



Staploe Education Trust

# Minibus Policy

|              |                          |
|--------------|--------------------------|
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| Author:      | Facilities Manager       |
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## **Introduction**

The school minibus is a valuable school resource, which helps to provide pupils with access to school visits as well as to numerous 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**

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

## **Responsibilities**

### Trust Responsibility

It is the Trust's responsibility to ensure that the vehicle is road worthy (see appendix A), has a current tax certificate, has a valid MOT certificate, is insured and is serviced on a regular basis. The Trust will also undertake a risk assessment on the management and use of the minibus. The Trust will ensure that each driver:

- Has a current valid driver's license for the class of the vehicle concerned or a Section 19 permit is in force for the minibus
- 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 also what to do in the event of an accident

### 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:

- Ensure that they have current full driving license and a copy has been taken by the Finance department
- Notify the Trust of any change in health or eyesight that could affect your ability to drive safely
- Undertake the minibus pre-use checks prior to driving the vehicle, these must be recorded (see appendix B)
- Report any defects immediately to the Facilities Manager

## **Eligibility to Drive the Minibus**

Our minibus insurance allows staff members who have passed the necessary test and hold a full D1 (or D) PCV entitlement to drive the minibus.

As well as meeting all the DVLA requests they will also need to meet the following conditions:

- No more than 6 points.
- No drink/drug drive endorsements within last 10 years.
- No disqualification within the last 5 years.
- No more than 1 current speeding endorsement.
- No accidents driving a minibus – ever.

If you drive the minibus for school purposes you are doing so on a voluntary basis, unless otherwise specified in the terms and conditions of your employment. If the bus is operated for *hire or reward* then the driver must have the necessary driving licence and agreement from the Executive Headteacher or Operations Director.

## Procedures

- The school minibus **must not** be used unless the driver meets all the criteria
- The minibus should be booked through the online booking system on your computer's desktop
- The Facilities Manager and Finance Manager have overall responsibility of the minibus and they both have final authorisation on the use of the minibus
- Drivers of the minibus must complete the pre-use checks form (appendix B) prior to every journey
- The minibus is to be collected from its designated parking place and returned after use with the keys given back to Finance department
- Any major defects must be reported to the Facilities Manager immediately. Minor defects can be reported after the journey has taken place, however if the driver is in any doubt on the road worthiness of the minibus then it must not be taken onto the highway.
- Any use of the first aid kit must be reported to the Facilities Manager so that the stocks can be replenished.
- The vehicle must be left clean, tidy and ready for use by the next driver, this includes ensuring that sufficient fuel is in the tank ready for the next journey.

## Maintenance

- An appointed person will carry out and record a 2 weekly maintenance check on the minibus, this will include checking oil, brake, water and screen wash levels and filling up when necessary
- The minibus will be serviced in line with the manufacturers recommendations
- A full MOT will be carried out by the required date
- Licensing of the vehicle is the responsibility of the Finance Manager

## Breakdown

The minibus is fully covered for breakdown and recovery. Details of how to contact them and our membership numbers are attached to the minibus windscreen. The minibus breakdown allows Roadside Start, Home Start, Relay (recovery to a single UK destination of the driver's choice if the AA are unable to fix roadside) and Relay Plus (if the covered vehicle has broken down and the AA cannot arrange a local repair then you can alternative travel options which can mean a replacement vehicle)

In the event of a breakdown we have taken the following advice from Cambridgeshire Traffic Police:

- **Motorway** – In the event of a breakdown or accident pull on to the hard shoulder and get everybody off the minibus and over the other side of the crash barrier if one is there. If not move them up the embankment so they are away from the vehicle. If you have an accident or breakdown in a live lane keep everyone on the bus until the emergency services arrive.
- **Dual Carriageway** – In the event of a Breakdown or accident pull over to the nearside as much as you can (no hard shoulder) and get everyone out and away from the vehicle. Live lane breakdown or accident would be the same as the motorway advice.

This advice will apply for AM/PM. Never stand in the central reservation.

## **Accident**

In the event of an accident while driving the minibus please observe the following information:

- Stop – Brake on – Engine Off
- Move passengers to safety if in danger
- If practicable move vehicle to a safe position
- Inform emergency services if necessary and contact the emergency contact person as soon as possible with brief concise details (details can be found in the glove box of the minibus)
  
- Details required by the emergency contact person are:
  - Location
  - Damage to vehicle and whether any passengers will need to be transferred if the vehicle cannot be driven
  - Details of damage to third party
  
- Obtain necessary third party details:
  - Make, model, colour and registration of vehicle
  - Name and address of driver
  - Name and address of owner of vehicle (not always the same)
  - Damage to third party vehicle
  - Obtain their insurance details
  
- Give details to anyone requiring them i.e. Police or third party
  - Driver's name
  - Name and address of School
  - Registration number of vehicle
  - Give telephone number, details of insurance, any other information as may be required
  
- Obtain names and addresses of any independent witnesses, excluding passengers on your vehicle or passengers in the third party vehicle, the name, number and station of any police officer involved.
- If possible make a rough sketch of the accident
- As soon as is practicable, return to school and complete the minibus Accident/Incident Form (appendix C)

**Never admit liability to anyone or offer to pay for damage occurred**

## **Passenger Responsibilities**

The driver should state the following to students and passengers:

- Seatbelts must be worn at all times and remain in their seats until instructed otherwise
- Under no circumstances should they try and distract the driver
- All escape routes should be kept clear and not blocked by bags etc
- Students are ambassadors of the Trust/School and should not bring its name into disrepute by gesturing etc
- Passengers found to have vandalized the minibus will be required to pay for all damage that has occurred

## **Speed Limits**

The speed limit for minibuses is as follows

- 30mph on urban carriageways
- 50mph on single carriageways
- 60mph on dual carriageways
- 70mph on motorways

The minibus has been fitted with a speed restrictor which prevents it going over 62mph

## **Incorrect use of the minibus**

A driver who breaks the speed limit will be responsible for paying his/her own fines. Similarly fines imposed for incorrect car parking or negligent driving will be the responsibility of the driver. Any damage caused to the minibus through incorrect use, may result in the driver being asked to contribute fully or partially to any excess payable by the Trust/School

**Driving a minibus safely and in a professional manner is not difficult, but it does demand greater responsibility. Preparation is essential and you must always present the highest standards to your passengers and other road users.**

## **Policy Review Period**

Policies will normally be reviewed on a 3-year cycle unless otherwise stated. This review may be brought forward as required by Trust to reflect changes in supporting advice/guidance.

## Appendix A: School Responsible Person Checks

| Item to be checked                             | OK | If not OK, details of rectification |
|--|----|-------------------------------------|
| <b>1. Inside Vehicle Checks (Drivers Seat)</b> |    |                                     |
| Driver's seat operation                        |    |                                     |
| All Mirrors                                    |    |                                     |
| All Switches and Warning Lights                |    |                                     |
| Seat Belts                                     |    |                                     |
| Washer/Wipers                                  |    |                                     |
| Horn   |    |                                     |
| Indicators                                     |    |                                     |
| Hazard Lights                                  |    |                                     |
| Hand Brake Travel                              |    |                                     |
| Foot Brake Travel                              |    |                                     |
| Door and Handles Operation                     |    |                                     |
| <b>2. Passenger Compartment Checks</b>         |    |                                     |
| All Seat Belts                                 |    |                                     |
| Side Door Operation                            |    |                                     |
| Rear Door Operation                            |    |                                     |
| Windows  |    |                                     |
| Cleanliness                                    |    |                                     |
| Seat Condition                                 |    |                                     |
| Warning Triangle                               |    |                                     |
| Fire Extinguisher                              |    |                                     |
| Break Glass Hammer                             |    |                                     |
| First Aid Kit                                  |    |                                     |
| Ramps for Wheelchair                           |    |                                     |
| <b>3. Outside Vehicle, Check Operation of:</b> |    |                                     |
| Head lights                                    |    |                                     |
| Side Lights                                    |    |                                     |
| Rear   |    |                                     |
| Indicators and Hazard Lights                   |    |                                     |
| Stop Lights                                    |    |                                     |
| Rear Fog Light                                 |    |                                     |
| Wiper Blades                                   |    |                                     |
| Side Step                                      |    |                                     |
| Tyres and Pressure                             |    |                                     |
| Road Tax                                       |    |                                     |
| Any Damage to Body                             |    |                                     |
| <b>4. Under Bonnet Checks</b>                  |    |                                     |
| Oil Level                                      |    |                                     |
| Water  |    |                                     |
| Washer Fluid                                   |    |                                     |
| Brake Fluid                                    |    |                                     |
| P.A.S Fluid                                    |    |                                     |
| Check for Water and Oil Leaks                  |    |                                     |

Checked By: \_\_\_\_\_

Signature: \_\_\_\_\_

**Appendix B: Minibus Driver Pre-Use Checks**

**Name of Driver:** .....

**Date of Journey:** .....

**Time checks carried out:** .....

|   | Yes | No | Defect Reported to: |
|---|-----|----|---------------------|
| Windscreen wipers/washers working                       |     |    |                     |
| Lights/Brake lights working                             |     |    |                     |
| Indicators working                                      |     |    |                     |
| Tyres in good condition                                 |     |    |                     |
| Brakes (hand and pedal) working                         |     |    |                     |
| Fully stocked first aid kit                             |     |    |                     |
| Fire extinguisher present                               |     |    |                     |
| Paperwork (insurance/emergency contact details) present |     |    |                     |
| Section 19 permit displayed                             |     |    |                     |
| Seatbelts safe and secure                               |     |    |                     |
| Mobile phone available                                  |     |    |                     |
| Fuel level ok   |     |    |                     |

Please return form to Facilities Manager upon returning with minibus



**Appendix C: Staploe Education Trust Minibus Accident/Incident Form**

**Date:** \_\_\_\_\_

**Drivers Name:** \_\_\_\_\_

**Name of other Driver:** \_\_\_\_\_

**Address of other Driver:** \_\_\_\_\_

**Registration of other Vehicle:** \_\_\_\_\_

**Make of Vehicle:** \_\_\_\_\_

**Model:** \_\_\_\_\_

**Insurance Company:** \_\_\_\_\_

**Telephone Number of Insurance Company:** \_\_\_\_\_

**Independent Witnesses:**

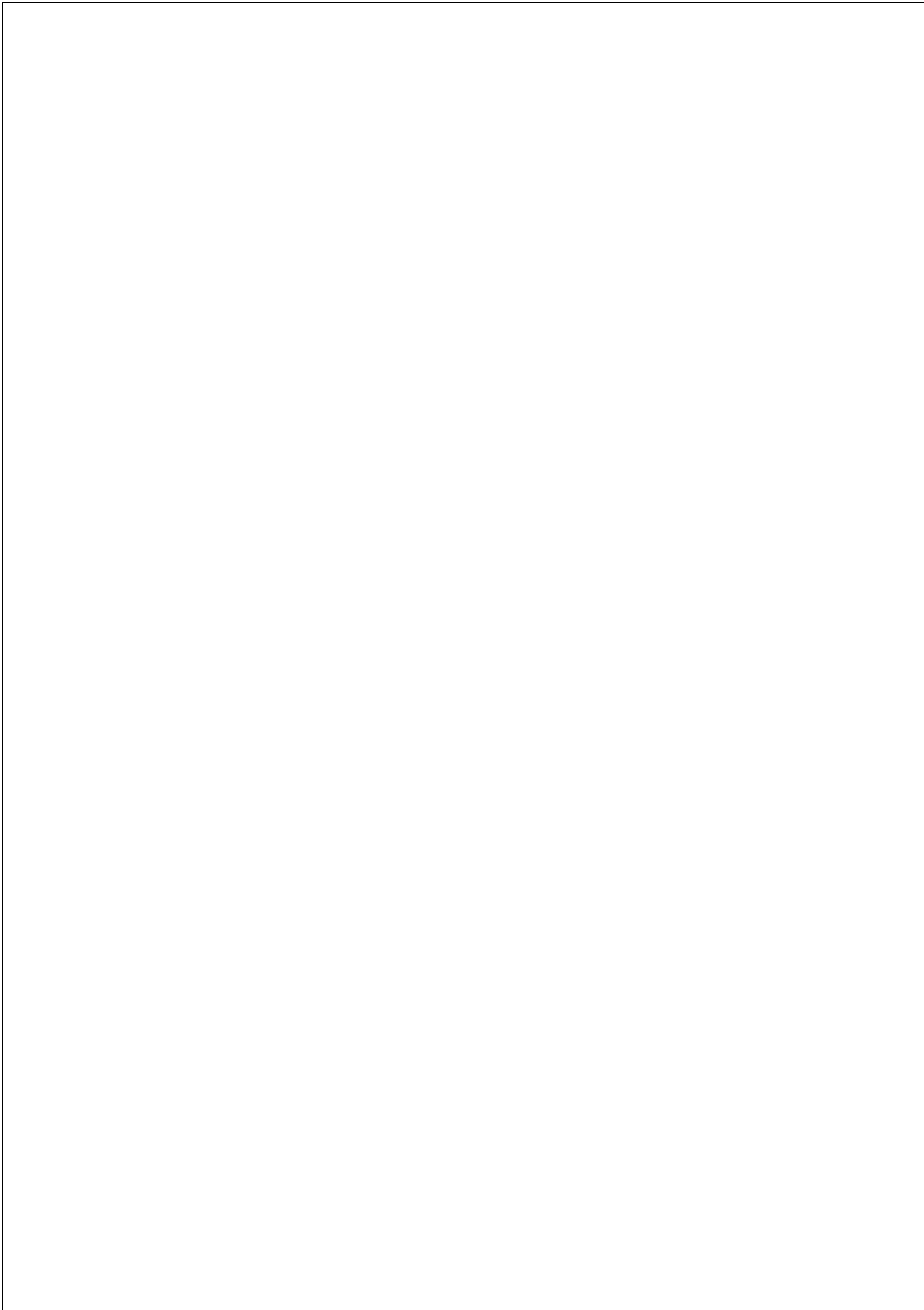
Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

\_\_\_\_\_

**Details/Sketch of accident**

A large, empty rectangular box with a thin black border, intended for a sketch or drawing of an accident. The box occupies most of the page's vertical space below the header.