



Minibus Policy

1. Purpose of Policy

The Elmgreen School has arranged for the lease of a minibus to support the curricula and extra curricula activities where transport is required for small numbers of students. This policy is to ensure that the minibus is correctly used, ensuring the health, safety and wellbeing of all users.

2. Use of the minibus

The minibus is for school use only to support activities in and outside the school day. It has a Section 19 permit meaning that it cannot be used for hire or reward. No charge can be levied on anyone being transported. The minibus will not be available for private use by staff.

Use of the bus will be open to all subject areas subject to drivers fulfilling the requirements set out below and following all the safety procedures set out in this policy.

3. Health and Safety

3.1 Risk Assessment

A generic risk assessment for the minibus is contained in the appendices to this policy. It covers:

- the process of recruiting, training and supervising drivers
- issues relating to the age, needs and behaviour of passengers
- accident/emergency
- management systems,
- parental consent general administration matters.

The risk assessment should be recorded and regularly updated. All drivers will be expected to read the risk assessment and sign it.

Specific journeys also need to be considered. For regular or frequent journeys, it may not be necessary to conduct a separate written risk assessment for each trip. However, the risk Assessment for regular trips should be periodically reviewed to ensure it remains appropriate and that it is being followed properly.

Individual risk assessment should be conducted, in advance, for every unusual or non-routine journey, or when passengers have special needs. These risk assessments should be approved by the headteacher.

A folder will be kept in the minibus containing risk assessments along with key safety procedures and proformas.

3.2 Key Safety Routines

Drivers will be expected to observe the following routines on every journey

Before the journey:

- Record the details of the journey including a full passenger list. A copy must be left with the office
- Run through the safety checks and complete the minibus checklist and driver record contained in the minibus folder.
- Any defects must be reported immediately to the Director of Finance and Administration and the bus not used
- Check all passengers are wearing safety belts.
- Point out rules for safe and comfortable journey. Warn of consequences if there are infringements.

During the journey:

- Ensure that passengers remain seated with seat belts fastened.
- In the case of inappropriate or potentially dangerous conduct the minibus must be stopped at the first safe point. Students will be warned that the journey will be terminated
- If the driver feels unwell the minibus should be stopped immediately and help summoned from the School.

At the end of journey:

- Visually check minibus for damage.
- The driver should complete mileage on the Minibus Checklist
- A responsible member of staff and passengers should remove any rubbish
- Fuel levels should be checked
- The minibus made secure (this includes ensuring that all windows are closed). Any defects should be reported to the Premises Manager

3.3 Use of phones

All drivers should take a mobile phone with them in case of emergency. On no account must a driver use a mobile phone whilst driving the minibus or whilst the engine is switched on. This includes any phone that can be used hands free. If it is necessary to make a call in an emergency the driver should pull over as soon as it is safe to do so, apply the handbrake and switch off the engine before making a call.

3.4 Alcohol

Alcohol should never be consumed before or during driving the minibus. Drivers should be aware of how long alcohol can remain in the blood stream and refrain from alcohol on the night before driving.

3.5 Drugs

A driver must never use a minibus when under the influence of drugs. This may also include certain prescription and over the counter medicines which can impair the ability to drive. Drivers should discuss the likely effect of any prescription or other medicines with their GP or Pharmacist

4. Insurance

The Director of Finance and Administration is responsible for ensuring adequate and appropriate insurance cover. Cover is currently provided through Insurance and Risk at the London Borough of Lambeth underwritten by Zurich Municipal.

5. Vehicle Excise Duty (Road Tax)

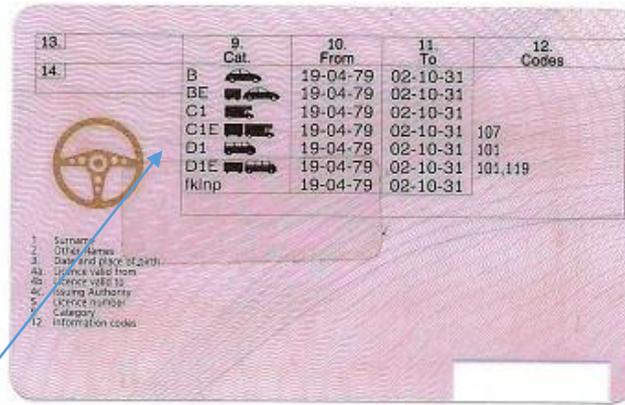
The minibus is subject to road tax which is included in the leasing agreement and does not need to be purchased separately.

6. Minibus Drivers

There are very clear rules about who is permitted to drive a minibus. Only drivers who have a category D1 on their driving license will be permitted to drive.

(i) Drivers with a Category B1 on their licence

If a staff member passed their category B (car) driving test before 1 January 1997, they can drive a minibus that is not being used for hire or reward as these licences automatically include category D1 (101) (not for hire or reward) entitlement³. This means school staff with such a licence can drive a minibus carrying up to 16 passengers with no maximum weight restriction on the vehicle.



Category D1

Staff who have D1 on their licence will only be permitted to drive the bus

1. If their licence is free from any endorsements or penalty points
2. After undertaking MIDAS training provided by Lambeth and Southwark Community Transport.
3. They sign a declaration confirming: (see appendices)
 - They have never been convicted of any motoring offence or had the right to drive removed by the a court of the United Kingdom or any other country
 - They have no underlying medical condition which would affect their ability to drive.
 - That their licence has never been revoked by the DVLA on medical grounds
 - They will inform the Director of Administration and Finance of any changes in circumstance related to their right to drive, health and any medication (prescription or over counter) which may affect their ability to drive.

(ii) Drivers without Category D1 on their licence

Staff who passed their category B driving test on or after 1 January 1997 may drive a minibus that is not being used for hire and reward if the following conditions are met:

- Are over 21 and have held a category B licence for at least 2 years;
- The minibus is used by a non-commercial body for social purposes
- The driver receives no payment other than the recovery of their out of pocket expenses (e.g. fuel and parking costs)
- The service is provided on a voluntary basis
- The gross vehicle weight of the minibus is not more than 3.5 tonnes (or 4.25 tonnes if including any specialist equipment to carry disabled passengers)
- A trailer is not towed

In addition to the above, the School will require drivers to undertake training to allow them to have the D1 category included on their licence. The school will meet all costs of training and will reimburse the cost of having a licence amended by the DVLA.

Drivers will also be required to sign the declaration set in 6 (i) above.

All drivers will be expected to undertake a refresher course every four years

8. Drivers' hours

Most journeys undertaken are likely to be local to the school or within the Greater London area. For longer journeys the following rules apply to driver's hours:

- A maximum continuous driving time of 4 hours followed by a break of at least 45 minutes
- A total aggregate driving time before a prolonged rest period of no more than 8 hours
- The prolonged rest period should be at least 10 hours free from driving duties
- An aggregate driving time of 48 hours in any consecutive 7 day period or 90 hours in any 14 consecutive day period

Consideration must be given in risk assessing long journeys to their being a second driver.

9. Maintenance of the minibus

In order to ensure the safety of all minibus users and its availability to support the curriculum, the care and maintenance of the vehicle is of paramount importance.

The Premises Department will have an overview of the condition of the minibus and advise the Director of Finance and Administration of any work that needs to be carried out.

The driver of the minibus is responsible for carrying out the routine checks before using the bus and reporting anything that does not seem to be working properly. The driver must also report any defects that come to light whilst using the bus, on their return.

The leasing company will carry out an on-site safety inspection of the bus every 17 weeks and arrange for the collection and return of the vehicle for the annual MOT.

10. Booking the minibus

A central diary for bookings will be maintained by the Office Manager. The procedure is set out in the appendices.

Policy Created; September 2015

Approved by Governing Body: September 2015

Review period: Annual

Next Review: September 2016

Appendices

Minibus booking procedure

In planning a visit using the minibus the schools agreed Educational Visits Policy must be followed. In particular

- The visit must have been approved by the Educational Visits co-ordinator
- Risk Assessments must be carried out
- Parental consent, if required must be obtained

The Office Manager will have a central diary for bookings

- Bookings can be made when a journey has been approved.
- A provisional booking can be made while waiting for approval
- If the event does not go ahead the booking must be cancelled
- The bus can be block booked for a particular activity. If the bus is no longer required the booking must be cancelled with the Office Manager
- The keys will be available from the Director of Administration and Finance to whom they must be returned
- The keys will only be provided if details of the destination of the journey and list of passengers has been provided



Minibus Checklist and Driver's Record

All drivers are asked to perform the routine vehicle checks listed below before taking the vehicle out. Remember that you, the driver, are legally responsible for the condition of the vehicle.

Before starting the engine, please tick each item below to indicate that you have checked that it is satisfactory.

Oil	<input type="checkbox"/>	Mirror	<input type="checkbox"/>
Water	<input type="checkbox"/>	Wipers	<input type="checkbox"/>
Fuel	<input type="checkbox"/>	First Aid Kit	<input type="checkbox"/>
Lights	<input type="checkbox"/>	Fire Extinguisher	<input type="checkbox"/>
Tyre Condition	<input type="checkbox"/>	Tyre Pressure	<input type="checkbox"/>
Indicators	<input type="checkbox"/>	Seat Belts	<input type="checkbox"/>

On returning

Doors locked	<input type="checkbox"/>	Bus tidied	<input type="checkbox"/>
Windows locked	<input type="checkbox"/>	Fuel*	<input type="checkbox"/>
Rubbish	<input type="checkbox"/>		
Damage check	<input type="checkbox"/>		
Mileage log	<input type="checkbox"/>		
	Y	N	
Any defects to report?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, please complete the Accident or
Any accidents to report?	<input type="checkbox"/>	<input type="checkbox"/>	Defect Report form in the Minibus folder

Mileage Log

Driver's name: _____ Date of Journey: _____

Destination: _____

Mileage (start) _____ Mileage (end) _____

Total Miles _____

*To ensure the bus is ready for the next user please refill with fuel when the gauge shows a quarter tank left.

Generic Risk Assessment for Transport (Minibus)

Risk Assessment – Transport (Minibus)			
Hazard	People Harmed	Risk Control	Further Action
Road Accident - driver	All	<p>The driver holds the relevant qualification for driving the minibus on their licence. A minibus competency test has also been passed as appropriate. (see minibus policy Section 6)</p> <p>Current best practice is followed in respect of driving and rest hours. (See Minibus Policy Section 8)</p> <p>Drivers pay attention to relevant speed restrictions for the vehicle and roads travelled.</p> <p>No alcohol consumption including day before using the minibus</p> <p>Seek doctor’s advice on driving if prescribed medication</p> <p>Check any warnings on over the counter medicines</p>	<p>Provide D1 training</p> <p>Provide MIDAS training for D1 licence holders</p> <p>Use current RoSPA guidelines.</p>
Road Accident - vehicle	All	<p>Ensure roadworthiness of the vehicle, drivers must check the vehicle prior to use. (See Minibus Policy Section 3 and Checklist in Minibus Folder)</p> <p>Stick to the passenger limit of 16 (plus driver)</p>	<p>The driver is totally responsible for the vehicle once it is taken onto the public highway. Do not proceed if the items identified are defective or missing.</p>
Road Accident – injuries to passengers	All	<p>Students sitting in seats with seat belts fastened at all times when the vehicle is in motion.</p> <p>Exits must not be blocked with luggage or equipment.</p> <p>Students must not be allowed to move around the vehicle when it is in motion.</p> <p>Students must not distract the driver when the vehicle is in motion.</p> <p>Appropriate insurance is arranged for Students during the journey,</p>	<p>Staff supervision to ensure that this is complied with throughout the journey.</p>

Road Accident	All	<p><i>If the accident is not serious.</i></p> <p>On normal road keep Students safe by remaining on the transport if it is safe to do so. If not move the Students to a safe location protected from oncoming traffic. When moving follow the highway code and use staff to supervise the Students to avoid danger.</p> <p>If the accident is serious</p> <p>Move those able to walk away from the scene of the accident keeping them safe throughout. This will have to be assessed at the time. Dial 999 for emergency services Deal with casualties as best as you can until emergency help arrives.</p>	<p>Contact school as soon as possible who will control communications with parents.</p> <p>Driver to always take mobile phone on journey</p> <p>Contact school as soon as possible who will control communications with parents. Contact school as soon as possible. Co-operate with the emergency services and at least one member of staff accompanies an injured young person to hospital. They remain there until parents/carers arrive.</p>
Mechanical breakdown - motorway	All	<p>Get the party behind the side crash barrier as soon as possible.</p>	<p>Keep the Students in a safe position until either the problem is fixed or replacement transport arrives. Check systems are in place to cover such circumstances i.e. RAC, AA or similar.</p>
Mechanical breakdown - normal roads	All	<p>On normal road keep Students safe by remaining on the transport if it is safe to do so. If not move the Students to a safe location protected from oncoming traffic. When moving follow the highway code and use staff to supervise the Students to avoid danger.</p>	<p>Keep the Students in a safe position until either the problem is fixed or replacement transport arrives. Check systems are in place to cover such circumstances i.e. RAC, AA or similar.</p>

<p>Young person becomes ill or is injured</p>	<p>Students</p>	<p>Students informed what to do in the case of emergency. If appropriate drive to the nearest hospital with the casualty if not call emergency services. Member of staff identified to accompany the injured or ill young person to hospital if necessary.</p> <p>Staff will remain there until parents/carers arrive or the patient is released.</p>	<p>Supervision reorganised to take into account the member of staff now off-site if minibus is able to continue its journey. Arrangements to return the member of staff and young person if necessary either to school or the intended venue if minibus is able to continue its journey.</p>
<p>Member of staff becomes ill or is injured</p>	<p>Staff</p>	<p>Supervision reorganised to take into account the member of staff now missing. Contact made with school so that next of kin can be informed as soon as possible. if supervision levels now prevent the original activities from taking place: Additional / replacement member of staff to join the venture to maintain supervision levels. Group return home early if supervision levels fall below the required standard for safety to be maintained.</p>	
<p>Young Person gets lost</p>	<p>Students</p>	<p>Head count taken on a regular basis especially when Students leave and re-board transport.</p>	
<p>Child Protection</p>	<p>Students</p>	<p>Supervision of Students at public toilets if used during the visit. The age and maturity of the Students will have to be taken onto account.</p>	<p>If there is not same sex supervision for this use the unisex disabled toilet for the sex without direct supervision.</p>

This Risk assessment seen and agreed by:

Name	Signature	Date
Dominic Bergin (Headteacher)		
Alastair Burnett (Deputy Headteacher and EVC)		
Helen Ward (Chair of Governors)		
(Driver)		
(Driver)		



Minibus Driver Declaration Form

Name _____

Date of birth _____

Date licence issued _____ Copy attached (both sides)

Licence Number _____

Declaration

I took my driving test before 1 January 1997, have category D1 on my licence and have successfully undertaken MIDAS training

I took my driving test after 1 January 1997, have undertaken D1 licence training and have Category D1 on my licence

I have never been convicted of any motoring offence or had the right to drive removed by the a court of the United Kingdom or any other country

I have no underlying medical condition which would affect their ability to drive and have been declared fit to drive by my GP or Occupational Health.

My driving licence has never been revoked by the DVLA on medical grounds

I will inform the Director of Administration and Finance of any changes in my circumstances related to my ability to drive,

I have provided documentary evidence of my eligibility to drive a minibus Driving licence, MIDAS Certificate, Evidence of D1 training (copies attached)

I confirm that the information provided is true to the best of my knowledge and understand that providing false information will lead to disciplinary action.

Signed _____

Date _____

Approved to drive minibus

Signed _____ Position _____

Date _____