

SCHOOL MINIBUS POLICY

THIS POLICY AND PROCEDURES APPLY TO ALL TRUST SCHOOLS

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Statement of Intent

Hope Learning Trust, York (HLTY) understand that school minibuses are a valuable resource providing students access to curriculum sessions across schools, trips, residentials, sports matches against other schools and other extra-curricular activities. It is essential that all users are aware of the legal and procedural responsibilities pertaining to the use of minibuses.

This policy and procedures document have been written to provide any members of staff and authorised users who may need to drive vehicles on behalf of the school with the necessary knowledge and information; legislation, insurance, operating, servicing and inspection requirements to safely operate the minibuses and carry passengers.

The purpose of this policy is to:

- ensure that HLTY complies with current legislation and guidance concerning the maintenance and driving of the school minibuses
- provide clear procedures relating to the use of school minibuses
- ensure that users of the school minibuses are aware of their legal responsibilities
- ensure that HLTY is meeting the health and safety and safeguarding obligations towards all members of the school community
- ensure that the school adheres to Section 19 of the Transport Act 1985. This permit is granted to organisations that operate vehicles without a view to profit to transport their members or people who the organisation exists to help. Section 19 permit vehicles cannot be used to carry members of the general public.

Signed by:

_____ Chief Executive Officer Date: _____
_____ Chair of Resources
_____ Committee Date: _____

1. LEGAL FRAMEWORK

1.1. Legislation

This policy has due regard to the following legislation:

- Transport Act 1985

1.2. Policies

This policy should be viewed in conjunction with the following policies:

- HLTY Health and Safety Policy
- HLTY Code of Conduct Policy

2. ROLES AND RESPONSIBILITIES

2.1. HLTY Trust Board

- Responsible for ensuring that school minibuses operated on behalf of each school is fully compliant in every respect. This responsibility is delegated to the Principals to ensure its implementation.

2.2. Local Governing Committee

- Monitors the implementation of this policy through the Link Governor for Health and Safety and is reviewed on an annual basis.

2.3. Principal

- Ensures that the policy is implemented and has appropriate safety procedures (guidance from ROSPA Advice for Minibus Safety).

2.4. Health and Safety Coordinator / Operations team

- Ensure that minibus checks as follows are conducted by the Facilities team at monthly intervals using the Monthly Vehicle Checklist and Fault Report form (Appendix B) as follows:
 - Engine oil level
 - Coolant level
 - Windscreen wash level
 - Brake/clutch fluid
 - Power steering fluid
 - Condition of battery, acid level, fixation and connections
 - Tyre pressure, condition and tyre wear
 - Brake function
 - Lights
 - Fuel level
 - Oil or waste leaks
- Check Driving licences of all users before authorisation is given to drive any school vehicle.
- Keep Authorised Driver Register up to date
- Re-check Drivers' UK driving licence details in September of each academic year of new and existing authorised drivers

- Verifying driving licence details of any new users before authorisation is given to use school vehicles throughout the year as applicable.
- Provide induction training to all new drivers following satisfactory driving licence checks.
- Ensure that appropriate records are kept, regularly reviewed and updated, i.e. MOT certificates road tax and insurance.
- Ensure the school minibus is serviced according to the manufacturer's recommendations with a reputable and suitably qualified organisation.
- If applicable, ensure compliance with the lease company.
- Report any accidents, loss or damage to the Trust's COO or CEO.

2.5. Minibus Drivers

All drivers **must**:

- Provide a copy of their UK driving licence. Upon receipt of this information, the school will make a decision on whether the driver is permitted to drive the minibus. This should be provided to the School Business Manager or Designated Person at each school.
- Receive induction training
- Follow and comply fully with the requirements outlined in 'Procedures' and 'Driver Responsibilities' sections below.
- Report any concerns about safety and/or condition of the minibus to the Facilities team immediately.
- Report any additional driving penalties immediately
- Comply with road traffic laws, respecting speed limits and ensure use of seat belts at all times.
- **NOTE: It is illegal to hold a mobile phone or sat nav while driving.** The law still applies if the vehicle is stopped at traffic lights or queuing in traffic. In an emergency, if the driver must make a call, they must pull over to a safe stopping place to do so.
- If a driver is taking any prescribed drugs or medicine that may affect their ability to drive, they are not permitted to drive the minibus.
- If the driver feels unwell before or during the journey and this may affect their ability to drive, they are not permitted to drive the minibus. Another member of staff who is eligible should be available to drive in such cases; this may require parking in a safe location until such time that the driver can be replaced.
- Only those named on the Approved Drivers Register will be eligible to drive the school minibus.

3. PROCEDURES

- Staff that require the minibus for school related events must book this in advance and adhere to the procedures at each school.
- Schools within the Trust that do not have a minibus should contact the titleholding/leasing school (herein described as the 'proprietor school') to ascertain availability. The school borrowing the minibus (herein described as 'the responsible school') must ensure that all procedures are followed during the period of loan.
- Responsible schools also take full responsibility for the condition of the minibus, including any damage or loss incurred from the point of initial loan until the vehicle is returned to the proprietor school location.
- The Facilities team will be responsible for the upkeep and maintenance of the school minibuses and will complete a minibus vehicle checklist on a monthly basis.
- Drivers must carry out a pre-journey checklist using the Vehicle Checklist and Fault Repair Form (Appendix A) before any long journey.

- The minibus should be collected and returned to the designated area of each school and keys should be returned to the Facilities team at the end of each journey, or as soon as possible thereafter.
- Any defects noted should be reported to the Facilities team as soon as possible. Serious defects must be reported immediately. Minor defects can be reported after the journey has taken place using the Vehicle Checklist and Fault Repair Form (Appendix A).
- Drivers who require the seats at the rear of the minibus removed should contact Facilities for assistance.
- A nominated person at school, who is not on the journey, should be aware of the destination of the minibus, its route and its expected time of arrival and return. Parents/carers will also be informed of the above information.
- No students should embark on the minibus with muddy shoes or damp, dirty clothing.

4. TERMS AND CONDITIONS

4.1. Driver Training

It is essential that the school are satisfied that all persons authorised to drive are competent to drive a school vehicle containing students safely. The absolute minimum requirements to comply with our insurance are that the drivers meet all of the following requirements;

- are over the age of 21;
- 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.

4.2. Driver Responsibilities

Whilst the school will ensure check of the condition of the minibuses, drivers are responsible for completing Vehicle Checklist and Fault Repair Form before embarking on their journey (see Appendix A). The following checks must be undertaken.

4.2.1. Pre-journey Visual Vehicle Condition Checks

- Condition of the vehicle body work, windscreen, windows, lights
- Condition of windscreen wiper blades
- Check brakes to see that they are functioning correctly
- Cleanliness of windscreen, windows, mirrors, lights, number plate
- Condition of tyres, tire pressure and tyre wear
- Condition and function of seat belts
- Head restraint adjustment
- Mirror adjustment
- First Aid Kit
- Fire extinguisher
- Warning triangle
- Ensure that mirrors and seat are in the correct driving position

4.2.2. Pre-Journey Functional Checks

- Warning lights in instrument panel working

- All lights
- Horn
- Washers and wipers
- Brakes
- Fuel level sufficient

4.2.3. Functional Checks during journey

- Warning lights in instrument panel off
 - Abnormal noise
 - Abnormal vibration
 - Abnormal smell
- Seatbelts must be worn at all times, which is a legal requirement. This should be checked by the driver. If any student refuses to wear a seatbelt properly or at all they will not be permitted to travel.
 - Passengers must remain seated at all times.
 - 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
 - Emergency exits must not be blocked; bags should be kept on laps or stored under seats securely.
 - Ensure that all doors are correctly closed
 - Check that you have enough fuel for your journey
 - 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
 - Drivers must not drive for more than two hours without taking a 15-minute break.
 - Minibuses are fitted with speed limiters. Drivers must understand how this affects the way the vehicle can be safely driven, and especially the implications when driving on motorways.

4.3. Usage

- Users are not permitted to use the minibus for personal use.
- Users are not permitted to use the minibus for *hire or reward*, in accordance with Permit 19 of the Transport Act 1985.
- Parents/Carers may apply to the proprietor school to drive the minibus (for example, when assisting with school activities). All proposed drivers must be named and must follow all rules and procedures contained within this policy; on this basis they will be covered under this policy.
- Groups linked with the school/Trust may apply to the proprietor school to use the vehicle. All proposed drivers must be named and follow all rules and procedures contained within this policy; on this basis they will be covered under this policy.
- Gangway and doorways are to be kept clear at all times. Passenger assistants should be provided where necessary, according to the needs of the passengers. Students must be adequately supervised.
- Students will be required to maintain good levels of behaviour at all times whilst on the minibus and will avoid any behaviour that may distract the driver.

5. Emergency Procedures

5.1. In the event of a breakdown

- The driver should contact the relevant breakdown service immediately and then contact the school as soon as is reasonably possible. Contact details must be retained in the minibus at all times.
- Where it is safe and reasonable to do so, students should be removed from the vehicle and taken to a safe area away from the breakdown site, where they should be fully supervised.

5.2. In the event of an accident

- In the event of an accident, emergency services should be contacted immediately and then the proprietor school, as soon as is reasonably possible.
- The proprietor school must report all accidents immediately to the Trust's COO or CEO.
- All passengers will remain at the scene of the accident in a safe place until the emergency services and any additional transport arrives.
- If injuries are sustained, the names of those involved will be reported to the school office and an Accident Log will be completed upon return to the premises.
- A visual check of the vehicle should be undertaken and if it is not damaged, the driver will make sure that the vehicle is roadworthy and safe before continuing the journey.
- If the vehicle is not roadworthy the driver should contact the breakdown service.

5.3. In the event of loss or damage

- Any damage incurred to the vehicle must be reported to the proprietor school as soon as is reasonably possible. If the damage requires covering under insurance, the responsible school will be expected to pay the excess payment. If the damage is minimal the responsible school will be expected to cover the cost of repairs.
- Should items be lost or damaged, the responsible school will be liable for paying the cost of repair or replacement. If applicable, the responsible school should take steps to recover the monies from the driver.
- Should the driver be involved in an 'at fault' accident, the responsible school/proprietor school will take steps to recover the excess from the driver.
- The proprietor school must report any loss or damage to the Trust's COO or CEO.

6. Additional Requirements

- Drivers from other schools within HLTY must replenish fuel prior to return of the vehicle.
- The driver will be responsible for any speeding or parking tickets obtained during the time it is allocated to them.
- School minibuses are for the sole purpose of school related activities. Minibuses are not permitted to be used for personal benefit.

Any infringement to the terms and conditions within this policy could lead to disciplinary action, prosecution, financial penalty or dismissal

APPENDIX A DRIVER'S VEHICLE CHECKLIST AND FAULT REPORT

Vehicle Registration No: _____

Vehicle Make/Type: _____

Odometer Reading: _____

Reason for Minibus Use: _____

Driver Name and Job Title: _____

Academy/School Name (if different to owners) _____

Date: _____

NB: If any items are deemed critical, the driver must not drive the vehicle until the fault has been rectified

Marking Key	
Satisfactory/available	✓
Defective/missing	-
Critical fault	X
Not applicable	N/A

DRIVER RESPONSIBILITY	
Pre-Journey Visual Checks	
Condition of the vehicle body work, windscreen, windows, lights	
Condition of windscreen wiper blades	
Check brakes to see that they are functioning correctly	
Cleanliness of windscreen, windows, mirrors, lights, number plate	
Condition of tyres, tire pressure and tyre wear	
Condition and function of seat belts	
Head restraint adjustment	
Mirror adjustment	
First Aid Kit	
Fire extinguisher	
Warning triangle	
Ensure that mirrors and seat are in the correct driving position	
Pre-Journey Functional Checks	
Warning lights in instrument panel working	
All lights	
Horn	
Washers and wipers	
Brakes	
Fuel level sufficient	
Functional Checks during journey	
Warning lights in instrument panel off	
Abnormal noise	
Abnormal vibration	
Abnormal smell	

APPENDIX B SITE TEAM MONTHLY VEHICLE CHECKLIST AND FAULT REPORT

Vehicle Registration No: _____

Vehicle Make/Type: _____

Odometer Reading: _____

Reason for Minibus Use: _____

Driver Name and Job Title: _____

Academy/School Name (if different to owners) _____

Date: _____

NB: If any items are deemed critical, the driver must not drive the vehicle until the fault has been rectified

Marking Key	
Satisfactory/available	✓
Defective/missing	-
Critical fault	X
Not applicable	N/A

FLUIDS	
Engine oil level	
Coolant level	
Windscreen wash level	
Brake/clutch fluid level	
Power steering fluid level	
Condition of battery, acid level fixation and connections	
Oil or waste leaks	
Lights	
Brake function	
Tyre pressure, condition and wear	
Fuel level	

APPENDIX C Approved Driver Register TEMPLATE

NB. This is a live document. Checks must be completed on an annual basis in September each year for existing authorised drivers and for any new drivers before they can be approved.

Full Name	Driving Licence no.	Expiry Date	Classifications	DVLA check points	Date