by the CEO of The Green Room Foundation

Date

CEO

Changes January 2025.

Added sections on Electric vehicles, trackers and dashcams.