



CO-ORDINATOR  
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Further Education Centre  
The Neale Road  
Ballinrobe  
Co. Mayo

## TRANSPORT POLICY

Where the centre provides a transport service all students attending the course that use the bus will have their travel allowance directed towards the cost of the service.

Seats on the bus are allocated on a first come first serve basis.

Where learners are travelling to a centre event they will be accompanied at all time by a staff member.

Staff at Youthreach Ballinrobe is responsible for the insurance implications for using their private vehicles for any work related travel.

This policy is closely interlinked with the Child Protection Policy and the Code of Conduct.

