Transport Policy

Purpose
To ensure that all transport arranged or provided by Alpha Training is safe, reliable, and meets legal and safeguarding requirements.

Scope
This policy applies to all transport organised by Alpha Training for learners, staff, and visitors, including hired vehicles, staff cars, and public transport arrangements.

Responsibilities

- **Senior Management** – approve transport providers and ensure compliance with legal standards.
- **Staff Organising Transport** – complete risk assessments, check driver credentials, and ensure safeguarding procedures are followed.
- **Drivers** – hold the appropriate licence, maintain the vehicle in a roadworthy condition, and follow all traffic laws.
- **Learners** – follow safety instructions and behave appropriately during travel.

Procedures

1. Use only approved transport providers or authorised staff/volunteers.
2. Carry out risk assessments for all trips involving transport.
3. Ensure appropriate insurance is in place for vehicles and drivers.
4. Obtain parental consent for learner travel where applicable.
5. Ensure seat belts are worn at all times and that vehicles meet safety standards.

Monitoring & Review

- Annual review of approved transport providers.
- Spot checks on vehicle and driver compliance.

Approved by: Michelle Howdle