



The Woodlands Centre

Minibus Policy

Member of Leadership Team with Responsibility for Update of Policy	Business Manager
Headteacher	Robin Wilson
Date adopted by the Governing Body	2 nd October 2018
Policy Review Cycle	Annually
Date for Policy Review	October 2019

Introduction

The School Minibuses are a valuable resource, which helps to provide pupils with access to a variety of fixtures, visits and residential experiences, as well as to numerous other extracurricular and enrichment experiences. It is essential that all users of this resource are aware of all legal and procedural responsibilities pertaining to its use. We all have a responsibility for measures to improve safety when driving on School Business, this is important for the health and safety of the passengers, school employees, volunteers and of other road users.

This policy explains where a driver's responsibilities begin and end, what advice is available and where it can be obtained, and what standards are expected. The aim of the document is to emphasise that a culture of safety is worthwhile and ultimately necessary.

Scope

This policy covers all drivers of the school minibus, whether employees of the school, volunteers, Governors or hirers of the vehicle.

Aims

- To provide clear procedures relating to the use of the minibus
- To ensure that all users of the minibus are aware of their legal responsibilities

Responsibilities

School Responsibility

It is the school's responsibility to ensure that the vehicle is road worthy, is currently taxed, has valid MOT certificate, is insured and is serviced on a regular basis. The school will also undertake a risk assessment of the management and use of the minibus.

The Site Manager will ensure that each driver:

- has undertaken appropriate Driver Assessment Training facilitated by Shropshire Council
- has a current valid driver's licence for the class of vehicle concerned.
- is aware of the checks that must be undertaken by the driver before the vehicle is taken on the road
- is aware of the defect reporting system.
- is aware of the location of the breakdown procedures and has access to the current vehicle documentation

Drivers Responsibility

It is the driver of any vehicle on the public highway who is responsible in law for the safety of the vehicle. Drivers are reminded of their duty to comply with the Road Traffic Act as detailed in the Highway Code. The driver must:

- Complete the driver's declaration (appendix 1) and ensure it is updated should **any** circumstances change e.g. fixed penalty endorsements
- Ensure that they have a driver's licence that is valid for the class of vehicle.
- Notify the school of any change in health or eyesight, all drivers must meet the DVLA minimum requirements and state if eyesight is corrected by glasses or contact lenses.

- Undertake the minibus daily checks prior to driving the vehicle, these must be recorded

Report any defects immediately to the Site Manager

Eligibility to Drive the Minibus

- All drivers must be aged between 25 – 70, with a full driving licence, which includes D1 classification
- All drivers must produce their original driver's licence to the Site Manager

Procedures

The minibus must not be used unless the driver meets the criteria set out above;

- The minibus must be booked through the admin team
- The Business Manager has overall responsibility of the minibus and has final authorisation on the use of the minibus.
- Drivers of the minibus must complete the vehicle check/minibus log sheet (Appendix A) before every journey and familiarise themselves with their responsibilities (Appendix B)
- The minibus must be collected from its parking place and returned to its parking place, the keys should be returned to the site team after every use.
- Any defects must be reported to the Site Manager IMMEDIATELY. If the driver is any doubt the vehicle MUST NOT be taken on the road before consulting the Site Manager.
- Any use of the first aid kit must be reported to the site team when returning keys so that replenishment can be arranged.
- The vehicle must be left clean, tidy and ready for use by the next driver, this includes reporting to the site team if fuel gauge shows the tank is less than half full at the end of every journey.

Maintenance

- An appointed person will carry out and record a weekly maintenance check on the minibus, this will include checking diesel levels.
- The minibus will be serviced in line with the manufacturer's recommendations.
- A full MOT will be carried out by the required date.
- Drivers are expected to undertake basic checks of the vehicle prior to undertaking their journey, please see Appendix A
- Licensing of the Vehicle is the responsibility of the Site Manager but is included in the vehicle lease.

Accident/Breakdown

The driver should inform the School as soon as possible, the school will arrange alternative transport and will implement the appropriate procedures.

- The AA help line number is available in the minibus.
- Insurance details should be swapped with any involved third party as soon as is possible. Under **no** circumstances should the driver admit liability.
- Where it is safe and necessary 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, until alternative transport arrives

- A visual check of the vehicle should take place before the journey resumes.

Health and Safety of Drivers and Passengers

The driver should state the following to passengers:

- Seatbelts must be worn at all times. This is a legal requirement.
- Everyone should remain seated at all times
- Which entry and exit doors are to be used, it is recommended that the side door is used except in emergencies.

Emergency Equipment

Fire Extinguishers

Regulation 42 and Schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 specify that every minibus must carry a British Standard fire extinguisher either in water, foam, halon 1301 or halon 1211 type, with a minimum test rating of 8A or 21B. If passengers in wheelchairs are being carried, the minibus should carry two fire extinguishers, one of which is kept in the passenger compartment. Drivers and escorts should be trained in the use of fire extinguishers, which must be checked by the driver and maintained by a qualified person.

First Aid Kit

A clearly marked first aid kit will be available on the minibuses, this will be replenished and checked weekly.

Other Considerations

If at any time the passengers distract the driver, he/she should stop the minibus until they are settled. Where possible park the bus with the side doors to the kerb, where this is not possible passengers should remain seated until you are able to supervise them.

All school journeys must be risk assessed and staffed appropriately. If the destination is over 2 hours then consideration must be given to whether there is a need for a second driver to accompany the trip in order to share the driving responsibilities.

Hire of Mini-Bus - Log Sheet for Drivers

Date :	Department :
Drivers Name :	Destination :

Start Mileage :	Pick-up time :
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Before your journey begins...please check:

Tyres; Pressure, Tread, & Condition <input type="checkbox"/> (Visual Check)	Oil Level <input type="checkbox"/> (Dashboard Check)
Water Level <input type="checkbox"/> (Dashboard Check)	Bodywork <input type="checkbox"/> (Visual Check)
Full Fuel Tank <input type="checkbox"/> (Dashboard Check)	Hand Brake <input type="checkbox"/> (Dashboard Check)
Brake, Indicator, Head & Side Lights <input type="checkbox"/> (Dashboard Check)	Windscreen Wipers <input type="checkbox"/> (Visual Check)

If you have issues with any of the above prior to your journey please notify a member of the Office Staff.

Any additional comments?

When returning the vehicle, please remove any rubbish and sweep out if necessary.

Finish Mileage :	Drop off time :
Fuel (DIESEL) level <input type="checkbox"/>	Vehicle left tidy <input type="checkbox"/>

Signed :	Print Name :
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Please return completed form and keys together.....thank you.

Appendix B

Driver Duties

Every driver before taking a vehicle needs to know it is their responsibility to check:

- The weekly minibus inspection sheet has been completed
- Mirrors and horn are fitted and in working order
- All lights and direction indicators are working.
- Windscreen wipers/washers are working and washer bottle is filled.
- Number plates, windscreen and lights are clean.
- First Aid Kit is available and filled correctly
- Fire extinguisher/s are fitted as appropriate, and have been tested
- Section 19 Permit (Minibus disc) is displayed on the windscreen.
- Signs for the carriage of young people are used as required
- Drivers must familiarise themselves with the dashboard controls and the operation of doors and door locking mechanisms
- Seats and seat belts are appropriate to the passengers needs
- All defects must be reported to the Office without delay. If you have any doubt as to the safety of your vehicle do not proceed - stop immediately and obtain assistance.
- Remember the safety of the driver and passengers may be at risk and that under the Road Traffic Act the driver of the vehicle is responsible for ensuring that it is roadworthy.

All defects must be reported to the Site Manager without delay. If you have any doubt as to the safety of the vehicle, do not proceed - stop immediately and obtain assistance from the appointed person.

Remember the safety of the driver and passengers may be at risk and that under the Road Traffic Act the driver of the vehicle is responsible for ensuring that it is roadworthy.

Appendix C

Authorised person Weekly Minibus Checks

Vehicle Registration No:

Mileage: _____

Check	Correct	Defect	Rectified	Reported
Tyre Pressure				
Tyre Condition & tread Depth				
Lights – operation/cleanliness				
Engine Oil Level				
Coolant Level				
Brakes including fluid level				
Battery				
Windscreen Wipers/jets/reservoir				
Seat belts/buckles/fixings				
Operation of steering/gears/clutch				
Fire Extinguisher				
Jack/handle/wheel brace				
First Aid Kit				
Operation of Horn				
Doors, latches, locks				
Condition of wheel rims and trims				
Road fund licence/transport permit				
Condition of mirrors				
Operation of dash controls				
Excessive exhaust smoke				
Condition of body work/number plates				
Silhouette signs				
Rear Scope				
Cleanliness of Exterior				
Cleanliness of Interior				

All checks have been made and any defects have been notified to the Headteacher / Leadership Group for action.

Signed	
Name	
Date	