



THE NEW GUILD TRUST

Minibus Policy

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POLICY

This policy has been adopted on behalf of all four academies in The New Guild Trust:

**Moorpark Junior School
Jackfield Infant School
Alexandra Junior School
Alexandra Infant School**

Approval and Review

Committee to Approve Policy	Trust Board
Date of Board / Academy Committee Approval	
Chair of Board / Academy Committee	Mrs L Eagle
Signature	
Accounting Officer	Mrs Karen Peters
Signature	
Policy Review Period	12 months
Date of Policy Review	December 20

Version Control			
Version	Date Approved	Changes	Reason for Alterations
1	Dec 2018		Initial version
2			

1 Rationale

The School Minibus is a valuable school resource, which helps to provide Pupils with access to school and residential visits, 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 its use.

1.1 Aims

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

1.2 Those eligible to drive the School Minibus:

Those permitted to drive the School Minibus must be at least 21 years of age with a full driving licence. Any endorsements incurred should be disclosed as these may affect eligibility to drive the vehicle.

Only drivers who have passed an independently assessed LA Driver Assessment test will be eligible to drive the minibus. These tests can be arranged through the School Business Manager.

It is recommended that all eligible drivers should be re- tested every 3 years to ensure high levels of competence and skill.

Drivers who passed their driving test after January 1997 are required to hold a D1 PCV driving licence in relation to the use of the minibus UNLESS the licence has been held for 2 years, driving the minibus is not for hire and reward and they are receiving no payment directly for such driving. **However, if the minibus weighs over 3.5 tonnes, these exemptions do not apply.**

2 Procedures

The School Minibus should not be used unless the named driver meets the eligibility requirements above. Those wishing to use the School Minibus should book using the mini bus booking form via the School Business Manager/ Administration Assistant.

The Executive Headteacher/ Headteacher/ Head of school has overall responsibility for the School Minibus and final powers of authorization over its use. This responsibility may be delegated to the staff member with responsibility for the minibus.

Drivers of the school minibus must complete a vehicle check/log sheet before every journey. These can be found aboard the minibus. This is to allow careful monitoring of the minibus, its condition and its general use.

The school minibus should be collected from and returned to the mini bus owner school grounds and keys should be returned to the member of staff responsible (School Office/ site manager) at the end of the journey, or as soon as is possible thereafter.

Any defects noted should be reported to the member of staff responsible IMMEDIATELY. However, if the driver is in any doubt the vehicle MUST NOT be taken onto the road.

3 Maintenance/Licencing of the School Minibus

Overall responsibility for ensuring that the school minibus is properly maintained and licenced lies with the Head. However, this responsibility may be delegated to a member of staff responsible for the minibus.

The school minibus should be regularly serviced (at least annually/ according to lease hire agreement). The member of staff responsible for the minibus is responsible for arranging this servicing. Minor checks of the vehicle (oil, water, tyres etc.) will be completed at least every 21 days by the site manager.

Prior to any journey, the named driver must complete a visual check of the vehicle. This must be completed using a vehicle check sheet kept in a log book on board the vehicle. They should remember that as driver, they will be held legally responsible for driving with any defect.

Licencing of the school minibus is the responsibility of the Head and School Business Manager, who must ensure that all Road Tax, Insurance and MOT certificates are up to date. The current insurance is with Zurich.

4 In the event of an accident

The driver should inform the head as soon as is reasonably possible.

Insurance details should be exchanged with a third party as soon as is possible. However, **NO LIABILITY** should be admitted.

Where it is safe and necessary to do so pupils should be removed from the vehicle and taken to a safe area away from the accident site, where they should be fully supervised.

Where possible, take photographs of the vehicles involved, any damage and the location of the incident.

5 Health and Safety of Drivers and Passengers

The driver should state the following to pupils.

- Seatbelts must be worn at all times. This is a legal requirement (It is the drivers responsibility to check this)
- Everyone should remain seated at all times.
- Which entry and exit doors are to be used (it is recommended that side doors be used except in emergencies)

5.1 Other Considerations

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.

Where possible park the bus with the side doors to the curb. Where this is not possible, pupils should remain seated until staff are able to supervise them from the road.

Drivers **MUST** not drive for longer than 2 hours without taking a break for at least 15 minutes.

Remember tiredness kills.

It is essential that all journeys in the School Minibus 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.

6 Hiring/borrowing of the Minibus

There may be instances whereby other schools would like to hire the minibus for the day. The following rules will apply and must be abided:-

- 1) The receiving school must give prior notice to booking the bus and complete the mini bus booking form, specifying the journey and times etc (see Appendix 1 for booking form)
- 2) The schools must ensure their allocated driver of the bus has a full driving license with the D1 category. This will be checked by the staff who complete the key handover and noted on the handover form.
- 3) The allocated driver will be escorted to the minibus by either the School Business Manager or site manager and **MUST** complete a check of the vehicle inside and out.
- 4) Both parties must sign to sign that a check has been completed and all happy with inspection, or if any defects are seen these must be noted before the minibus has left the owner school. (See Appendix 2 for mini bus booking form – driver form)
- 5) Before the allocated driver leaves the owner school they must sign the handover form along with the owner school staff to say they are in agreement with the inspection and a note of the current mileage and fuel level must be noted by the staff members. The staff driver must also complete the check sheet inside the minibus before driving.

7 Upon return of the minibus

The driver responsible for returning the mini bus must return it in the condition that it was taken.

- 1) All log sheets completed in the white folder and signed.
- 2) Any defects/damage must again be pointed out at handover. If any defects/damage are seen then the relevant paperwork is completed by the site manager. Incident sheets are completed by the driver immediately with the support of the business managers in the hire and owner schools.
- 3) Any fuel consumption used **MUST** be replaced by the hiring school prior to its return. The owner school will supply the minibus with a full tank, therefore the hiring school **MUST** return it with a full tank on the day of return.
- 4) Upon the minibus' return it should be parked in a parking bay and not illegally parked on any lines around the school.
- 5) The keys should be handed over to the Site manager/School Business Manager so that a relevant inspection of return can be completed and again both parties sign to say they have inspected the minibus.

All schools who hire the bus will be held liable for any costs to repair damage/ insurance excesses that incurred whilst the minibus was in their care.

Schools in the academy trust follow the Minibus guidance as recommended by ROSPA. These guidelines can be found on the following link:

<https://www.rospace.com/rospaweb/docs/advice-services/road-safety/practitioners/minibus-code-of-practice.pdf>

Approved on. Jan 2019

To be reviewed on Jan 2020

Appendix 1 - Minibus booking form

Minibus booking details

Date required _____

Teacher requesting: _____

Venue _____

Address _____

Time to depart school _____

Time to depart Venue _____

Driver _____

Other comments:-

Authorised

by: _____ Date: _____

Risk assessment has been completed for visit – Yes/No
Check EVC – Yes/ No

Minibus hire details - Driver form

Date required _____

School requesting: _____

Venue _____

Driver _____

Licence checked for D1 - Y/N – Copy to be obtained in the office
Inspection completed outside/inside of vehicle before it is taken - Y/N
Comments:

Current Mileage:-

Return check

Inspection of vehicle:- Any damage/defects Y/N

Comments:-

If yes, please get the drivers details and ask him to take the incident report form back to their school to complete for an incident claim

Return Mileage:-

Has fuel been replenished: Y/N

If no, contact school immediately to arrange for them to collect the minibus to top up fuel.

Authorised off site by: _____ Date: _____

Signed: _____

Driver: _____ Print name: _____

Date _____