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**BRACKNELL FOREST BOROUGH COUNCIL**  
**EDUCATION, CHILDREN'S SERVICES & LIBRARIES**  
For use when transporting children/young people by private car.



## ESTABLISHMENT:

Dear

### Use of Private Cars for Transporting Children and Young people

I am grateful for your offer of assistance with transporting children on establishment business. As I am sure you will appreciate it is important, from the point of safety, the establishment and yourself, that the position with regard to the use of private vehicles in this context is clear. The following applies:

**While children or young persons are traveling in any private motor vehicle the Council's liability insurance does not apply. Therefore, in the event of any claim being made, any claim costs would have to be borne by the insurance policy covering the vehicle. It is essential, therefore, to check with your vehicle's insurers that your policy is valid for these purposes, which may be construed as a form of business use, as most people only insure their vehicles for 'social, domestic and pleasure use'.**

In additions to the above, road tax, MOT certificate and full driving license must be valid when transporting young people and **seat belts must be fitted and worn at all times**. It is the drivers responsibility to comply with current legislation on booster seats.

I would be grateful if you would countersign and return this form indicating that you have read and understood what is stated above.

If and when you sign and return the form, I will keep it on file so that we do not have to repeat the exercise on any similar occasion in the future. This form will be renewed annually. My thanks for your offer of assistance.

Yours sincerely

Head of Establishment

**I HAVE READ AND UNDERSTOOD THE INFORMATION AND INSTRUCTIONS CONTAINED IN THE ABOVE, AND HAVE VERIFIED WITH MY INSURERS THAT I AM INSURED TO TRANSPORT CHILDREN IN MY VEHICLE ON ESTABLISHMENT ACTIVITIES.**

**I UNDERTAKE TO INFORM THE ESTABLISHMENT OF ANY CHANGE IN THIS CIRCUMSTANCE, WHICH MIGHT PROHIBIT MY TRANSPORTING CHILDREN OR YOUNG PEOPLE.**

Signed: ..... Date: .....

Name: (please print) .....

## IMPORTANT

**ALL staff and volunteers (including parents/guardians) who will be driving children/young people on establishment business and activities MUST sign and return this form BEFORE using private**

**Please supply copies of the following documentation:**

Driving License

MOT Certificate

Motor Vehicle Insurance Certificate

Tax Disc

For Office use only

Checked by:

Name

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Position

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Date

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