Apollo After School Club
Transport Policy

If a child attending Apollo After School Club requires to be transported from school to the club and from the club to their home address on our school minibus, our transport policy will be enabled.

At Apollo After School Club, we take transporting of children extremely seriously. To ensure we mitigate or minimise any risk to a child, a risk assessment form for transport is completed and the parent / care will be required to sign this form before the child can be transported on our school minibus.

We ensure that all children have the relevant consent, we ensure that the driver is competent and hold a full UK driving licence and has satisfied an enhanced DBS check.
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We are aware of the hours that the driver has driven, we know the routes used and traffic conditions and have a contingency plan in place for breakdown/emergency.

We take into account the weather Journey time and distance and the needs of the children who are being collected and transported home.

Where possible staff will alternate drop offs/pickups to limit the time children spend with one member of staff.

Every journey, all children and adults must wear a seatbelt, and in the appropriate booster seat for their age, height and weight. This will be discussed with parents as part of the risk assessment.

The minibus will contain a fire extinguisher and a first aid kit and the member of staff will be trained in first aid and will carry a club mobile phone for emergencies.

There will be no eating or drinking during the journey due to staff not being able to watch and be responsive to children in the event of needing first aid.

Children must:
- Follow instructions
- Wear a seatbelt at all times
- Not eat or drink in the bus
- Not distract the driver, i.e. kick seats

Club Staff Responsibility-
- Children have all their belongings, including medication etc safely stored in a container/box
- All children are secured safely in the minibus, with seatbelts etc.
- The children must **NOT** be left un-attended in the minibus

Driver responsibility:
- Minibus is kept tidy and clean
- Aware of their point of contact- The manager or deputy

- There is enough fuel in the minibus. The children must **NOT** be taken to the petrol station (the driver must ensure that they have filled up with fuel without the children present)
- Not drive under the influence of drugs, alcohol or medication
- Follow designated route unless there is a diversion
- No lone working, so more than 1 child is present or more than 1 adult
- Under no circumstances must children be allowed to gain access to vehicle keys
- No child to sit in the front of the vehicle - all children must sit in the rear of the vehicle and must be supervised by a minimum of one member of staff.

Breakdown/Emergency/Crashes:

If there is a breakdown/ accident, staff will do their utmost to protect the children.
At least one member of staff travelling in the bus will be first aid trained.

In the event of the above, staff will notify the emergency services immediately. Then if safe to do so notify the manager/ site leader.

If needed the vehicle will be parked in a safe place and children will get out of the vehicle safely.

Any accidents, incidents etc must be reported to the manager/team leader who will then notify parents/carers.

A full report of the incident/ accident must be given to the manager/team leader within 24 hours if possible.

This policy was updated and adopted by: **Apollo Youth Club**	Date: August 2026
To be reviewed: July 2027	Signed: Jackie Daniel, Chair