

Minibus Policy



Hollygirt

SCHOOL

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Policy Review Led by:	SLT
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To be read in conjunction with:	Educational Visits Policy, First Aid Policy, Safeguarding and Child Protection Policy, Risk Assessment Policy.

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1. Introduction

The school minibus helps to provide students with access to school visits, as well as to numerous other extra-curricular activities. It is essential that all users of the school minibus are aware of all legal and procedural responsibilities pertaining to its use.

The aim of this policy is:

- To provide clear procedures to drivers regarding the safe use of the school minibus;
- To ensure that all users of the school minibus are aware of their legal responsibilities.

To be read in conjunction with the following policies:

- Educational Visits Policy
- First Aid Policy
- Safeguarding Policy
- Risk Assessment Policy

2. Approval to Drive the School Minibus

The school requires drivers to:

- be between 30 and 70 years of age;
- hold a current full driving licence with no more than 6 penalty points. If the driver has less than 6 points, the driver may still be precluded depending on the offence(s).

Staff wishing to drive the school minibus will be requested firstly to provide their driving licence and complete a driver registration form to the Bursar so that they can determine that the member of staff has the correct authorised license to drive the school's vehicles or to carry students on behalf of the school.

3. Persons Entitled to Drive the School Minibus

Driving should be done on a voluntary basis and should not be written into staff's contracts. Only members of staff who have the authorisation of the Bursar are authorised to drive the school minibus.

4. Responsibilities

- The Bursar is responsible for maintaining a list of approved drivers;
- The Bursar is responsible for ensuring that the school minibus is properly maintained and licenced, if the Bursar is unavailable, please see the Head;
- Approved drivers are responsible for reporting any convictions for a motoring offence (except parking offences) immediately to the Bursar. This applies whether the offence was committed whilst driving the school minibus or any other vehicle.

5. Procedures for Using the School Minibus

- Approved drivers wishing to use the school minibus should book it out via the electronic school minibus booking diary on the school's shared drive;
- The school minibus should be collected from, and returned to, its parking space located in the car park of 9 Villa Road and keys should be returned to Reception at the end of the journey;
- Prior to ANY journey, the named driver must complete a visual check of the vehicle. This must be completed using the School Minibus Vehicle Checklist (Appendix A) kept in the vehicle glove box. This is to ensure basic, but necessary, safety checks are undertaken;
- The driver must complete the School Minibus Journey Log (Appendix B) and submit a copy of this and the School Minibus Vehicle Checklist to reception when returning the keys;
- Any defects noted should be reported to the Bursar. Drivers should be aware that they will be held legally responsible for driving with any defect;
- Serious defects must be reported IMMEDIATELY;
- Minor defects can be reported after the journey has taken place.

If the driver is in any doubt, the vehicle **MUST NOT** be taken onto the road.

The minibus requires diesel fuel.

Reimbursement for expenditure which specifically relates to the school minibus (i.e., fuel purchase) should be requested from the Bursar. Receipts must be provided.

6. Maintenance and Licensing of the School Minibus

The Bursar is responsible for arranging:

- the regular service of the school minibus, according to manufacturer's recommended practice, with a reputable and suitably qualified organisation;
- the school minibus is licensed and that all road tax, insurance and MOT certificates are up to date.

7. Health and Safety of Drivers and Passengers

The school minibus driver should make students aware of the following before the commencement of the journey:

- Seatbelts must be worn at all times (this is a legal requirement and it is the driver's responsibility to check this);
- Everyone should remain seated at all times, should be well behaved and provide no distraction to the driver;
- Which entry and exit doors are to be used (it is recommended that side doors be used except in emergencies);
- Exits and gangways should be always clear of obstructions (such as bags). Bags can go on spare seats and under seats.

No more than 16 passengers and a driver may be carried in the school minibus.

8. Other Safety Considerations

- The number of adults required in addition to the driver will be determined by the trip Risk Assessment;
- If the students' behaviour is distracting to the driver or other road users, the driver should stop the bus until the students are settled;
- Where possible, the bus should be parked with the side doors to the kerb. Where this is not possible, students should remain seated until they can be supervised from the road.

9. Driving Rules

Drivers are responsible for driving within the law and in accordance with the Highway Code. National speed limits apply to the school minibus and it should not be driven in the third lane of a motorway.

For safety reasons, the minibus is fitted with a speed limiter which prevents the vehicle going at speeds above 100km/h (62mph).

10. Tiredness

Driving when tired increases the risk of an accident. The Highway Code recommends that a driver takes a minimum break of at least 15 minutes after every 2 hours of driving. However, after a full working day, a driver **MUST NOT** drive for a continuous period of more than 2 hours without taking a suitable break. If an authorised relief driver is available to drive a journey can be continued without a break.

Drivers should use common sense to ascertain their suitability to drive at a given time (consider tiredness, recent alcohol or medicine consumption, illness etc.).

11. Alcohol and Drugs

Drivers must not drive under the influence of alcohol or drugs.

12. First Aid Kit

There is a first aid kit stored in the roof space above the driver. The kit contains the following:

- Dressing x 3
- Disposable gloves x 1
- Bandage 7.5cm x 4m x 1
- Safety pins (6) x 2
- Triangular bandage x 2
- Cleaning wipes x 10
- Eye pad x 2
- Wash proof plasters x 24
- Scissors x 1
- First aid guide x 1

Make sure that even minor uses of a first aid kit are recorded in the journey log, and that stock is replaced after use. Check that all items are 'in date' and replace any that have passed their expiry date.

13. In the Event of an Accident or Emergency

- The driver must stop and make the accident scene as safe as possible. If necessary and if possible, it may be appropriate to move the vehicle to a safer position;
- Where it is safe and reasonable to do so, students should be removed from the vehicle and taken to a safe area away from the accident site, where they should be fully supervised;
- The driver must stay at the scene of the accident until the emergency services and anyone else with reasonable cause have taken all the details;
- Insurance details should be swapped with a third party at the scene, however, NO LIABILITY should be admitted. Insurance details will be kept in the vehicle glove box;
- A visual check of the vehicle should be undertaken before the journey resumes;
- If the vehicle is not roadworthy, the driver should contact the breakdown service;
- The driver should inform the Bursar as soon as is reasonably possible.

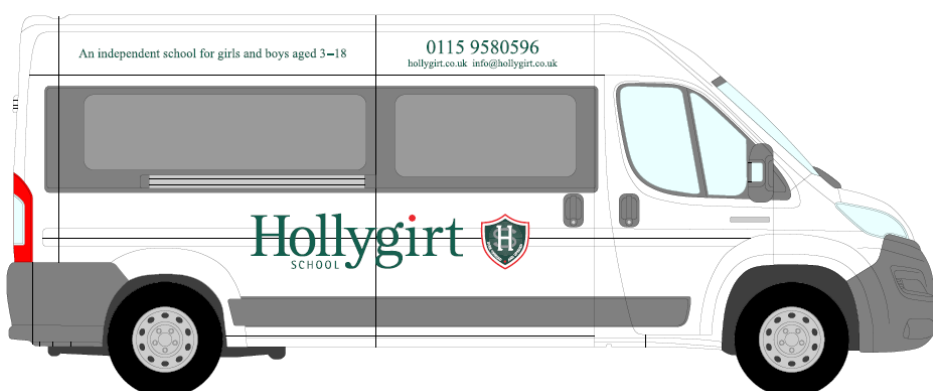
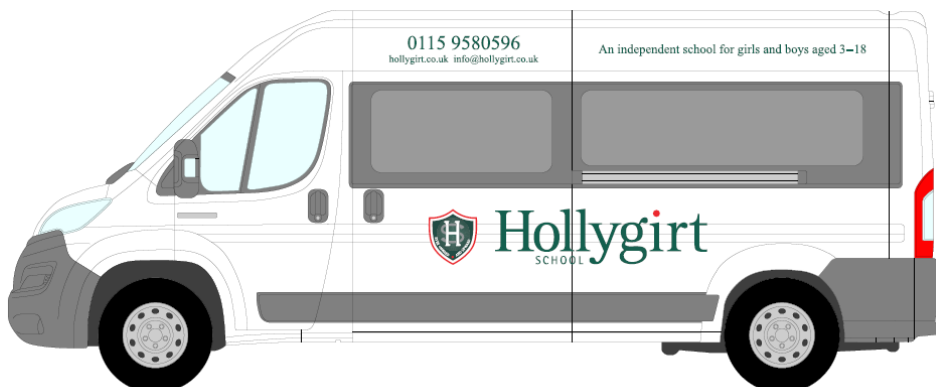
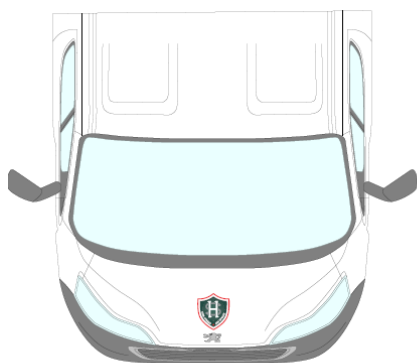
14. In the Event of a Breakdown

- Where it is safe and reasonable to do so, students should be removed from the vehicle and taken to a safe area away from the breakdown site, where they should be fully supervised;
- The driver should inform the Bursar as soon as is reasonably possible;
- The breakdown service should be contacted as soon as is reasonably possible;
- The breakdown services details will be kept in the vehicle glove box.

Appendix A - School Minibus Vehicle Checklist

Name of Driver:			
Date of Journey:		Time check carried out:	
Checklist	Yes	No	Notes
Fuel level ok			
Windscreen wipers working			
Lights/brake lights working			
Indicators working			
Brakes working			
Tyres in good condition			
Fire extinguisher present			
First aid kit present and fully stocked			
Seatbelts working			
Any damage to the vehicle? If yes, please circle on diagram below and provide description			

Defects to be reported to the Bursar



Print Name:		Date:	
Signature:			

Appendix B - School Minibus Journey Log

Driver's Name:	
Destination:	
Purpose of trip:	
Date and time of leaving:	
Date and time of return:	
Number of passengers:	
Mileage reading before leaving:	
Mileage reading on return:	
School Minibus Vehicle Checklist completed (Appendix A)	<i>Please tick to confirm</i>
First aid kit used:	Yes / No If Yes, please provide details below:
Staff Signature:	

Please complete both Appendix A (School Minibus Vehicle Checklist) and Appendix B (School Minibus Journey Log) and return with the keys to reception.

Please report any incidents to the Bursar.