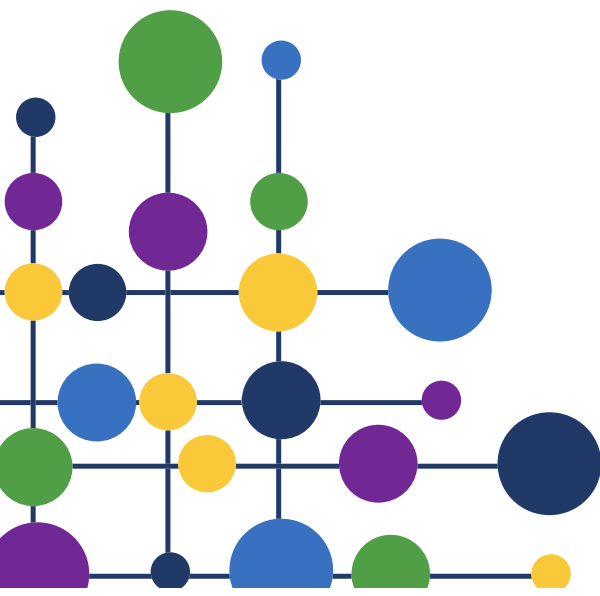


# MINIBUS POLICY & PROCEDURE

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Name of Policy Writer	Natalie McSheffrey
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## Contents

<b>The Aims of this Policy</b> .....	2
<b>Policy Statements</b> .....	2
<b>Roles and Responsibilities</b> .....	3
<b>Procedures and Practices</b> .....	4
<b>Vehicle Readiness and Maintenance</b> .....	4
<b>Minibus Bookings and Administration</b> .....	5
<b>Vehicle Operation</b> .....	7
<b>Accident and Breakdown Procedures</b> .....	9
<b>Appendix A</b> .....	11

### The Aims of this Policy

- To ensure that SHARE MAT academies comply with current legislation and guidance concerning the maintenance and driving of academy minibuses.
- To ensure that the safety of minibus users (both drivers and passengers) and other road users and pedestrians is paramount at all times.
- To ensure that SHARE MAT academies are meeting their health and safety and safeguarding obligations towards all members of the school community.

### Policy Statements

- The academy follows guidance contained within Driving School Minibus – Advice for Schools and Local Authorities which was published jointly by the Department for Education, Department for Transport and Association of Chief Police Officers and ROSPA.
- This policy and the procedures contained within it have been written to provide any members of staff who may need to drive vehicles on behalf of the academy with the necessary knowledge and information in the light of growing legislation regarding the qualifications, insurance, operating, servicing and inspection requirements to safely operate our minibus and carry passengers.
- The behaviour and competence of the minibus drivers will be fully assessed to ensure the safe operation of the minibus and to keep employees and others free of harm.
- This policy extends to the use of hired vehicles that are used by the academy.
- A copy of this policy will be provided to all minibus drivers.
- This policy and the procedures contained within it will be reviewed regularly as part of the academy’s health and safety review.



## Roles and Responsibilities

### SHARE MAT Board of Directors

- Directors of SHARE MAT are ultimately responsible for ensuring that the academy minibus fully complies in every respect, with all legal transport and health and safety requirements. This responsibility is delegated to the headteacher to ensure its appropriate implementation.
- To monitor the implementation of this policy through the Link Director for Health and Safety.

### Headteacher

- The headteacher will ensure that the academy has appropriate safety procedures for the minibus based on the ROSPA advice for minibus safety and their code of practice (in addition to the DfE guidance). A copy of the full code of practice is available at [www.rospa.com](http://www.rospa.com)

### Administration Manager/Procurement Officer

- Ensure that servicing of the minibus is performed at the correct mileage and that the service book kept is ready for inspection at any time.
- Ensure that checks (fuel, water, oil and battery levels, tyre pressures and lights) are conducted on a weekly basis.
- Ensure that DVLA driver checks are carried out for all minibus drivers at least every three years via the following link: [View or share your driving licence information - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- The procurement officer will arrange for the payment of annual road tax.
- The procurement officer will arrange for the necessary insurance.

### Minibus drivers

- Follow and comply fully with the requirements outlined in 'Procedures and Practices' section below.
- Ensure that pre-use checks of the vehicle are conducted and complete the Minibus Usage Record (see Appendix One).
- Report any concerns about the safety and / or condition of the minibus to the administration manager immediately.
- Familiarise themselves with the relevant ROSPA guidance.
- Drivers must have read a copy of the trust Minibus Policy & Procedure before driving the minibus.
- It is the driver's responsibility to ensure the safety (including the use of seat belts) and welfare of all passengers. ROSPA August 2015.
- Drivers must ensure they are in a fit state to drive the minibus and are free from any health or external influences which may affect their judgement and ability to drive the minibus safely.



- Comply fully with all road traffic laws, respecting speed limits and ensuring use of seatbelts at all times. For longer journeys, frequent rest breaks are to be taken.
- Inform the administration manager immediately if unfit to undertake a journey in order that alternative arrangements can be made.
- Never use a mobile phone (handheld or hands free) as the driver of the vehicle unless it is parked in a safe place with the engine switched off. Making genuine emergency 999 or 112 calls whilst driving is legal.

## Procedures and Practices

### Driver eligibility

Persons entitled to drive the minibus:

- Drivers must be aged 21 or over and held a driving license for a minimum of 2 years. Minibus drivers must meet the driver licence requirements set out in Driving School Minibus – Advice for Schools and Local Authorities.
- Before being authorised to drive the minibus, staff must undergo a driver training course and pass an assessment. The assessment and training will be carried out by an external provider, Kirklees Council.
- Drivers must be medically fit and passed the driver training assessment to drive a minibus and are required to complete and sign a driver declaration form to that effect before driving the minibus.
- Staff with a medical condition that needs to be declared to the DVLA should advise the administration manager accordingly.
- The driver declaration form will be kept on file on the school site.
- It is the licence holder's responsibility to notify the administration manager of any changes to their driver's licence. Where a driver informs the academy of any changes or that he/she has acquired penalty points on his/her licence, the headteacher will determine whether he/she is permitted to drive the minibus. In addition, the academy will undertake DVLA driver checks at least every three years for all minibus drivers.
- Only those named on the approved drivers list (a copy of which is held by the administration manager) will be eligible to drive the academy minibus.

## Vehicle Readiness and Maintenance

### Servicing, MOT, insurance and taxation

- Servicing and MOT testing will be carried out at the appropriate intervals, and in accordance with the manufacturer's recommendations (administration manager to arrange).



## Minibus Bookings and Administration


- All bookings should be made using the booking diary.
- A list of students and staff on the journey, and journey details (to include departure and return times) is to be left with the EVC prior to departure. The office should be provided with relevant contact numbers for staff using the vehicle(s).
- Drivers must sign for the vehicle in the booking diary when collecting the minibus keys (failure to do so may render the journey unauthorised for insurance purposes), and collect the minibus file, which contains a copy of the Minibus Policy & Procedure, breakdown information, emergency contact information, spare checklists and pen.
- Drivers must return the vehicle's keys and the minibus file on returning to the academy. If the minibus is being returned out of academy hours, the keys and minibus file should be handed in on the next working day.

### Pre-use vehicle checks

- The academy minibus must be maintained to high levels. As well as MOT and servicing, drivers should satisfy themselves that the vehicle is safe to drive. If the serviceability of the vehicle is in doubt, it is not to be used until it has been repaired.
- Pre-use checks are to be recorded on the minibus usage record form (appendix A) found in the minibus file which must be signed for on collection and return of keys. Completed forms are to be given to the administration manager on return of the minibus who will take any action necessary. These lists will be retained by the academy.
- Pre-use checks must include lights (headlights, hazards, brakes, reversing, side and indicators), horn, mirrors, doors (open, close and lock correctly), steering, seatbelts and windscreen wipers (including windscreen wiper wash). A walk around the vehicle should occur to check for damage / defects and to assess tyre condition.
- If the driver has concerns about the condition of the vehicle, it must not be used and these concerns must be reported to the administration manager.
- Mileage records must be completed for every journey as these will be used to help monitor fuel consumption.
- Prior to the start of each journey, the driver is to go through a brief talk with students regarding the wearing of seatbelts, journey time, being seated at all times, behaviour, noise levels and escape procedures. The journey is not to commence unless the requirements of the driver are complied with.

### Fuel

- The academy minibus has a fuel card that enables fuel to be purchased and charged to the academy's account.

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- The fuel level should not go below a quarter, this helps prevent primer damage and fuel tank sediment entering the engine. It may, however, be necessary for the minibus driver to refuel whilst on a journey.

### Equipment

It is essential that the following equipment is carried on board the Minibus. If items are used during a journey, please inform the lead first aider at the academy who will replenish supplies:

- First Aid Box containing
  - 4 medium sterile dressings
  - 4 large sterile dressings
  - 4 triangular dressings
  - 12 safety pins
  - 4 sterile eye pads
  - 50 sterile adhesive plasters
  - 20 sterile cleansing wipes
  - 1 adhesive tape
  - 3 disposable gloves
  - 2 face shields
  - 3 foil blankets
  - 2 burns dressings
  - 1 first aid scissors
  - 2 conforming bandage
  - 3 fabric dressing strips
  - 5 sterile skin closures
  - 1 finger bandage (1m)
  - 2 finger gauze bandage
  - 5 eyewash pods
  - 2 biohazard bags
  - 1 tubular bandage (1m)
- Fire extinguisher
  - Fire extinguishers (which complies with BS 5432 or equivalent and has a minimum test rating of 8A or 21B) that contain foam.
- Warning triangle
  - This should be used in the event of breakdown and carefully positioned 50m behind the vehicle to warn other road users of the broken down vehicle.
- Hi-visibility vest

- Black bin liners

### Tidiness

- The minibus should be left tidy. Eating and drinking on the minibus should be discouraged (exceptions can be made in circumstances of long delay).
- Bin bags are to be carried and made available for rubbish.
- Dirty/muddy kit (especially boots and shoes) must not be worn in the minibus.
- Clean tracksuits and / or footwear should be taken if students are likely to get muddy.

## Vehicle Operation

### Capacity


- No more than 16 passengers and a driver may be carried in the academy minibus.

### Seat belts/luggage

- Before setting off, the driver and/or driver's assistant must ensure that passengers are wearing seat belts, and any luggage is securely stowed. Students are to be informed that seatbelts are to be worn at all times when the vehicle is in motion.

### Driving rules

- Drivers are responsible for driving within the law and in accordance with the Highway Code. The academy will not refund fines or other costs incurred by drivers as a result of any road traffic or parking offence.
- Drivers must inform the administration manager of any penalty points received whilst using the academy minibus; failure to do so will result in disciplinary action.
- National speed limits apply to the academy minibus.
- It is trust policy that the minibus should not be driven in the third lane of a motorway.
- Vehicles are not to be driven by anyone who has consumed any amount of alcohol or illegal substance.
- Some medication may impair a driver's ability and employees who are taking medicines of this nature are not to drive vehicles.
- All accidents, whether or not they cause injury to persons or damage to property, are to be reported to the administration manager as soon as possible after they occur.
- Keys must not be left in an unattended vehicle at any time.
- Due consideration must be given to parking in secure areas as much as possible, particularly where overnight stays are required.

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- Vehicles must not be driven at any time if the load being carried exceeds the maximum allowable weight capacity.
  - Smoking and vaping are strictly prohibited on the minibus at any time.

### Driver's Assistant

- With the exception of short journeys, a second member of staff or an adult volunteer will normally be on every journey as the driver's assistant.
- For short journeys of less than thirty minutes duration an assistant should not be needed unless circumstances require one – the minibus risk assessment will determine if a driver's assistant is needed.
- This person should be positioned near the back of the minibus to observe behaviour and maintain good order. They can also make and receive phone calls so the driver does not have to. They should also help with reversing and need to be visible at all times to the reversing driver. They should assist in a breakdown or accident and can act as a relief driver if they are trained and authorised to do so.

### Reversing of vehicles

- Reversing vehicles can be particularly hazardous. The best way of avoiding a reversing accident is to avoid reversing a vehicle wherever possible.
- Always check behind your vehicle before reversing – if necessary, ask someone to watch the area into which you will be reversing.
- If you use a guide, ensure they can be seen at all times whilst manoeuvring – if two members of staff are present, one must at all times be the guide when reversing.
- Ensure rear view mirrors are clean and properly adjusted at all times.
- Ensure use of reversing cameras if they are present in the minibus.
- Ensure reversing cameras are clean and in good working order to assist with reversing.


### Distraction during driving

- The use of mobile phones is strictly prohibited whilst operating the vehicle. There are other similar activities, which can be unsafe and thus may attract the attention of the police, such as drinking (soft drinks), eating, smoking, vaping or even changing a radio channel. To this end, any action whilst driving, which could cause distraction must be avoided.

### Tiredness

- Driving when tired greatly increases the risk of an accident. The Highway Code recommends that a driver takes a minimum break of at least 15 minutes after every two hours of driving. However, after a full working day, drivers **MUST NOT** drive for a continuous period of more than two hours without taking a suitable break.
- If an authorised relief driver is available to drive a journey can be continued without a break.



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- Drivers should use common sense to ascertain their suitability to drive at a given time (consider tiredness, recent alcohol or medicine consumption, illness etc.).

### Safety

- Whilst driving the minibus, drivers should ensure that all doors are unlocked to assist with emergency egress if the need arises.
- Drivers should ensure that internal lights are off whilst driving so that their vision is not impaired by the internal light.
- Exits/gangways should be clear of obstructions (such as bags) at all times. Bags can go on spare seats and under seats.
- If a trailer is used, the back doors of the minibus need to be able to open fully to help students escape safely if necessary.
- Dealing with 'road rage':
  - If threatened by another driver, do not retaliate by flashing lights, sounding the horn or making offensive gestures; this only attracts a response and will often make a situation worse. Be mindful that you are representing the trust at all times.
  - If forced to stop, stay in the vehicle with windows closed and doors locked and be prepared to drive off.
  - If necessary, use your mobile phone to contact the police for assistance.
  - Note the registration number of the vehicle, and the make, model and colour, plus a description of the driver and occupants and give the police these details.
- Unsafe situations: if you feel that driving cannot be in complete safety, do not continue. Members of staff are not required to put themselves at risk at any time whilst driving on behalf of the academy.

### Security

- Whenever the vehicle is left unattended, all windows are to be closed and doors locked.

## Accident and Breakdown Procedures

### Breakdown procedures

Standard breakdown procedures are to be followed where necessary:

- Contact the breakdown company for assistance. The contact information is held in the minibus folder.
- If on a public road, get out of the vehicle on the safe side – nearest the path or verge.
- If on a motorway, follow the instructions of the emergency operator, which may include staying in the vehicle, or getting out of the vehicle and not getting back into the vehicle again.



- Avoid going near the traffic flow and exercise extreme caution at all times.
- If possible, leave a motorway, dual carriageway or main road if a fault occurs, which will reduce the risk of collision, but park in a well-lit place so that the vehicle can be seen by other road users.
- It is best to use a roadside emergency telephone if possible as this will pinpoint your location.
- The academy should also be contacted, when practical, in the event of a breakdown.
- Staff should not change a tyre or attempt repairs. This should be carried out by a breakdown team.

### Accident

In the event of an accident:

1. Deal with any injured persons.
2. Ensure the safety of everyone involved.
3. If necessary, call the emergency services.
  - In all cases, stop at the scene and take the names, addresses and telephone numbers of people involved, including independent witnesses. Take photos of the accident scene from various angles if possible. Breakdown procedures should be carried out if necessary.
  - In the event of a serious incident, emergency contact numbers are available in the minibus file (carried on all journeys).



## Appendix A

### Minibus Usage Record

<b>Driver's Name:</b>	<b>Driver's Signature:</b>
<b>Date:</b>	<b>Destination:</b>
<b>Mileage Out:</b>	<b>Mileage In:</b>
<b>Time Out:</b>	<b>Time In:</b>

<b>Checklist (to be completed before every journey)</b>	Yes	No
Clean and tidy, no litter.		
All lights working: interior and exterior		
Visual check of tyres: pressure, tread, no visible damage		
Dashboard warning lights showing low fluid levels-oil, brakes		
Wipers, windscreen washers and horn all working		
Windows, mirrors and reflectors, cameras are clean and unobstructed		
First Aid kit complete		
Fire extinguishers, warning triangle, high-visibility vest & bin liners present		
Brake check: pedal and hand brake working correctly		
Both exterior and interior mirrors are correctly adjusted, clean and unobstructed		
Ramp (if fitted) works safely and is securely stowed		

**Please test the brakes and steering on the Academy premises, if there are any problems, at all, do not use the Minibus and inform the Administration Manager immediately.**

<p>Report on the minibus: Damage, faults, conditions etc.</p>   <p>Any other comments</p>   <p>If this section is completed, please take the form to the Administration Manager immediately. Thank you</p>
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