



## Policy Document

### Mini Bus

#### General Principles

The person responsible for facilitation and monitoring of the minibus is the designated member of staff

1. The minibus is available to all areas of school life and all staff who wish to undertake educational activities off the school premises.
2. Staff wishing to use the minibus must pre-book using the diary system found on the share drive, stating clearly the intended use and time the minibus is required.

#### Responsibilities

The Governing Body of Boldon School is responsible on behalf of the school, for ensuring that the school mini bus operation fully complies, with all legal transport and health and safety requirements. This responsibility is delegated to the Headteacher through the Finance Manager and a designated member of staff (currently the School Learning Mentor) to ensure its appropriate implementation. Other responsibilities to consider are:

- Be correctly licensed
- Be adequately insured
- Be well maintained
- Have a valid MOT certificate (if more than one year old)
- Visually check the vehicle before each journey commences

#### Entitlement to Drive the Mini Bus

The Governing Body, the Headteacher via the Finance Manager and the designated member of staff, will ensure that the school has appropriate safety procedures for the minibus in line with the ROSPA Advice for Minibus Safety and their code of practice. A copy of the full code of practice is available at <http://www.rospa.com/roadsafety/adviceandinformation/minibussafety/default.aspx> a copy is also held by the designated member of staff

The Governing Body and Headteacher through the Finance Manager and designated member of staff will ensure that all drivers of the minibus comply with the requirements issued in April 2012 by the DfES in their statement, "School Staff Driving the School Minibus" [www.education.gov.uk/aboutdfe/advice/f00191759/departamental-advice-on-health-and-safety-for-schools/school-staff-driving-the-school-minibus](http://www.education.gov.uk/aboutdfe/advice/f00191759/departamental-advice-on-health-and-safety-for-schools/school-staff-driving-the-school-minibus) (APPENDIX 1). This states that teachers or other school

staff are mostly exempt from having to hold a D1 PCV driving licence to drive the school minibus because they are not being paid specifically to drive, i.e. driving is not mentioned in the contract of employment.

For **the exemption to apply**, the following must be true:

School staff can drive the school minibus without any special licence, as long as their employer agrees and the following conditions are met. The conditions for the exemption, as stated in the Motor Vehicle (Driving Licence) Regulations 1999 are:

- The staff member obtained their car driving licence before January 1997
- The staff member obtained their car driving licence later than January 1997 - but
  - Is over 21 years of age
  - Has held a full (Category B) driving licence for at least two years
  - Is not being paid to drive the minibus (because exemption depends on no consideration being received by the driver)
  - The minibus weighs no more than 3.5 tonnes and is not used for hire or reward.
  - No Trailer is being towed

If a member of staff would like to be considered to be able to drive the school minibuses they must;

1. Present their current licence to the designated member of staff.
2. Meet the above criteria.
3. Complete a course of familiarisation training, delivered by the designated member of staff
4. Register driver details with the Local Authority
5. Once 1, 2 and 3 have been completed a copy of their licence will be taken and kept on record and their name will be added to the school's authorised minibus drivers list.

It is the authorised driver's responsibility to notify the designated member of staff immediately of any changes to their driving licence e.g. endorsements, driving bans or medical restrictions, etc. they must not drive school vehicles without notifying the school of these changes. To remain on the school's authorised minibus drivers list all drivers will be required to produce their licence on an annual basis. Other factors affecting suitability may also be taken into consideration, such as licence endorsements, when being considered to be an authorised driver. Where additional consideration is required the information will be passed to the Senior Leadership Team to make the final decision.

Familiarisation training must take place so with this in mind please ensure that you make the request well in advance of the intended usage date to allow time to arrange a mutually convenient time to conduct the training. Non-staff (e.g. parent volunteers) are encouraged to also undertake the familiarisation training but is appreciated that this is not always practicably possible.

### **Management of the Minibus**

The designated member of staff and Finance Manager, who reports to the Headteacher, will have responsibility for the management of the minibus. All records relating to the management of the minibus will be securely kept in the office of the designated member of staff.

The School Minibus Pre-Drive Safety Check Lists included in the mini bus log book must be completed each time the bus is used. Telephone number for breakdown recovery contact is supplied on the minibus key fob as a credit card style holder. A credit fuel card is also attached to the key fob.

Collection of the keys will be from school reception where a form will need to be completed both before and on completion of the journey. The keys must be returned to the reception immediately after each trip (for out of hours the keys must be returned to the Mitie facilities office up to 8:00pm or to reception immediately on the next working day) they must not be retained as they will be required by subsequent users.

The Governing Body and Headteacher through the Finance Manager and designated member of staff will ensure that the minibus carries at all times, a fire extinguisher and a suitably equipped first aid box (recommended contents, APPENDIX 2).

The Management system, detailed below, will be monitored by the designated member of staff to ensure that both organisers and drivers are complying with all requirements. Records will be kept for a minimum of 15 months.

The following procedures are in line with the ROSPA guidance and further information can be obtained from [www.rospa.com/roadsafety/advice/minibus/info/Minibus\\_Code\\_2008.pdf](http://www.rospa.com/roadsafety/advice/minibus/info/Minibus_Code_2008.pdf)

The Finance Officer and designated member of staff will ensure the following:

- Where appropriate drivers must hold D1 on their licence or meet the criteria as set by the DVLC.
- That the licences of all drivers are checked to ensure that they are permitted to drive a minibus, a copy is retained on file and a check is carried out annually.
- Staff follow the proper booking procedures for use of the school minibus.
- All drivers must check for visibly defects (as outlined on The School Minibus Pre-Driver Safety Check List), before each journey and complete the log reporting any faults to either the designated member of staff and Finance Manager immediately.
- All staff are made aware of the personal legal implications if procedures are not adhered to *“it is the driver’s licence that will suffer if the vehicle is found to be defective. It is also the driver’s responsibility to ensure the safety (including the use of seat belts) and welfare of all passengers”*. ROSPA February 2008
- All drivers are aware that no journey must take place if any faults that might affect the vehicle’s or passengers’ safety are found.
- All drivers complete the Journey Record Sheet for all journeys. The log should include the date and time of the journey, start and finish mileages, purpose of the journey and the driver name. Please note that by law you should not drive for more than 4 hours without a half hour break and for no more than 8 hours in total. In cases where you believe driving hours could be exceeded you must take a second driver.
- Please note that students must not be used to aid in any driving manoeuvre e.g. parking or reversing.
- The driver will be responsible for the refuel of the minibus before the journey starts, and complete a Visual Vehicle Safety Check.
- That the mini bus documents are checked termly to ensure they have been correctly completed and all mileage is accounted for.
- Insurance cover, MOT and tax are kept up to date.
- Vehicle registration documents are held securely.
- Access to the minibus keys are restricted to authorised users.
- Fuel usage is regularly checked to ensure fuel purchases are for legitimate school use and agree with the mileage recorded in the log.
- Familiarisation training (APPENDIX 3) should be provided for all new users of the minibus and all responsibilities should be explained.

## **Maintenance of the mini bus**

The mini bus will be serviced and maintained by South Tyneside Council fleet management service at their Middlefields site and will be inspected approximately every 26 weeks. This ensures that the vehicle is serviced in accordance with the manufacturer's recommendations, this will include MOT, vehicle safety checks, routine maintenance and vehicle service. It will be possible to review the maintenance contract annually in order to secure the most cost effective service provider.

## **Provision and use of seat belts**

The mini bus must have seat belts fitted to all seats that are of the lap and diagonal design. All seat belts must be in good safe working order and be available for all passengers to be worn at all times when the vehicle is in motion. The driver and any member of staff riding in the passenger compartment must ensure that students are wearing their seat belts. If a seat belt becomes defective then that seat will become unavailable and steps taken to have it repaired.

## **Booking Procedure**

Any driver wishing to use the mini bus must first book on line through the share drive under resources booking. On the day of use the keys can be collected from reception where a form must be completed before and after the journey.

## **RTC Involving School Minibus**

Should a driver become involved in a RTC (road traffic collision) either at fault or through the actions of a third party then cards are held in the glove compartment of the mini bus. This will have all the necessary details for the third party driver to enable them to contact our insurers. No admissions should be made or conversations regarding liability entered into.

## **Monitoring**

The designated member of staff will report to the Headteacher termly on the operation of this policy and to audit all mini bus documents.

## **Review**

The Policy will be reviewed by the Governing Body through the designated member of staff.

Date of Policy Review: Apr 2018

Date of Policy Governor Approval:

## **APPENDIX 1**

### **DfE Guidance on 'School Staff Driving the School Minibus'**

[www.education.gov.uk/aboutdfe/advice/f00191759/departamental-advice-on-health-and-safety-for-schools/school-staff-driving-the-school-minibus](http://www.education.gov.uk/aboutdfe/advice/f00191759/departamental-advice-on-health-and-safety-for-schools/school-staff-driving-the-school-minibus)

#### **Departmental advice on Health and Safety for schools:**

##### **School staff driving the school minibus**

**Departmental advice - Updated:** 26 April 2012

School staff can drive the school minibus without any special licence (Category D1) as long as their employer agrees and the following conditions are met:

- The staff member obtained their car driving licence before January 1997
- The staff member obtained their car driving licence later than January 1997 - but
- Has held a full (category B) licence for at least 2 years
- Is over 21 years of age
- Is not being paid to drive the minibus ( exemption depends on no consideration being received by the driver)
- The minibus weighs no more than 3.5 tonnes and is not used for hire or reward.
- No trailer is being towed

## **APPENDIX 2**

### **DfE Recommendation for Contents of Public Vehicle First Aid Container**

**[www.education.gov.uk/schools/pupilsupport/pastoralcar/health/first\\_aid/a0010626/public-service-vehicles](http://www.education.gov.uk/schools/pupilsupport/pastoralcar/health/first_aid/a0010626/public-service-vehicles)**

#### **Public service vehicles – Recommended**

#### **First Aid Container Contents**

**Updated:** 26 April 2012

Transport regulations require that all minibuses and public-service vehicles carry a readily available and clearly marked first-aid container stocked with the following:

- Ten antiseptic wipes, foil packaged.
- One disposable bandage (not less than 7.5cm wide).
- Two triangular bandages.
- One packet of 24 assorted adhesive dressings.
- Three large sterile unmedicated ambulance dressings (not less than 15cm x 20cm).
- Two sterile eye pads, with attachments.
- Twelve assorted safety pins.
- One pair of rustless blunt-ended scissors.

Source: *Guidance on First Aid for Schools: A Good Practice Guide.*

**APPENDIX 3**

**Minibus Familiarisation / Induction**

**MINIBUS FAMILIARISATION / INDUCTION**

<b>MINIBUS FAMILIARISATION / INDUCTION</b>	
<b>NAME:</b>	<b>YES/ NO</b>
<b>Introduction</b>	
Read and understood 'School Minibus Policy'	
Aware of drivers responsibilities	
Read 'Advice for Minibus Drivers'	
Introduction to 'The School Minibus Pre-Drive Safety Check List'	
Introduction to 'Journey Record Sheets'	
Aware of damage / malfunction reporting procedures	
Instrument Panel Familiarisation: lights, indicators, fuel gauge, etc.	
Confirmation of which type of fuel the vehicles use and how to open and close fuel cap	
Aware of the location of the first aid kit and fire extinguisher	
Aware of the location of the wheel brace, jack and spare tyre	
Emergency procedures (AA, school details, etc.)	
Aware of bus security: bus's to be locked and secured in garage after use	
Familiarisation Drive Accompanied by Driver-Caretaker:	
Driven the minibus on a short journey	
Manoeuvre around roundabouts, corners, junctions.	
Parked minibus in standard parking space and parallel parked	
Driven minibus out of garage	
Parked minibus in garage	
securely lock minibus	
<b>NEW DRIVER'S DECLARATION</b>	
<p>I understand that as an authorised driver of the school minibuses I must comply with all the minibus management procedures and carry out all required checks and complete all relevant documentation. I have received adequate training and feel competent to drive the school minibus. I am aware of the personal legal implications if procedures are not adhered to "it is the driver's licence that will suffer if the vehicle is found to be defective. It is also the driver's responsibility to ensure the safety (including the use of seat belts) and welfare of all passengers". ROSPA February 2008. I am aware that as the driver I am also responsible for any driving endorsements and parking violation and for the payment of any fines. It is my responsibility to inform the school immediately if there are changes made to my driving licence e.g. endorsements, bans, medical restrictions, etc. I am aware that I must not drive for longer than 4 hours without a half hour break and that I must not drive for more than 8 hours in one day.</p>	

<b>Print Name:</b> .....	
<b>Sign:</b> .....	
<b>Date:</b> .....	
<b>ASSESSOR'S DECLARATION</b>	
I believe the above driver is competent to drive the school minibus	
<b>Print Name:</b> .....	
<b>Sign:</b> .....	
<b>Date:</b> .....	