



# HOLY TRINITY ENNISKILLEN

**Holy Trinity Preschool Transport Policy**

**Policy approved by Board of Governors**

**Dated**

**Signed**

**Review Date**

## Holy Trinity Preschool

In Holy Trinity Pre-school Centre records are kept relating to the vehicles/buses in which the children are transported during outings, including insurance details and a list of named drivers who have been vetted (current approved company is Diamond Cabs).

Details relating to this current provider are retained by the principal/office staff and only drivers from the approved list should be used.

Child safety seats or appropriate booster seats are correctly installed and all children wear suitable seat belts.

Any journeys away from the centre can only be undertaken after the completion of a risk assessment which also ensures that the appropriate staffing levels are in place.

Trips from the Preschool requiring bus transportation will only be carried out using the companies who are appropriately insured and vetted. In order that this is complied with, the trust shall be engaged.