Yorkshire West
Methodist District

Transport Guidance in the name of the Methodist Church

The safety of people being transported to and from church or church/circuit related activities is the responsibility of whoever from the church/circuit makes the transport arrangements, and it is the responsibility of the activity Lead and safeguarding officer to have oversight of any arrangements to ensure safeguarding compliance.

If transport relates to children and the parents make those arrangements themselves, then they are responsible for ensuring the safety of those being transported. It should be clearly understood by all concerned at which point responsibility for the child is passed from parent to church worker and at which point it is returned.

If the church/circuit makes transport arrangements for any persons, then the safety becomes the responsibility of the church/circuit and this is classed as transportation in the name of the Methodist Church.

1. Drivers

1.1 All those who transporting people in the name of the church should have held a full and clean driving licence for over two years

1.2 All drivers must be safer recruited, this may include a DBS

1.3 Should you obtain driving endorsements you must inform: The group leader and the safeguarding officer.

1.4 Any driver who has an unspent conviction for any serious road traffic offence should not transport children, young people or vulnerable adults for the church.

1.5 Drivers must always be in a fit state (ie not overtired, not under the influence of alcohol, not taking illegal substances and not under the influence of medicine which may induce drowsiness).

1.6 The DVLA is no longer issuing paper licences on which convictions, disqualifications and points were listed in the past. An annual licence check should be undertaken for all drivers via the website below. The driver can obtain a check code, which can be passed to the Church to check the licence. The code is valid for one single use within 21 days. Further information can be obtained from the link below. Check someone's driving licence information - GOV.UK If records are retained including data relating to home addresses or driving offences, data protection should be considered in relation to the security and retention of personal and criminal data under the GDPR

2. Private Vehicles

2.1 Children, young people and vulnerable adults should not be transported in a private vehicle without the prior consent of their parents or carers. This also applies to formally arranged lifts to and from a church activity.

This policy was adapted from one originated by the Settle Circuit in 2019 and Safeguarding Policy, Procedures and Guidance for the Methodist Church in Britain October 2021

2.2 Any vehicles been used in the name of the church should be comprehensively insured for both private and business use. The insured person should make sure that their insurance covers the giving of lifts relating to church sponsored activities.

2.3 Any vehicles been used in the name of the church should be in a roadworthy condition. They should have up-to-date road tax (other than where a road tax exemption applies) and where applicable, MOT.

2.4 Anyone travelling in a vehicle that is transporting passengers in the name of the church, must wear suitable seat belts and use appropriate car seats/booster seats.

2.5 At no time should the car exceed its maximum passenger limit.

2.6 The rules and laws of the road always apply

2.7 There should be a non-driving adult escort as well as the driver. If in an emergency a driver has to transport a child, young person or vulnerable adult on their own, the child must sit in the back of the vehicle and a signed and dated record kept explaining why this occurred, along with any parental/guardian consent observed and recorded.

2.8 Care should be taken in assisting adults to board or leave vehicles and put on seat belts, taking account of the guidance on touch. Drivers need to be aware of moving and handling issues when assisting adults and transferring their mobility aids. Lifts to GP or hospital appointments or adult social care facilities are regulated activity and attract a DBS check with barring information.

Dated .....

Signed ..... Chair of Circuit/Church Meeting

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