



## **Mini Bus Policy November 2019**

Signed

A handwritten signature in black ink, which appears to read 'Helen Cullen', written in a cursive style.

Signed  
Helen Cullen  
Headteacher

Policy Title:	Minibus Policy
Responsible Person:	Business Manager
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This policy is linked to the Health & Safety Policy.

## PRINCIPLES

To provide guidance on how best to use and maintain School minibuses. To detail safe operating procedures for usage, which details the checks that should be carried out before and after use by drivers. Provides information about who can drive a minibus and the times that they may do so. It also includes details about what actions to take in case of a breakdown or an accident.

## PURPOSE

The purpose of this document is to catalogue the various procedures that must be followed to ensure the safe use of the School minibuses. This document will be given to all minibus drivers as part of the overall induction package.

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

### 1. Staffing the Minibus

It is essential that two members of staff (i.e. the driver plus at least one member of staff), are present on the minibus for single journeys of 25 miles or more. If a department is unable to provide two members of staff (one of whom being authorised to drive the minibus), a non-contracted driver will be required for the journey. Please contact the HR Assistant to book a minibus driver, if required.

### 2. Driver Training

It is essential that the School are satisfied that all persons authorised to drive are competent to safely drive a minibus containing students. Any member of staff wishing to use a Minibus **must** have completed appropriate minibus training prior to its use – this must be renewed every 3 years. The absolute minimum requirements to comply with our insurance are that the drivers:-

- are over the age of 25,
- have category B1, D1, D1E, D or DE on their licence,
- have at least two years experience as a qualified driver,
- hold a current full driving licence with no more than 6 penalty points. If a driver has less than 6 points, the driver may still be precluded if the points are for dangerous driving
- If you hold a B1 licence you may only operate a minibus that does not weigh more than 3,500 kgs excluding any specialist equipment for the carriage of disabled passengers (not more than 4,250 kgs with specialist equipment).

Prior to transporting students for the first time, all drivers will be given the opportunity of either a vehicle familiarisation session with the School's designated minibus representative or a more formal training session with the School's Driver Training organisation. These sessions will include:-

- Daily vehicle checks
- Pre-journey checks
- General driving safety

- Road testing
- Emergency stop
- Use of mirrors and indicators
- Reversing using mirrors only
- Passenger safety
- Passenger comfort

All new drivers will be added to the list of authorised minibus drivers, which is held by the Estate Manager. Staff who passed their car test after 01/01/97 are required to successfully complete a PSV test to drive a minibus which exceeds a weight of 3,500 kgs. Details about the comprehensive training needed can be obtained from the Estate Manager.

### 3. Driver's Hours

The G.B. domestic drivers' hours rules apply to most passenger-carrying vehicles. The rules state:

- After 5 hours 30 minutes of driving you must take a break of at least 30 minutes for rest and refreshment.
- Or, within any period of 8 hours 30 minutes, you must take at least 45 minutes in breaks. You must also have a break of at least 30 minutes at the end of this period, unless it's the end of the working day.
- You must not work more than 16 hours between the times of starting and finishing work including non-driving work and any times when you're off.

School staff must follow these rules.

### 4. Driver's Responsibilities

Whilst the School will ensure a weekly check of the condition of the minibus, drivers are responsible for the following checks before embarking on their trips:

- Do a visual inspection of the minibus including tyre pressure.
- Checks and the windscreen and other windows are clean and can be seen through.
- Check brakes to see that they are functioning correctly.
- Ensure that mirrors and seat are in the correct driving position.
- Check that all lights are functioning correctly.
- Ensure that all seat belts are being worn. This includes all passengers, who must wear a seat belt.
- Ensure that the windscreen washer system works and that wipers are functioning correctly.
- Ensure that the vehicle is correctly loaded and that no more than sixteen passengers are being carried.
- Ensure gangways are kept clear (unsecured luggage is dangerous in an accident).
- Emergency exits must not be blocked.
- Ensure that all doors are correctly closed.
- Check that you have enough fuel for your journey.
- Check the Section 19 permit is on-board and on display.
- As soon as possible after moving off, the driver should carry out a running brake test and at the same time, check the operation of the seat belts.
- At intervals throughout the journey, all instruments and warning lights should be checked and necessary action taken if a fault is indicated.
- Ensure that food and drink are not consumed on the vehicle.
- Make sure that no rubbish is left on the vehicle and ensure that no malicious damage has occurred to the interior of the vehicle.

At the end of the journey the driver must return the minibus to the School. The vehicle must be parked securely and locked.

Drivers are not covered by insurance if their journey is for private use. Minibuses must not be used for private use and must not be used for commuting purposes.

#### 5. Passenger Responsibilities

- Should wear seat belts and always remain in their seats until instructed otherwise.
- Should never distract the driver by shouting, etc.
- Students should not eat or drink on the vehicle.
- Must make sure that escape routes are not blocked by bags, etc.
- Students are ambassadors of the School and must never bring its name into disrepute.
- Passengers found to have vandalised the minibus may face a ban from using it again and be required to pay for damages.
- Any students guilty of unacceptable behaviour, we be subject to the behaviour for learning policy.

#### 6. Accident Procedures

If an accident occurs and any personal injury or damage to third party property is involved, then the driver must stop. He/she must be prepared to give his name and address and details of the owner of the vehicle to a Police Officer or any other person having reasonable grounds to ask. If for any reason the driver is not able to give these details then he/she must report in person to a Police Station as soon as practically possible, otherwise an offence is committed, and in any event not later than twenty-four hours afterwards.

Report your accident immediately to the Estate Manager, who will require a full report of the incident for onward transmission to our insurers.

#### 7. Breakdown and Recovery

The School minibuses are covered for breakdown and recovery. In the event of a breakdown, staff must inform the School. Details of how to contact the breakdown and recovery organisation, plus our membership number are attached to the minibus windscreens. Any issues should be reported to the Estate Manager.

#### 8. First Aid

All minibuses contain first aid boxes which are checked at the end of each half term by the Site team. The contents of these boxes include:-

- Antiseptic wipes
- Bandages
- Assorted adhesive dressings
- Plasters
- Eye pads
- Scissors

Any use of the first aid kit must be reported to the Site Manager as soon as possible thereby maintaining a full kit at all times.

## 9. Purchasing Fuel

Where possible the Site Team will ensure minibuses have fuel in them. The School holds a fuel account – this allows fuel to be obtained from Supermarket Stations, including Morrisons, Tesco and Sainsbury's. In the event of you needing to purchase fuel the Card is held in the minibus folder which you take with you on all journeys. Please ensure where possible you return the bus with a ¼ of a tank of fuel.

Please remember the fact that **all minibus operate on diesel (black hose)**. When filling with fuel ensure that the ignition is turned off and that there are no naked lights in the vicinity.

## 10. Care and Cleaning of the Minibus

Running a minibus is not cheap. The minibus is also an advert for the School. Please help to ensure the minibus is looked after.

One of the main problems with previous minibuses it that the inside wears out before the body and mechanics. You must check on the condition of the interior at the end of each journey and identify any student(s) that may have caused damage and record this in the minibus log book.

Students should not be allowed to wear muddy boots in the minibus and should be encouraged to get changed at the end of matches in order to stop them sitting on the seats with damp and dirty clothing.

## 11. Booking the Minibus

If you need to book a minibus, please use the booking file which is held in the staff room.

Please ensure you take the minibus folder with you and complete the pre journey checks prior to your departure, please note it is a driving offence **not** to do so.

The minibus must be returned at the end of the booking period, so please ensure adequate travel time is allowed for every journey.

If you need a driver (please see Section 1), you must inform the HR Team of your requirements.

## 12. Weekly Checks

The Estates Team has responsibility for conducting weekly checks of the minibus and passing on findings to the Estate Manager (or in his/her absence the Business Manager).

Any defects to the minibus noted by staff should be notified immediately to the Estate Manager who will then determine whether or not the vehicle should be taken off the road and repairs carried out.

The minibuses are inspected and serviced in line with Government legislation and the manufacturer's recommendations. The service schedule is monitored by the Estate Manager.

### 13. Incorrect use of Minibus

A driver who breaks the speed limit will be responsible for paying their own fines. Similarly fines imposed for incorrect car parking or negligent driving will be the responsibility of the driver. If you are parking in a public car park and take up more than a single bay, please ensure that you purchase multiple tickets as failure to do so may incur parking charges.

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 School.

### 14. Speed Limits

The speed limit for minibus is as follows:

- 30 mph not 40 mph on urban carriageways
- 50 mph not 60 mph on single carriageways
- 60 mph not 70 mph on dual carriageways
- 70 mph on motorways

### 15. Keys

Keys are kept in the minibus file in the staffroom when you have finished using the minibus, please return the keys immediately. Do not collect the keys too far in advance of using the vehicle, as this prevents use in the intervening period.

### 16. List of Authorised Drivers

Authorisation may be withdrawn at any time by the Headteacher. Any member of staff who has been advised not to drive their own vehicle for medical reasons must advise the Headteacher immediately.

## **Licences without minibus entitlement**

If your driving licence does not show that you are allowed to drive minibuses, you may be permitted to drive a minibus within the United Kingdom on behalf of a non-commercial organisation, if you meet all the following conditions:

- you have a full car licence
- you have held that licence for at least two years
- you are aged over 21 years
- you receive no payment or consideration other than out of pocket expenses
- you are driving on a voluntary basis
- you are driving for social purposes

The minibus you are allowed to drive in these circumstances must not weigh more than 3,500 kgs excluding any specialist equipment for the carriage of disabled passengers (not more than 4,250 kgs with specialist equipment). You are not permitted to tow a trailer. You will only be allowed to drive minibuses under these circumstances within the United Kingdom.

## **Driving licences issued before 1 January 1997**

If you passed your car driving test before 1 January 1997, you may have entitlement to drive minibuses on a voluntary basis (limited to social purposes on behalf of a non-commercial body), provided your licence hasn't been medically restricted. This entitlement, category D1 with restriction code 79 (nfhr) is displayed on your licence. It is valid throughout the United Kingdom.

'nfhr' stands for 'not for hire or reward' which means that you cannot accept any payment, either cash or in kind, made by or on behalf of the passengers that gives them the right to be carried in the vehicle.

If your licence has been medically restricted or if you are aged over 70, you must meet the higher medical standards to have your minibus entitlement reissued. If your minibus entitlement is not renewed, you may still be able to drive minibuses in certain circumstances.