



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.

TRAVEL POLICY

Rationale

We, as an organisation, do not provide, nor do we take responsibility for, students' travel arrangements. Tutors shall provide their own means of transportation to and from the student's home or, in certain circumstances, a designated location.

Aim

- To be as sustainable as is practicably possible.
- To ensure that all legal, safeguarding, and health and safety requirements are adhered to in relation to tutor transportation.

Practice

Where appropriate, we must be provided with proof of:

- A valid UK driving licence
- Car insurance that includes business use
- A valid MOT certificate

We will not accept liability for any accidents, damage, or loss incurred to vehicles when being used for tutoring purposes.

Tutors must ensure their vehicle is locked with all windows securely closed when unattended, and that any security devices (alarm, steering lock, or similar) are engaged. It is also recommended that no valuable items are left on display.

On the very rare occasion where a tutor has a student as a passenger in their car, written consent from parents/carers must be obtained in advance and approved by the organisation. Wherever possible, such arrangements should be avoided unless a clear safeguarding and risk assessment justification is in place. Students should sit in the rear of the vehicle to reduce safeguarding risks and allegations.

Tutors are responsible for all travel-related costs unless otherwise agreed. This may include fuel, parking, insurance, repairs, servicing, breakdown cover, licensing fees, hire charges, and public transport costs (train, bus, taxi).

Mileage may be claimed in line with current HMRC Approved Mileage Allowance Payments (AMAP) rates.



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It is recommended that all tutors keep adequate records of business mileage, income, and expenses to support accurate self-assessment tax returns. We do not accept responsibility for the preparation or submission of tax returns.

Where necessary, our adverse weather and travel disruption procedures will be communicated to tutors via email.

References

- Health and Safety at Work etc. Act 1974
- DfE Home to School Travel and Transport Guidance (2014)
- HMRC Approved Mileage Allowance Payments (AMAP) guidance
- Keeping Children Safe in Education (2024)

Review

N K Jones
September 2026

Review Date
September 2027