



Port Vale Football Club Transport Policy

PORT VALE F.C.

1876

Version control

Document Title:	Transport Policy 2022/2023
Document Owner:	Port Vale Football Club – Tim Bailey
Reference:	August 2022

Document review

Last reviewed	Position
Mar 2021	Review and update of Club/Academy and Foundation policy to one umbrella policy.
August 2022	Review and update of Club/Academy and Foundation policy

Version history

Version	Date Released	Originator	Authorised	Comments
1.1	Aug 2019	Chris Taylor	Board	Transport Policy
1.2	Mar 2021	Jon Bloore	Board	Transport Policy
1.3	August 2021	Tim Bailey	Board	Revised version
1.4	August 2022	Tim Bailey	Board	Updated and revised policy

1. The Purpose and Scope of this Policy statement

This Policy is for use across the club and is to be observed by all those who have cause to transport and/or arrange the transport of children, young persons, and families as part of its football and educational programmes. The Policy exists to ensure that best practice is promoted and adhered to.

Activities undertaken at the following locations/departments are under the remit of this policy which include:

- Port Vale Football club and the Vale Park Stadium
- Port Vale Foundation Trust
- Port Vale First Team
- Port Vale Academy and youth development
- Port Vale Women
- Port Vale Retail Store
- The HUBB Foundation

1. General information

All staff involved in transporting players/participants who are Under 18 years of age must understand:

- They must be fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgement and/or ability to drive.
- That the safety and welfare of the child is their responsibility until they are safely passed over to a parent/carer or arrive at the required destination.
- That they record details of the journey in accordance with agreed club procedures.
- That their behaviour is appropriate at all times.

- That there are proper arrangements in place to ensure vehicle, passenger, and driver safety. This includes having appropriate driving licence and insurance (for the type of vehicle being driven, business use if appropriate, any other intended use, this may need to include transporting apprentice professional football players).
- That they must report any unexpected journey and the reasons for it to the Academy Manager. Inform parents/carers, if possible, before beginning any unexpected journey and if not at the earliest opportunity.
- That any impromptu or emergency arrangements of lifts are recorded and can be justified if questioned.
- That they may transport apprentices/players U18 in emergency situations or where not to give a lift may place a child (U18) at risk.
- The importance of calling an ambulance to deal with serious medical emergencies.
- That they must adhere to all legal requirements whilst driving and transporting players U18.
- Staff understand that they must take regular breaks when driving and should be aware of the dangers associated with tiredness when driving.
- That drivers must also be responsible for the laws relating to the use of mobile phones whilst driving. In the event of an accident mobile phone records may be examined to ascertain whether the driver was engaged on a call at the time of the accident.

Staff/Volunteers Must Not:

- Offer lifts to apprentices/players U18 hours/duty unless this has been agreed with the Academy Manager and parents or carers have consented. NEVER alone.

Apprentices/players Under 18 understand that they should:

- Observe any club code of conduct.
- Check travel arrangements and take responsibility for confirming travel times.
- Always wear a seatbelt during travel.
- Understand their personal responsibilities. Be aware of personal safety and do not participate in any high-risk behaviour.

Apprentices/players Under 18 understand that they should not:

- Do anything which may distract the driver or disturb their concentration.
- Accept lifts from staff/volunteers outside of normal working hours, unless this has been agreed by the Academy Manager and their parents or carers know about the arrangements and have consented.

Escorts/chaperones understand that they should:

- Be aware of all arrangements for the duration of the journey including any stops.
- Keep a record/register of apprentices/players U18 being transported.
- Support the driver to ensure seat belts are worn by all.
- Take responsibility for any communications during the journey to ensure drivers are not responsible for mobile phone calls.
- Check the register and complete head counts at the start of each journey, during any breaks and at the end of the journey.
- Make the driver aware of any private transport arrangements made by apprentices/players U18 (such as travelling home with parents/carers)
- Re-enforce the code of conduct with apprentices and ensure that their behaviour during the journey is appropriate

2. Port Vale Academy and Youth Development

Under 9's to Under 16's Transport Plan

The Academy will provide transport to away fixtures to any player in U9's – U16's who requests transport assistance. The main form of transport will be via the Port Vale Football Club mini buses.

A designated time will be arranged accordingly at the agreed collection point which will always be on the car park by the main reception of the Football Club, this is accessed by entrance road D,

Address of the club:

Port Vale Football Club,

Hamill Road, Burslem,

Stoke-on-Trent,

ST6 1AW (Entrance D)

Booking a place/ drop off and Collection:

Parents /Guardians/Carers who wish to use this transport facility will be responsible for sending an email to the Academy Head of operations and Administration to book a seat on the minibus for that weekend.

This must be done before noon on the Friday before the fixture. (The Head of Admin & ops will give a list of all players who are booked onto the bus to the driver on the Friday before the fixture.) Anyone submitting a request after this time may be disappointed and the request rejected.

Parents /Guardians/Carers are responsible for dropping their son off and collecting him at the agreed time. Coaches will wait with the boys until parents/carers arrive (This policy is also to be used in conjunction with Late collections of children policy).

Transfer of the team

Two coaches will be present on each transport when making the journey to ensure the safety of all passengers and to adhere to good safeguarding practice. The travel arrangements will be planned in advance and will usually be arranged at the training session prior to the fixture by the coaches.

The two minibuses can transport up to 30 players at any one time meaning we will arrive at away destinations in good time. All passengers must remain seated for the entire journey and are reminded at all times to be wearing a seat belt by the driver/signs in the bus. This service is available to any player (including trialist's). All journeys are logged in the vehicle register and any defects on the bus (lights not working etc.) are attended to before the vehicle goes out.

Under 16's to Under 18's Transport Plan

General Policy

It is Club Policy that throughout these age groups all the players will travel to games on the mini buses provided unless otherwise authorised. There may also be occasions when training is offsite players or when players/apprentices attend college we will again use official club transport. Port Vale Football Club will ensure that the vehicles used to transport staff and players will be fit for purpose and safe to use on the road. Any accompanying staff/driver will also be subject to a current DBS check.

Players/Apprentices passing their Driving Test

Many apprentices/players will pass their driving test at some point during their apprenticeship programme. Most will then be keen to drive and may have access to either their parents' cars or decide to purchase a car for themselves.

There are increased risks associated with young drivers and a wealth of statistics and resources are available at:

<http://www.rospa.com/roadsafety/youngdriversatwork/>

This site provides information and Activity Guides for young drivers. Although primarily aimed at young people driving company vehicles it still provides prompts and information which clubs and apprentices may find interesting for educating young drivers.

The New Driver:

Many newly qualified drivers lack experience on the road and need to continue to develop their skills. The statistics suggest that as many as one new driver in five has some kind of collision in their first year of driving. The 'Safety Code for New Drivers' can be found at- http://www.direct.gov.uk/en/TravelAndTransport/Highwaycode/DG_069873

The site provides advice to help new drivers through the first twelve months after passing the driving test.

New drivers may consider taking further training such as 'Pass Plus', which may also save them money on insurance premiums, as well as helping to reduce the risk of being involved in a collision. The "Pass Plus" scheme is designed by the Driving Standards Agency and its aim is to help new drivers to become better drivers.

Players/Apprentices and their parents understand that:

- If using their own vehicle during the working day travelling to and from training, college or the ground apprentices may need 'business use' on their insurance. They should also inform their insurers of their profession to ensure that any other intended use is included on their vehicle insurance.
- They may make private arrangements for carrying passengers as they would in the course of the normal leisure activities, however; – Apprentices and parents should seek additional advice from their vehicle insurers to ensure they have appropriate insurance cover to meet their personal circumstances including the intended use if they choose to provide lifts for other football apprentices.

Note: Port Vale Football Club will not ask apprentices/players to provide transport for peers or staff during their working hours and should they choose to do so it will be their responsibility. Any player or apprentice who chooses to be transported or offered a lift by a fellow player or apprentice takes full responsibility in the event of any issues arising.

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General information for Apprentices who become New drivers:

- Avoid driving between midnight and 6 am unless it's really necessary. Many of the worst collisions happen at night.
- If driving with passengers, the driver is responsible for their safety. Don't get distracted or be encouraged to take risks. Drivers should concentrate in order to get to their destination safely. Do not allow more passengers than your vehicle is suited for (check the number of seat belts).
- Make sure everyone in the car is wearing a seat belt throughout the journey.
- Adhere to the legal requirements in respect of the use of mobile phones.
- Never show off or try to compete with other drivers, particularly if they are driving badly.
- Don't drive if they have consumed any alcohol or taken drugs. Even over-the-counter medicines can affect the ability to drive safely - read the label to see if they may affect driving.
- Keep the speed down - many serious collisions happen because the driver loses control, particularly on bends.
- Take regular breaks on long journeys and be aware of the dangers associated with tiredness when driving.
- Most new drivers have no experience of driving high-powered or sporty cars, unless they have learnt to drive in such a vehicle. Encourage them to get plenty of experience driving on their own before driving a more powerful car.
- Driving while uninsured is an offence.
- Understand That there are a number of types of insurance cover available. Apprentices and their parent(s)/legal guardian(s) should be advised to seek guidance from their own motor insurance provider to ensure they have the correct cover to meet their child's driving needs. Consideration should be given to 'business use cover, and also to specific cover for their role in professional football. If the apprentice is driving during working hours as part of their apprenticeship programme, thought should be given to their role in transporting 'trainee footballers'.

Note: that under the New Drivers Act a licence can be revoked if a driver receives six penalty points on their licence within two years of passing their first driving test. They would then need to pass both the theory and practical tests again to get back a full licence.

It is also important to be honest and truthful about the use of any vehicle and also the current profession of the driver to ensure that the right level of cover is obtained. Failure to provide the correct information or using a vehicle that is not roadworthy will make any insurance obtained invalid.

3. Hiring In a Coach or Minibus

To provide transport for any activities or programmes associated or arranged by the club, there may be occasions where it is necessary to hire in or contract an external minibus or coach company. When selecting a coach or travel company to transport apprentices or any children at the club then the club should seek confirmation of the following.

Standards for Minibus or Coach Hire:

- Ensure that the company is a reputable transport provider.
- Ensure that any contracts made with the provider outline the club's commitment to safeguarding.
- The Club may wish to take up references from other customers to establish the credentials and reliability of the company.
- Request the company to provide confirmation that they have:
 - Appropriate public liability insurance.
 - Qualified experienced drivers with the correct driving licence for the size and category of vehicle being driven.
 - That any drivers have DBS clearance, if appropriate, for their role with children.
- Request the company provide information on any vehicles which will be used, that they are:
 - Appropriately insured, roadworthy and are regularly maintained.
 - Fitted with working seat-belts appropriate to the size and type of vehicle and passengers to be carried.
 - Use only age-appropriate videos during travel (if video access is available).

4. Collisions or Breakdown

In the event of a breakdown or collision follow the procedure as below:

1. Pull over onto the hard shoulder or the side of the road if possible and operate the hazard warning lights.

2. It is recommended that driver and passengers do not stay in a broken-down vehicle on a motorway. But wait safely on the embankment away from the vehicle unless there are circumstances where passengers may be at greater danger outside of the vehicle. Where passengers are injured, they should not be moved unless they are in immediate danger of further injury by other vehicles, fire or explosion.
3. If on a motorway use the nearest emergency telephone as this links directly to police control and is automatically coded so that the driver's exact location is identified by the emergency services. On other roads use mobile telephone to summon assistance.
4. Set up the 'hazard warning' triangle if safe to do so according to the Highway Code recommendations of 150 metres on a motorway and 50 metres on other roads.
5. Return to the group and wait with your passengers. Do not allow passengers to assist with repairing or re-starting the vehicle and never allow them to push the vehicle.
6. Telephone the appropriate Academy/Foundation or Club representative in order to provide information about your situation.
7. In the event of an accident and persons are injured this must be reported to the emergency services.
8. In the event of any collision obtain full details. This includes the names of injured persons and witnesses. If safe to do so take images of the vehicles involved, road conditions and any other impacting factors. If the accident is 'damage only' and no one is injured the driver should ensure that the vehicle is roadworthy before continuing the journey. Do not offer verbal admission of liability or sign any written liability. Details of ALL collisions and incidents with any images must be reported to the appropriate Academy/Foundation or Club Representative as soon as possible so that details may be forwarded to the Insurers.

5. **Useful Contacts and Sources**

Further advice and guidance on transport and personal safety may be found at the following sites:

GOV.UK Driving a Minibus <https://www.gov.uk/driving-a-minibus>

HOME OFFICE Reducing and preventing crime and ensuring people feel safe in their homes and communities.
<http://www.homeoffice.gov.uk/crime/>

LEGAL ADVICE General legal advice, including motoring offences <http://www.motorlawyers.co.uk/>

ROAD SAFETY Coaches seat belts - advice www.parliament.uk/briefing-papers/SN00542.pdf

A large, faint watermark of the Port Vale Football Club crest is centered on the page. The crest features a shield with a cross, a lamp, and a banner at the bottom that reads "PORT VALE F.C." in bold, capital letters. Below the banner is the year "1876".

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Board Authority and Acceptance of this Policy

Signed by:

Name Board member..... Date:.....

SSM..... Date:

This policy will be reviewed on an annual basis or following learning outcomes as a result of a significant incident or when legislation / statutory guidance changes by the Designated Safeguarding Lead.

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