



Nursery transport

This policy is for school transport as we pick up and drop off at nearby schools. We ensure that the nursery car has a full and in date MOT and that it is taxed and fully insured. The staff that can drive the nursery car must have a full clean driving licence and must have been driving for 2 years or more and be over 25 years old.

We as a nursery provide children's car seats and we ensure that they are all age appropriate, they are always kept in the car and seat belts are always used. When collecting or dropping of children from school we make sure that they have got a high visible jacket on, and the younger children must always hold a staff member or a child's hand.

Staff will always take a nursery phone with them and a first aid kit, when they are out in the car or on school drop offs/ pick ups.

Only certain members of staff do the school drop offs and pickups, and they all have a CRB and first aid.

The Car is checked regularly by a member of management at Willows this is Zoe Goodchild and Broomfield this is Rebecca Barron, but this is just not their responsibility anyone who drives the car MUST let management know if any issues arise.

This policy was adopted on:	Signed on behalf of the nursery:	Date for review
April 2021	Claire Smith	April 2022
April 2022	Vicky Sheard	April 2023
April 2023	Vicky Sheard	April 2024
January 2025	Rebecca Barron	January 2026
March 2026	Zoe Goodchild	March 2027
April 2026	Vicky Sheard	April 2027 (changed info)
May 2026	Rachel Strong	May 2027