



Minibus Policy

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celtic cross  
education

## Celtic Cross Education Minibus Policy

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### Rationale:

The Trust Minibuses are a valuable Trust resource, which helps to provide pupils access to school visits and residentials, 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 their use.

### Aims:

To provide clear procedures relating to use of the Trust Minibuses.  
To ensure that all users of the Trust Minibus are aware of their legal responsibilities.

### Definitions:

For the purposes of this document the Education Visits Co-ordinator (EVC) will be a member of the teaching staff with overall responsibility for School Journeys and Residential Visits. The Teacher in Charge (TIC) will be a named member of the teaching staff to whom this responsibility is devolved.

Also, "Residential" visit is defined as a visit or trip by staff and pupils organised under the auspices of the School and lasting for 24 hours or more in duration. Further, any visit or trip lasting less than 24 hours will be defined as a "School Journey".

### Those eligible to drive the Trust Minibuses:

- 1 Those permitted to drive the Trust Minibuses must be between 21 and 70 years of age with a full CLEAN driving licence that has category D showing.
- 2 Only drivers who have passed an independently assessed Minibus test will be eligible to drive the minibus. These tests can be arranged through the school

- office and will be booked where possible in blocks to make training and testing cost effective. Certificates must be kept on file.
- 3 All eligible drivers should be re-tested every 3 years to ensure high levels of competence and skill.
  - 4 However, drivers who passed their driving test after January 1997 will not automatically hold Category D on their licence. The Trust has a number of Minibus Lite buses (under 3.5 ton) which can be driven on a car (category B licence) only. Drivers must still have completed the minibus test.
  - 5 The terms of the school's insurance policy states that only drivers who have been qualified for two years or more are eligible to drive the minibus.
  - 6 Drivers must complete the Driver Declaration Form (Appendix 3) before driving a Trust Minibus. The Trust will complete licence checks on all drivers. It is the driver's responsibility to update the Trust immediately if anything changes after their declaration is completed.

**NB – Driving the Trust Minibuses is NOT the same as driving a car, it requires different levels of knowledge, skill and awareness. It also carries different legal responsibilities, which CTO tested drivers will have been made aware of.**

#### **Procedures:**

- 1 The Trust Minibus should not be used unless the named driver meets the eligibility requirements above. The driver must be fit and able to drive before commencing the journey.
- 2 Those wishing to use the trust minibus need to book the bus using the Parago booking system. The booking is not confirmed until approved by the School Secretary.
- 3 The Head has overall responsibility for the trust minibus and final powers of authorisation over its use. This responsibility may be devolved to the EVC or TIC.
- 4 Drivers of the trust minibus should complete a Pre-Drive Safety Check (appendix 1) and Record of minibus use form (appendix 2) before every journey. Driver log sheets can be found in the folder in each vehicle. The log sheets allow careful monitoring of the minibuses, its condition and its general use.
- 5 The Trust Minibus should be collected from and returned to the parking area in the school car park and keys should be returned to the main office at the end of the journey, or as soon as is possible thereafter.
- 6 Any defects noted should be reported on the Parago reporting system as soon as possible under the Minibus section. More serious defects **MUST** be reported **IMMEDIATELY** to the school or central office or the out of hours contact given in the minibus information book. However, if the driver is in any doubt the vehicle **MUST NOT** be taken onto the road.
- 7 Before starting the journey, the driver must ensure that the journey is thoroughly planned so that it can be completed comfortably in accordance with the passenger's needs. The driver must ensure that the minibus is suitable for the passengers being carried. Breaks or a second driver may be required depending on the length of the journey.

- 8 The staff using the minibus should ensure that the vehicle is left sufficiently fueled using the account card when returning it to school. Each bus has a fuel card that can be used in all petrol stations accepting fuel cards. This card is kept in the school office along with the keys. If it is not possible to use the fuel card the TIC should fuel the vehicle and retain a VAT receipt so that their expense can be reimbursed.

Before commencing the journey, drivers must:

- 1 Ensure that children are supervised when boarding the vehicle, especially if using the rear door. Never allow passengers to board until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic free area.
- 2 Use hazard warning lights on school trips where the children are boarding or leaving the vehicle.
- 3 Do not allow passengers to operate the doors and do not leave them unattended in a vehicle.
- 4 Ensure that they do not exceed the maximum carrying capacity of the minibus, ensure that everyone is sitting, one to a seat and are using seatbelts.
- 5 Ensure that ambulant disabled passengers are seated safely and comfortably and passengers travelling in wheelchairs are safely restrained. Securely store wheelchairs not in use.
- 6 Carry a complete list of passengers with notes of special medical or other needs. Keep the list with other relevant documents in a place where it can be readily found in event of an accident. Check that passengers have any necessary medication with them.
- 7 Comply with the manufacturers instructions when using passenger lists and other specialist equipment.
- 8 Check that no bags or clothing are caught in the doors, that all luggage is secure, and gangways and exits are clear.
- 9 Know the height, weight, length of the vehicle and the position of the fuel cap.
- 10 Ensure that if a passenger with an oxygen cylinder is travelling signs are displayed to warn the emergency services in the event of a fire.
- 11 Not leave children alone if no one has come to collect them. Ensure you know what to do if a passenger is not collected.
- 12 Report problems or incidents that occurred during the trip to the school office as soon as possible.

#### **Maintenance/Licensing of the School Minibus:**

- 1 Overall responsibility for ensuring that the Trust Minibuses are properly maintained and licensed lies with the Trust
- 2 The Trust Minibus should be serviced quarterly, this will be organised by the central office.
- 3 Licensing of the Trust Minibuses is the responsibility of the central office, who must ensure that all Road Tax, Insurance, Section 19 Permits and MOT certificates are up to date.

### Driver responsibilities:

- 1 Every driver is personally responsible for making sure that the vehicle is roadworthy before they take it out onto the road.
- 2 It is also the driver's responsibility to ensure the safety and welfare of all passengers (including the use of seat belts)
- 3 Any fines (parking, speeding etc) received whilst driving the minibuses are the responsibility of the driver and will not be paid by the Trust.
- 4 Prior to any journey, the named driver must complete visual and minor checks, and these must be recorded on the Record of Minibus form. If faults that may affect the vehicle's or passengers' safety are found, the vehicle must not be used until they are remedied. Faults must be reported on Parago. **Driver's should remember that as driver, they will be held legally responsible for driving with any defect.**

### In the event of an accident/emergency/breakdown:

- 1 If the vehicle breaks down, or if there is a collision, give clear instructions to the passengers and see that the children remain together and supervised; their safety is paramount. If there is a risk of fire, however small, evacuate the vehicle and move the occupants to a safe place.
- 2 If you have to stop for an emergency or breakdown whilst on a motorway, only stop on the hard shoulder, and as far away from the carriageway, and passing traffic as possible.
- 3 Where it is safe and necessary to do so children should be removed from the vehicle and taken to a safe area away from the accident site, where they should be fully supervised.
- 4 The driver should inform the Head and Central Office as soon as is reasonably possible. If there is a serious delay during the journey, drivers must inform the school so that information can be passed to parents. A mobile phone should be carried for this and emergency purposes but should not be used whilst driving.
- 5 Insurance details should be swapped with a third party as soon as is possible. However, **NO LIABILITY** should be admitted. (A copy of the insurance policy is in the folder in each vehicle).
- 6 If requested by the police, or any other person having reasonable cause, give particulars of the drivers' name and driving licence, and the name and address of the Trust.
- 7 A visual check of the Vehicle should be undertaken before the journey resumes.

### Health and Safety of Drivers and Passengers:

The Driver should state the following to passengers:

- 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.

Other considerations:

- 1 If at any time the pupils distract the driver, s/he should stop the bus until the pupils 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, pupils should remain seated until you are able to supervise them from the road.
- 3 Drivers **MUST NOT** drive for longer than 2 hours without taking a break for at least 15 minutes. Remember tiredness kills.
- 4 It is essential that all journeys in the Trust Minibuses be staffed by the driver and at least one escort. Under no circumstances should pupils be taken on a journey on the minibus accompanied by only one adult. Either the driver or escort should also be first aid trained.
- 5 The Trust will provide all minibus drivers a free eye test voucher if requested.
- 6 A generic minibus risk assessment will be completed by the Trust. Drivers must ensure that this is suitable for their journey and amend if necessary.
- 7 The Trust are not responsible for providing child restraints. If these are required these must be provided by parents/guardians of the child.

## Appendix 1: Trust Minibus Pre-Drive Safety Check

**These checks must be completed before every journey.**

Walk around the vehicle to check for visible defects and then check the items listed below.

If faults that might affect the vehicle's or passenger's safety are found, the vehicle should not be used until they are all remedied. Report all defects on Parago asap.

### *Exterior checks*

1. Oil level
2. Coolant level
3. Windscreen washer fluid level
4. Brake fluid level
5. Windscreen & windows clean and undamaged
6. Wiper blades are clean and undamaged
7. Exterior mirrors are correctly adjusted, clean and unobstructed
8. Lights including brake lights and indicators are clean and working
9. Tyre pressures, including the spares
10. Tyre tread, including spares
11. Any cuts or bulges on the tyres
12. Doors open and close properly
13. Damage to bodywork or sharp edges
14. Fluid leaks
15. Passenger lift or ramp is working and securely stowed (if fitted)

### *Interior check*

1. Mirrors correctly adjusted, clean and unobstructed
2. Position & function of all dashboard controls
3. Position of driving seats so all pedals can be operated comfortably
4. Pressure on brake pedal
5. Lights and indicators are working
6. Wipers & washers working properly
7. Fuel level (and type of fuel)
8. Heating and ventilation systems working
9. All seats are fixed and secure and all seat belts are undamaged and working properly
10. Location of wheel brace and jack
11. Location and contents of first aid kit, fire extinguisher and emergency mobile phone.
12. Location of relevant paperwork (permit displayed in windscreen, MOT, insurance, emergency numbers etc)
13. Change for parking or telephone (or mobile phone)
14. Luggage securely stored; aisles & exits clear
15. Damage or sharp edges
16. Emergency equipment (eg, high vis jacket, torch, warning triangle)
17. All doors are unlocked
18. Horn is in working order
19. Interior lights are working

20. Equipment for wheelchair users is set up correctly (if applicable) 21. No warning lights on the dashboard
<i>Brake checks</i> <ol style="list-style-type: none"> <li>1. Check brakes before loading passengers.</li> <li>2. With engine running, check handbrake is working properly &amp; brake pedal is firm when push</li> <li>3. Conduct a moving brake test, off the road if possible. Reach a speed of not more than 15mph check mirrors and, if safe, apply brakes fairly firmly. Brakes should work efficiently, vehicle should not pull to one side; luggage should remain secure.</li> </ol>

If faults that might affect the vehicle's or passengers' safety are found, the vehicle must not be used until they are remedied.



## Appendix 2-: Record of Minibus Use:

Minibus reg: \_\_\_\_\_

By signing this form below you are confirming that you have read the Minibus Policy and have completed the pre-drive checks.

Date:	Pre-checks completed:	Start Miles:	Finish Miles:	Total Miles:	Destination/ Purpose:	Diesel Litres:	Defects/ Problems (must be reported through Parago by the driver):	Signed by driver:

### Appendix 3- Minibus Driver Declaration Form

Name	
School	
Date of birth	
Date minibus training completed	
Which provider	

#### Driving licence check

In order for the Trust to check your driving licence you need to get a 'check code'. Please visit [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence) to get your code and write the code below. The check codes are only valid for 21 days so please ensure this form is handed into the school office promptly.

Driving licence number:		Driving licence check code:	
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**Please also attach a photocopy of your driving licence to this form.**

For details of how we use your data please see the Trust Privacy Notice.

#### Declaration

- I confirm that I am in possession of a current valid licence, free from any of the following endorsements
  - Failing to give particulars or to report an accident within 24 hours.
  - Driving while disqualified by order of court.
  - Failing to stop after an accident.
  - Attempting to drive while disqualified by order of court.
  - Driving without due care and attention.
  - Driving without reasonable consideration for other road users.
  - Driving without due care and attention or without reasonable consideration for other road users.
  - Reckless driving.
  - Driving while under the influence of drink or drugs.
- I confirm that I have no medical problem which might make the transporting of children and unacceptable risk or have I been stopped from driving by the DVLA.
- I will follow all of the guidance as set out in the Trust Minibus policy.
- If any of the above changes I will notify the Head of School immediately. I will no drive a Trust minibus.
- I confirm that I can read a vehicle number plate, in good daylight from a distance of 20m.

Signed:		Date:	
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#### For office use only:

Driving licence checked and copy attached to form?	
Copy of training certificate attached to form?	
Checked by:	

