



Transport Policy

Updated 24th March 2017

Stevenage Football Club have developed a transport policy to ensure that every consideration is paid to the welfare of all young players who are under the age of 18 whilst they are using (1) Club transport, (2) whilst being transported by a Club member of staff, or (3) whilst travelling to or from Club activities. This is particularly relevant to Scholars due to the full-time nature of their involvement with the Club however this policy is also applicable to a

Academy players when necessary.

We as a club are committed to safeguarding and the welfare of children and young players and all staff share this commitment also. This plan has been developed to provide all staff, parents/carers and young players with all the information that is needed regarding travel and transport when carrying out any club duties.

The club's welfare officer has full responsibility in delivering and communicating this policy during the pre-season induction and to all new starts throughout the season as well as ensuring that all staff, players and parents/carers sign to say that they have read, understood and agree to adhere to the policy at all times.

The scholarship programme at Stevenage Football Club is full time and this means that on every reasonable occasion players may have to make their own way to training and education using their own vehicles or public transport. Transport arrangements for scholars are made for them to attend all fixtures, and all players under the age of 18 should travel in club vehicles, with at least one adult (in addition to the driver) acting as escort. For other academy players, club transport is offered as a last resort to travel to away matches. For academy tours and/or tournaments should the club be involved in such activities, there can be a combination of club transport and transport from an external provider.

Stevenage Football Club follow the guidance which is proved by the FA (Travel, trips and Tournaments), The Football league (Youth Tours and Tournaments), and the Department For Education (DFE) in regards to transporting young players on tours and tournaments.

Club Transport Arrangements

During the working week club, own and public transport is used across the whole of the academy in order to transport players, staff and equipment between the following venues:

- Marriotts School (Brittain Way)
- Bragbury End (Aston Lane)
- The Lamex Stadium (Broadhall Way)
- Shepalbury Sports Academy (Broadhall Way)

The club mini bus is provided to transport scholars to all matches and training venues. If the scholars choose to make their own travel arrangements to matches and training venues, the

club expects scholars to adhere to the transport policy at all times and that Stevenage Football Club Ltd accept no liability for their decision to transport themselves between venues.

Club Transport

Mini Bus

The club has one 17 seat minibus that is used to transport players, staff and equipment to training and fixtures. On occasions the mini bus may be used for tours and airport transfers. The mini bus is owned by Stevenage Football Club.

The mini bus is maintained by the driver and the Academy Operations Manager. The driver will inspect the vehicle before travelling at all times and the vehicle is also checked monthly for the following

- Tyre pressure and Tyre wear
- Brake Fluid
- Screen Wash
- Any other damage inside and outside

There is a form which is used to record any damage to bodywork, windscreen and any other general observations. Any issues must be reported immediately to the Academy Operations Manager.

The mini bus is issued with breakdown cover and full insurance for all intended use which includes the transportation of young, professional footballers. All of these details are stored within a pack inside the mini bus which is available to the driver and/or staff if needed. The mini bus insurance regulations state, only staff over the age of 25 are permitted to drive the vehicle providing that the club gives them permission to do so and that they can provide a full and valid driver's licence. This does not include players.

Stevenage Football Club follow the direction from the DFE driving school minibus, regarding eligibility (Departmental advice, updated: 26 April 2012). "... staff can drive the minibus without any special licence, as long as their employer agrees and the following conditions are met:

- The staff member obtained their car driving licence before January 1997
- The staff member obtained their car driving licence later than January 1997 - but has held it for at least two years - and is not being paid to drive the minibus (because exemption depends on no consideration being received by the driver) and the minibus weighs no more than 3.5 tonnes and is not used for hire or reward. All drivers understand the maximum capacity for the vehicle they are using and know that this must not be exceeded.

Once these expectations are met there are additional requirements required when transporting young players:

- Members of staff must have an enhanced CRB Disclosure through the FA's registered body;
- Staff are required to notify the Academy Manager of existing or impending disqualifications or convictions;
- Staff are required to submit their licence for regular checks as requested by the Club;
- Staff must report to the club details of any medical conditions which may affect their driving;
- Stevenage Football Club must issue consent forms to the parents/carers of all new players to obtain their permission for players to be transported in the Club vehicle or vehicles belonging to an external transport provider as is necessary for the duration of their registration at the Club. Parents and carers can withdraw this consent at a later date if they wish and their sons will no longer be able to access any Club transport and transport provided by an external company. In the event that a player is touring with the Club, an additional consent form is requested for the tour (Football League Form T3a from the Tours and Tournaments document, 2016).

External Transport Providers

There may be events within the football club that would require the club to source a coach company for example, FA Youth Cup fixtures, tours or friendly fixtures. Stevenage Football Club have established relationships with reliable and trustworthy transport providers who understand the club commitment to safeguarding all young players. All companies used will provide a copy of their public liability insurance, provide a qualified and CRC/DBS checked driver(s) and ensure that all vehicles used when transporting our young players are safe and fit for purpose. The Academy Operations Manager or the Academy Welfare Officer collect all information for the external transport providers. When travelling via this method all players are accompanied by staff.

Regulations for staff transporting young people

Members of staff are not expected or asked to transport children and young adults in their private vehicles as part of their duty unless stated otherwise. Staff understand that circumstances may sometimes arise where the risk of not transporting a young person is greater than doing so, for example after a late football fixture and the distance to home is too far or too dangerous to walk, or in an emergency situation.

In the unlikely circumstance that a member of staff feels that they have to transport a young player in their private vehicle because it is the safest or only option, they must adhere to the following protocols where applicable:

1. Inform the Club Welfare Officer or Academy Manager of the journey, the reasons for the journey, any incidents that arise during the journey and when the journey is completed;

2. Have an enhanced CRB disclosure through the Club and FA;
3. Have a roadworthy and appropriately insured vehicle that meets all the legal requirements for use of the road (the Club cannot take any responsibility for any grievances arising from inadequate insurance or non-roadworthy vehicles);
4. Have permission from the young player's parents/carers;
5. Have another member of staff accompanying them (if possible) or more than one young person to accompany one another.
6. The player is to be seated in the back where possible and wearing a seatbelt.

When a member of staff is transporting a young player, they must understand that the safety and welfare of the child is their responsibility until they are safely passed over to parent or carer. Stevenage Football Club's medical staff may transport players for medical emergencies or appointment where the parent is not available. All staff must make sure they have the correct insurance when transporting young players.

All staff must be fit to driver and free from all drugs, alcohol or medication which may inhibit or impair their ability to drive. Behaviour must be appropriate at all times and any incidents that occur on the journey must be reported to the Club Welfare Officer as soon as possible. All legal requirements must also be met when transporting young players such as not using mobile phones whilst driving. Staff members must also take in recommendations such as taking breaks during long journeys and understand the dangers when driving tired.

If possible, drivers should be accompanied by another member of staff when transporting young players as this can reduce the risk of any distractions, accident, injury or allegation of misconduct or abuse.

Staff should follow all safety rules and make sure that all passengers including themselves must wear a seatbelt at all times, however the responsibility lies with the passenger when travelling.

All full-time staff members sign a 'Drivers registration and Monitoring driver information form' at the start of the season and must update staff on any changes

Young players using club transport

When using club transport all players should take full responsibility to ensure that they are well prepared and on time when club transport has been arranged by the club. Players must understand their personal responsibility when travelling for example wearing a seatbelt and not partaking in high risk behaviours such as distracting the driver. All players should understand that they must not ask any member of staff for lifts or accept any lifts in private vehicles unless in exceptional circumstances. If this situation was to arise advice is given in the above section '**Regulations for staff transporting young people**' should be adhered to at all times.

Parents/Carers should never ask staff members to provide transport for their son in a personal vehicle. No parent/carers are allowed to travel on any form of club transport unless transport is sourced from an outside company. Parents/carers can only travel in club

transport if there is a serious circumstance i.e. accompanying a child to hospital/home. Parents/Carers at the start of the season must sign a transport consent form for their child to travel on club transport. The same is also done for any other academy players who may use the club transport when required.

Regulations for young players travelling independently (Including public transport and own vehicles)

Many young people pass their driving test and get their first cars during their scholar years and when a scholar passes his driving test, they are advised to inform their insurers of their profession as a footballer. Stevenage Football Club regularly provide scholars with education regarding driving as part of the well-being section of their club induction and often as part of their NVQ module '*Managing your own career*'. Stevenage Football Club record how all scholars attend training through own vehicles or public transport and it is updated regularly. We also keep on file their driver's license and check that they have valid insurance.

Stevenage Football Club provide transport to training and all matches (home and away) and on occasions scholars may make independent travel arrangements for carrying passengers (who may be other scholars or professional footballers). Stevenage Football Club does not accept liability for any damage or personal injury that occurs as a result of an apprentice(s) choosing to travel independently, given that the club provides transport to and from training and match venues. All apprentice(s) travel routes are recorded to and from home even if it is public or own transport.

Stevenage Football Club advises all scholars to inform their insurers of their profession as a footballer and the nature of their driving if they intend to use their car for social and commuting purposes. Apprentices must ensure they have the right insurance with the help of their parents/carers in order to meet their personal circumstances including the intended business use if they choose to provide lifts for other football apprentices. Scholars will not be asked by Stevenage Football Club to provide transport for other peers or staff travelling.

If apprentices are making their own alternative transport arrangements to matches they must inform their lead coach within 24 hours prior to the match.

First Team

External Transport Providers

There may be events within the football club that would require the club to source a coach company for example, FA Cup or League fixtures, tours or friendly fixtures. Stevenage Football Club have established relationships with reliable and trustworthy transport providers who understand the club commitment to safeguarding all young players. All companies used will provide a copy of their public liability insurance, provide a qualified and CRC/DBS checked driver(s) and ensure that all vehicles used when transporting our young players are safe and fit for purpose. The Club Secretary collect all information for the external transport providers. When travelling via this method all players are accompanied by staff.

Regulations for players travelling independently (Including public transport and own vehicles)

Stevenage Football Club provide transport to all away matches and on occasions players may make independent travel arrangements for carrying passengers (who may be other scholars or professional footballers). Stevenage Football Club does not accept liability for any damage or personal injury that occurs as a result of player choosing to travel independently, given that the club provides transport to and from match venues.

Stevenage Football Club advises all players to inform their insurers of their profession as a footballer and the nature of their driving if they intend to use their car for social and commuting purposes. Players must ensure they have the right insurance to meet their personal circumstances including the intended business use if they choose to provide lifts for other football players. Players will not be asked by Stevenage Football Club to provide transport for other peers or staff travelling.

All players must be fit to drive and free from all drugs, alcohol or medication which may inhibit or impair their ability to drive. Behaviour must be appropriate at all times

Regulations for staff transporting first team players

Members of staff are not expected or asked to transport first team players in their private vehicles as part of their duty unless stated otherwise. Staff understand that circumstances may sometimes arise where the risk of not transporting a player is greater than doing so, for example after a late football fixture and the distance to home is too far or too dangerous to walk, or in an emergency situation.

In the unlikely circumstance that a member of staff feels that they have to transport a young player in their private vehicle because it is the safest or only option, they must adhere to the following protocols where applicable:

1. Inform the Club Welfare Officer or Manager of the journey, the reasons for the journey, any incidents that arise during the journey, and when the journey is completed;
2. Have an enhanced CRB disclosure through the Club and FA;
3. Have a roadworthy and appropriately insured vehicle that meets all the legal requirements for use of the road (the Club cannot take any responsibility for any grievances arising from inadequate insurance or non-roadworthy vehicles);
4. Have permission from the young player's parents/carers;
5. Have another member of staff accompanying them (if possible) or more than one young person to accompany one another.
6. The player is to be seated in the back where possible and wearing a seatbelt.

When a member of staff is transporting a player, they must understand that the safety and welfare of the player is their responsibility until they are safely reached their destination.

Stevenage Football Club's medical staff may transport players for medical emergencies or appointment where the parent is not available. All staff must make sure they have the correct insurance when transporting young players.

All staff must be fit to drive and free from all drugs, alcohol or medication which may inhibit or impair their ability to drive. Behaviour must be appropriate at all times and any incidents that occur on the journey must be reported to the Club Secretary as soon as possible. All legal requirements must also be met when transporting players such as not using mobile phones whilst driving. Staff members must also take in recommendations such as taking breaks during long journeys and understand the dangers when driving tired.

If possible, drivers should be accompanied by another member of staff when transporting young players as this can reduce the risk of any distractions, accident, injury or allegation of misconduct or abuse.

Staff should follow all safety rules and make sure that all passengers including themselves must wear a seatbelt at all times, however the responsibility lies with the passenger when travelling.

All staff members who may have to transport players must sign a 'Drivers registration and Monitoring driver information form' at the start of the season and must update the Club Secretary on any changes.



DRIVER REGISTRATION FORM

NAME OF CLUB: _____

To Academy Manager _____(Name)

Name of driver _____

Address _____

Postcode _____

Vehicle Make _____ Model _____ Reg. No _____

I hereby confirm that I am willing to use my own vehicle for transporting young people where this is necessary and approved by the Club or the Academy Manager.

I accept responsibility for ensuring that the vehicle is in a safe, roadworthy condition and has appropriate insurance cover.

I confirm that I have a valid driving licence.

I confirm that I am not currently banned from driving

I confirm that I have read the club transport policy for the safe transportation of apprentices.

I accept that I will provide original documents for viewing and supply copies of all relevant driving documentation with this Registration Form: e.g. registration document, MOT certificate, driving licence, insurance certificate.

Signature _____ Date _____

Print Name _____ Role at club _____

Approved by Name & Title _____ Date _____



CHECK LIST FOR MONITORING DRIVER INFORMATION

It is recommended that in all cases, employees / volunteers should only transport apprentices after reading the club transport policy and confirming they have completed the Driver Registration Form. This Check List pro-forma should then be completed by a senior member of the Youth Department or apprentice programme to ensure the driver and manager are aware of all requirements.

Name of Driver _____

Role at club _____

Vehicle to be used: - Make _____ Model _____

Reg. No. _____

Reason for requirement of staff transport _____

Requirement	Response	Checked by (name)	Date
1. Has the driver confirmed they have no criminal convictions or charges which would disqualify them from driving?	Yes / No		
2. Has the driver completed the Volunteer Driver form?	Yes / No		
3. Has the driver been issued with a copy of the transport policy and signed for receipt?	Yes / No		
4. Has the driver's legal documents been checked? Driving License; MOT; Insurance Certificate (including confirmation of business use and a declaration that business use includes transporting trainee footballers if that is expected of the role)	Driving License Yes / No MOT Cert. Yes / No Insurance Cert Yes / No Business Use Yes / No		
5. Will there be an additional adult escort on the journey?	Yes / No		

Signed (Driver) _____

Role: _____

Signed (Manager) _____

Print Name _____

Date _____

Print Name _____



Role: _____

Date _____

PARENT/CARER ACADEMY TRANSPORT ARRANGEMENTS FORM

This form should be completed for the season or for the period of the contract

NAME OF CLUB: _____

To: Head of Academy _____ (Name)

Name of parent/carer _____ Name of Child _____

Address

Postcode _____ Age Group of Player _____

Please tick the statement(s) below if they apply to your circumstances, (you may tick more than one or all three points)

I hereby confirm that I will be making my own arrangements for the transport of my child from home to the club training/classroom venue and for their collection after their time with the club.

I may on occasions decide to make my own personal 'informal' transport arrangements. I may then decide to call upon family or friends to transport my child.

I consider that my child is old enough to travel independently to and from their training and education programme at the club and acknowledge that they will not require transport to be arranged either by the club or the school.

Signature _____ Date _____

Print Name _____ Relationship to child _____

Acknowledges by Print Name & Title _____ Date _____

Period covered by this agreement - from:

- to: