



Oxford United Transport Policy

Oxford United's Transport requirements:

- Apprentices and young players across all phases are required to provide their own transport to and from the Training ground/venue and the Stadium (when required) on a daily basis or on days when required to report by their coach and in accordance with their training programme. This also applies to reporting for home and away matches on a Saturday or Sunday morning.
- During school holidays (at present the club does not operate training for Under 16's during these times) players will still be required to arrange their own travel to the stated training venue.
- Our Apprentices currently travel on a day to day basis using the following means of transport; on foot, using their own car, lift with parents/guardians bicycles and public transport. If an apprentice, for any reason cannot get in for training or a game, all attempts will be made to allow the player to attend. Strategies will include the arranging of a lift with peers or collection by at least two members of staff in the club mini-bus as a last resort and in exceptional circumstances.
- Our Foundation and Youth Development phase players currently travel with parents/guardians to training and when reporting for games.
- All transportation to away games is provided by the football club in the form of hired coaches and/or the use of a club leased minibus. Members of staff will be required from time to time to drive the minibuses.
- All transportation for apprentices within the working week hours (usually between 8.00-4.00) is provided in the form of a minibus which will be driven by the youth-team coach. This includes travel to off-site venues and games. There may be times where a coach is provided for the apprentices for games that are classed as long distance away trips. If for any reason the coach is unavailable, a qualified driver (with D1 entitlement on their licence) will be provided from within the full-time football club staff.
- All staff will have the necessary insurance and driving entitlements when using the club minibus. This will be monitored and recorded by the Club.
- It is a legal requirement that all passengers should wear seat belts and it is the responsibility of the driver to ensure that this requirement is met.

Vehicles used:

- Minibuses and Coaches
- Maintenance provided by the hire companies and monitored by the Academy manager Les Taylor. Academy manager to also ensure drivers are qualified and insured.
- Designated Minibus drivers (full-time staff), Les Taylor, Leon Blackmore-Such, Matt Jarvis.

- Staff vehicles not to be used unless in exceptional circumstances. There may be occasions when staff are expected or asked to transport children as part of their duties. Staff, who are expected to use their own vehicles for transporting children, should ensure that the vehicle is roadworthy, appropriately insured for any other intended use, that the maximum capacity is not exceeded and that they adhere to all other legal requirements.

External drivers & designated club drivers:

- 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.
- 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 proper and appropriate 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 Head of Youth. 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 will understand that they must take regular breaks when driving and should be aware of the dangers associated with tiredness when driving.
- That those 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.

Oxford United Staff/Volunteers Must Not:

- Offer lifts to apprentices/players U18 outside of normal working hours/duty unless this has been agreed with the Head of Youth and parents or carers have consented.

Oxford United will ensure apprentices/players U18 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.

Oxford United will ensure apprentices/players U18 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 Head of the Academy and their parents or carers know about the arrangements and have consented.

Oxford United will ensure 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.
- 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)
- Re-enforce the code of conduct with apprentices and ensure that their behaviour during the journey is appropriate.

Hiring a Minibus/coach:

- Oxford United will hire in, lease or contract a 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 & welfare.
- The club will 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 CRB 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 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).

- Clubs may, on occasions, be able to access their local authority or partner schools' minibus. Clubs should still seek confirmation from the partner that the above checks are in place. In addition clubs should ask any partner agency for a copy of their minibus policies and procedures.

Club Minibus

Oxford United when owning their own minibus transport will provide minibus usage guidelines to staff who drive or use the minibus (see below). Minibuses must only be driven by those who have the appropriate class/entitlement on their driving licence.

Oxford United will:

- Develop a **driver registration form** which records all driver vehicle details for those staff who drive on behalf of the club.
- Develop a **check list for monitoring driver information** and managing the communication of the transport policy to staff.
- Develop a code of conduct regarding the expectations of behaviour during any journey for both staff and apprentices/players U18.
- Ensure that all drivers have the appropriate class of driving licence for any vehicle they drive.
- Ensure that all drivers and vehicles are appropriately insured.
- Ensure the vehicle is roadworthy.
- Ensure the vehicle meets all legal requirements for use on the road in the manner intended.
- Ensure transport arrangements are confirmed and appropriate in respect of travel times.
- Ensure staff who do drive players U18 as part of their role are required to notify the Head of Youth of existing or impending disqualification or conviction.
- Inform drivers that regular checks of their driving licence will be required.
- Decide upon the age at which club drivers will be allowed to transport apprentices/players U18 e.g. Minibus Drivers must be over 21 years or 25 years old with a number of years (2-5 years) driving experience.
- Ensure any driver over 70 years old provides the club with details of an annual assessment.
- Ensure drivers are informed of the need to report to the club details of any medical conditions which may affect their driving.
- Complete annual consent forms (consideration may be given to the consent form being for the period of the U18 player registration) (Appendix 3) identify regular transport practices and ensure additional consent forms are completed for any specific or unusual journey's e.g. annual pre-season tour.
- Ensure apprentices/players U18 understand their personal responsibilities.
- Ensure that drivers are accompanied by another adult when transporting young people as this may significantly reduce the risk of distraction, accident, injury or allegation of misconduct or abuse.
- Only allow drivers with suitable prior experience to tow trailers. Trailers should not be towed when carrying children and young people as passengers.

- Ensure staff understand that they must take regular breaks when driving and should be aware of the dangers associated with tiredness when driving.
- Complete records of every journey made, including start and end destinations, mileage covered, times of journey and driver details are recorded for each journey to enable the club to properly answer requests, if required, under section 172 of the Road Traffic Act (request for details of driver following offence e.g. speeding offence).

In addition to the existing policy, during the period of Return to Play from COVID-19 the Football Club and Academy have made a number of additions to our welfare, operational and safeguarding procedures. These include, but are not limited to:

- **Logistical process for social distancing at the Training Ground.**
- **Small group training in Phase 1 and Phase 2**
- **Weekly welfare and safeguarding meetings with specific COVID-19 allocated staff**
- **Additional risk assessment planning for all Academy operations**
- **Regular contact between Academy COVID-19 Officer (DH) and Club COVID-19 Officer (NMc)**