



SCHOOL MINIBUS SAFETY POLICY

Effective Date: January 2020

Last Reviewed:

Reviewed by: Karen Hayward

Next Review Date: July 2023

Rationale

The School minibuses are a valuable resource, which helps to provide students with access to School Visits and off-site Residential, as well as to numerous other extra-curricular activities. It is essential that all users of this resource are aware of all legal and procedural responsibilities pertaining to its use.

Aims

1. To provide clear procedures relating to use of the school minibuses
2. To ensure that all users of the school minibuses are aware of their legal responsibilities.

Eligibility to drive the School Minibuses/people carrier

1. Those permitted to drive the school minibuses must be between 21 and 60 years of age
2. The driver must hold a D1 category (minibus ONLY) and a full driving licence.
3. The driver should have no more than 6 penalty points on their licence.
4. All drivers will be trained using a 'Drivers Assessment' every 4 years to ensure high levels of competence and skill.
5. Any endorsements incurred by eligible drivers must be disclosed to the Executive Principal, as these may affect eligibility to drive the vehicle. The HR & Operations Manager is responsible for organising a bi-annual viewing of driving licences to ensure appropriate insurance coverage and will publish a list of eligible minibus drivers list in the staff room.
6. New staff will be asked to undertake individual training unless able to provide evidence of previous training which means they are already qualified to drive minibuses.

Insurance is arranged by Central Bedfordshire Council Insurance Team and the above are all pre-requisites. Failure to meet requirements could invalidate the insurance in the event of a claim and also lead to the driver unwittingly committing a criminal offence.

Should a driver:

- accumulate more than 6 live points on their licence
- have a collision of any kind in the minibus
- have complaints about their driving confirmed
- acquire a medical condition that would affect their ability to drive

Then they are no longer authorised to drive a school minibus in Central Bedfordshire

NB –Driving a school minibus is NOT the same as driving a car; it requires different levels of knowledge, skill and awareness. It also carries different legal responsibilities which trained drivers will have been made aware of.

Procedures

1. The school minibuses must not be used unless the named driver meets the eligibility requirements above.
2. Those wishing to use a school minibus should book it out via the minibus booking system on Outlook, through site team/Office Manager.
3. The Executive Principal has overall responsibility for the school minibuses and final powers of authorisation over their use.
4. Drivers of the School Minibuses must complete a minibus vehicle check / log sheet stored in the minibus along with the mileage and driver record sheet. This is to allow careful monitoring of the Minibus, its condition and its general use. **If these forms are not completed every time the minibus is used, the Executive Principal will withdraw the driver's ability to drive the minibus.**
5. The School Minibus should be collected from and returned to the parking area near to the site office with keys and logbook. Completed paperwork should be returned to the site office at the end of the journey, or as soon as possible thereafter.
6. Any defects noted should be reported to the Site Agent(s) as soon as possible. More serious defects **MUST** be reported **IMMEDIATELY**. Minor defects can be reported after the journey has taken place. However, if the driver is in any doubt the vehicle **MUST NOT** be taken onto the road.
7. Any cash required for a journey, which specifically relates to the minibus (i.e. to purchase toll fees/parking) should be requested from the finance office. Receipts should be obtained for any such expenditure and handed in to the finance office upon return.
8. Do not return the minibus if it has less than $\frac{1}{4}$ of a tank of fuel, should you need to re-fuel the minibus, please collect the fuel card from the site office. This should be returned to the site office, along with a full VAT receipt upon return.

Maintenance/ Licensing of the School Minibuses

1. Overall responsibility for ensuring that the school minibuses are properly maintained and licensed lies with the Executive Principal. However, this responsibility is devolved to the Site Agent(s).
2. The school minibuses should be regularly serviced according to manufacturer's recommended practice. The Site Agent(s) are responsible for arranging this servicing with a reputable and suitably qualified organisation.
3. Minor checks of the vehicles (oil, water, tyres etc.) will be completed at least every 21 days by the Site Agent.
4. Prior to ANY journey, the named driver must complete a visual check of the vehicle. This must be completed using a minibus vehicle check/log sheet kept in the minibus. Drivers **MUST NOT** assume that point 3 above has been completed. They should remember that as driver, they will be held legally responsible for driving with any defect.
5. Site agent(s) must ensure that MOT certificates are up to date.

6. Site agent(s) must ensure that 12 week safety checks are carried out on the 2 white minibuses.
7. Road tax and Insurance are arranged by the Finance Department.

In the event of an accident

1. The driver should inform the SLT on-call as soon as is reasonably possible.
2. Insurance details should be swapped with a third party as soon as is possible. However, NO LIABILITY should be admitted.
3. 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, all students will be required to wear a high-vis vest and should be fully supervised.
4. A visual check of the vehicle should be undertaken before the journey resumes.
5. If the vehicle is not roadworthy the driver should contact the Breakdown Service (contact details are on the windscreen).

In the event of a breakdown

1. The driver should inform the SLT on-call as soon as is reasonably possible.
2. The Breakdown service indicated on the windscreen should be contacted as soon as is reasonably possible.
3. 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; all students will be required to wear a high-vis vest.

Health and Safety of Drivers and Passengers

The named drivers should state the following to the students before the commencement of the journey:

1. Seatbelts must be worn at all times. This is a legal requirement. (It is the driver's responsibility to check this).
2. Everyone should remain seated at all times.
3. Which entry and exit doors are to be used. (It is recommended that side doors be used except in emergencies).
4. Gangways and doorways are to be kept clear at all times. Bags should be kept on laps or stored under seats securely.

Other considerations

1. If at any time the students distract the driver, s/he should stop the bus until the students are settled. Do not try to continue. Remember that they may also be distracting other drivers.
2. Where possible park the bus with the side doors to the kerb. Where this is not possible, students should remain seated until you are able to supervise them from the road.
3. It is essential that all drivers of minibuses have had sufficient rest prior to undertaking a journey. The driver must therefore assess whether they are safe to drive before commencing a trip.

4. Drivers should remember that prescribed medication or over the counter medications may affect their ability to drive.

5. On no account should you drive a Minibus if you have had any alcohol within the previous 12 hours.

6. Drivers MUST NOT drive for longer than 2 hours without taking a break for at least 15 minutes. Remember tiredness kills.

7. Driver's Assistant

With the exception of short journeys, a second member of staff or an adult volunteer will normally be on every journey as the driver's assistant. For short journeys of less than thirty minutes duration an assistant should not be needed unless circumstances require one. If required they can also make and receive phone calls so the driver does not have to. They should assist in a breakdown or accident and can act as a relief driver if they are trained and authorised to do so.

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I confirm that I have read the above policy and agree to abide by its terms.

Staff Name:

Signature:

Date:



MINIBUS DRIVER CHECKLIST

Name of Driver:

Date of Journey:

Time check carried out:

	YES	NO	DEFECT REPORTED TO:
Fuel level OK?			
Oil level OK?			
Windscreen wipers/ Washers working?			
Lights/brake lights working?			
Indicators working?			
Tyres in good condition?			
Brakes (hand and pedal) working?			
Fully stocked first aid kit?			
High Vis vests for driver and all passengers?			
Fire extinguisher?			
Paperwork (insurance, driving licence)?			
Permit displayed?			
Seatbelts working properly?			
Mobile phone available?			

**Return
form
to site**

agent(s) responsible for minibus

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For site use only:

Detail actions required:

Date defect completed: Signed:



Check list Minibus Drivers

Name of Employee/ Job Title:				
Checklist	Y	N	Date of Check	Comments
<i>Driver has appropriate, valid driving licence for type of vehicle – D1 category on licence?</i>				
<i>Driver has received driver assessment training in line with the School Policy guidelines a copy of which is retained on file?</i>				
<i>Points on licence (detail offence code and no of points)</i>				
<i>Aware of accident/breakdown reporting procedures</i>				
<i>Copy of driver documentation retained on personnel file</i>				
<i>Does the driver have any pre-existing medical conditions that may affect their ability to drive</i>				
<i>Personal Protective Equipment issued (where applicable) Driver instructed on correct use</i>				
Date of Check:				
Signature of Employee:			Signature of Executive Principal:	



Licence Check – to be completed every 6 months

Date	Points on Licence (Y or N)	If yes details	Checked by (Print & Signature)