



---

Angling Trust

Transport Guidance

Policy and Procedure 2018

When organising transport for juniors to and from Angling activities, the club must ensure that only suitable people are driving, and that the young people are transported as safely as possible.

We have lots of information in our Travel and Trips Policy which should be viewed before embarking on a trip. This will ensure that young people will be safeguarded when in transit, and parents, staff and volunteers should also be made aware of this policy.

Parents should ideally make their own arrangements for transport, whether they're driving just their own children or carpooling.

## Transporting Children

If a club assumes responsibility for transport arrangements, they need to address the following issues.

- Adults who are driving must be suitable – for those working in England ensure that standard recruitment procedures have been followed.
- The driver should have appropriate insurance. This might necessitate contacting the insurance company to check they're covered to drive in these circumstances.
- Parents must provide written consent for children to be transported by club representatives.
- Avoid transporting a child on their own. If this situation arises, the child should sit in the back of the car.
- Parents should be aware of times for collection and return.
- Vehicles and drivers must be registered with the organisation..
- All parties should have the relevant emergency contact numbers.
- Children should wear seatbelts. They should have a booster seat if they are under 12 and less than 135cm tall.

## Hiring transport

When booking transport for an away fixture, organisers should these things with reference to passenger safety;

- the competence of the driver and whether the driver holds an appropriate, valid licence;
- the number of driving hours for the journey, and the length of the driver's day, including non-driving hours;
- whether more than one driver is needed;
- the type of journey, traffic conditions, the weather, and appropriate insurance cover;
- the journey time and distance, and any stopping points;
- the supervision requirements;
- the suitability of transport if the team includes disabled anglers;
- the need for drivers to take breaks;
- emergency procedures.

## Minibuses

- Ensure that anyone who's driving a group minibus has received training for driving the vehicle and for the management of their passengers.

## Legislation

Remember:

- Vehicles must be appropriate and roadworthy.
- The driver is responsible for the vehicle during the trip.
- All minibuses and coaches carrying groups of three or more young people aged between 3 and 15 years must be fitted with a seatbelt for each young person.
- There must be an anchor point for wheelchair users.
- Appropriate booster seats must be fitted.
- Vehicles must conform with current no smoking legislation
- This is not an exhaustive list, so there may be other points to consider.

## Late collection

- There should be guidance in place for when a parent is late to collect a child from the agreed location. Parents and children should be aware of what will happen in these circumstances.
- Having a register of all the children who are being transported makes it easier for, coach or organiser to establish when a child has not been collected. The person holding the register should follow the guidelines to have the child safely collected.
- If attempts to contact the parent and nominated emergency contact fail, then the supervising adult should wait with the child, with other staff, volunteers or parents wherever possible.

Staff members, and volunteers should avoid:

- taking the child home or to another location;
- waiting alone with the child in a vehicle or at the club;
- sending the child home with another person, without parental consent;
- leaving the child alone.

If all attempts to make contact fail, it may be advisable to contact the police for advice.