



# HAYDON SCHOOL

## Mini Bus Policy

### *Mission Statement*

*Haydon School is committed to the achievement of individual excellence, encouraging students to be creative and considerate, confident of their role in society and capable of rising to the challenges of a diverse and rapidly developing global economy.*

# Contents

- **Statement of Intent**
- **Legal Framework**
- **Roles and Responsibility**
- **Eligibility**
- **Risk Assessment**
- **Health and Safety**
- **Accidents**
- **Breakdowns**
- **Planning your Journey**
- **Monitoring and Review**

**Appendix 1 – Drivers Questionnaire**

**Appendix 2 – Minibus Maintenance**

**Appendix 3 – Pre-Journey Check List**

**Appendix 4 – Procedures**

## **1.Statement of Intent**

The School Minibus is a valuable school resource, which helps to provide students with access to sport fixtures, school visits and residential, as well as to numerous other extra-curricular activities. The School understands that safety on the School Minibus, and of the minibus itself, is paramount when travelling. It is essential that all users of this resource are aware of all legal and procedural responsibilities pertaining to its use.

This Policy aims to:

- o provide clear procedures relating to use of the School Minibus;
- o ensure that all users of the School Minibus are aware of their legal responsibilities;
- o ensure that the School Minibus is maintained and safe to use as required for the school's purpose.

## **2.Legal Framework**

2.1 This Policy has due regard to statutory legislation, including, but not limited to, the following:

- o Road Traffic Act 1988 (As amended);
- o The Motor Vehicles (Driving Licenses) Regulations 1999 (As amended 2015);
- o Health and Safety at Work etc. Act 1974.

2.2 This Policy also has due regard to statutory and non-statutory guidance, including, but not limited to, the following:

- o DfE and Department for Transport (2013) 'Driving school minibuses: advice for schools and local authorities';
- o RoSPA (2015) 'Minibus safety A Code of Practice';
- o Gov.UK (2016) 'Child car seats: the law';
- o Gov.UK (2014) 'Seat belts: the law';
- o Gov.UK 'Speed limits'.

## **3.Roles and Responsibilities**

The School is responsible for meeting all costs involved including insurance, taxation, MOT test, maintenance and other ongoing costs for the vehicle.

The Governors are legally responsible for ensuring the School Minibus is operated safely since the users of the vehicle are employees of the Governing Body.

The Headteacher has overall responsibility for the School Minibus and final powers of authorisation over its use. This responsibility may be devolved to a staff member with responsibility for the School Minibus.

### 3.1 Site Team

- o Weekly checks are done (See Appendix 2);
- o Minibuses are cleaned on a weekly basis;
- o A suitable fire extinguisher is provided and is regularly inspected;
- o A first aid kit is provided and is regularly inspected.

### 3.2 Finance Team

- o The road tax is up to date;
- o A full MOT on the School Minibus is carried out by the required date;
- o The insurance and roadside assistance is up to date;
- o Arranges payments for congestion charges and parking where needed;
- o Provides appropriate licensing for the School Minibus;
- o Arrangements are made for appropriate repairs and servicing by a local garage.

### 3.3 Educational Visits Co-ordinator (EVC)

- o Maintains an electronic booking system;
- o Follows this Policy and ensures it is followed by all parties;
- o Maintains the list of qualified minibus drivers and their documents;
- o Ensures all drivers follow the procedures (Appendix 1 & 3);
- o Assures MIDAS training (both new and refresher) is arranged when appropriate.

### 3.4 Administration Services Officer

- o Keeps the School Minibus keys. Keys are signed in and out by a Receptionist – the keys will be signed back in as soon as the School Minibus returns to the school premises.

### 3.5 Minibus Drivers

The driver is responsible for:

- o Ensuring that they are eligible to drive as per the eligibility requirements outlined in this Policy.
- o It is the responsibility of the drivers to check with their insurer that driving another vehicle will not invalidate their personal insurance policy.

- o Adhering to all relevant road rules and laws, including any driving hours regulations. Drivers MUST NOT drive for longer than two hours without taking a break for 15 minutes. The driver will ensure that the legal speed limits **for minibuses** are followed at all times during the journey. The speed limit is the absolute maximum – it does not mean it is safe to drive at this speed in all conditions. For more information please refer to <https://www.gov.uk/speed-limits>.
- o Planning the journey so that it can be completed safely and comfortably with the passengers' needs and ensuring that the route is suitable and safe for use by the School Minibus.
- o Ensuring that a second driver and/or a supervisor is available when appropriate. It is advisable that on all journeys expected to take more than 60 (sixty) minutes in the School Minibus the driver should be accompanied by at least one escort. This is to ensure the driver can concentrate on driving, rather than worry about students behaviour, navigation etc. Supervision ratio for all journeys are risk assessed and agreed with the EVC in advance.
- o Informing the passengers and the parents of the itinerary and the ETA to school.
- o Checking consent records on EVOLVE.
- o Keeping a record of all names, emergency contact numbers, medical needs and medication requirements for any passenger travelling in the School Minibus. The driver must ensure passengers who need medication have it when they go on a school trip or away fixture.
- o Ensuring the procedures for school trips are followed.
- o Ensuring the EVC, Receptionist and the Attendance Officer are aware of the destination, journey start time and the ETA to school. Minibus Driver when carrying students must take a register on EVOLVE before leaving the school site.
- o Ensuring the booking system and procedure for use of the School Minibus is followed at all times.
- o The driver must ensure that the pre-journey checks are completed and signed off prior to any trip and any defects are reported to the EVC (See Appendix 3). If the driver identifies a fault which compromises the safety of the School Minibus, the vehicle must not be used. The driver must submit the pre-journey check list to the EVC upon their return to the school.
- o Briefing the passengers on the behaviour expectations and emergency evacuation procedures.
- o Ensuring that seat belts are worn at all times and that passengers remain seated during the journey.
- o Ensuring all exits are kept clear.
- o Instructing the passengers do not consume food or drink (plain water is allowed) on the School Minibus and ensuring that the vehicle is left in a

clean and tidy condition at the end of every journey and not allowed to run low on fuel.

### 3.6 Supervisors (Extra staff on a trip)

Supervisors are responsible for:

- o Ensuring that passengers continue to wear their seatbelts throughout the journey.
- o Ensuring that students model good levels of behaviour, and responding to any disruption appropriately.
- o Ensuring that passengers do not consume food or drink (plain water is allowed) on the School Minibus.

### 3.7 Passengers

Passengers are responsible for:

- o Following all instructions issued by the driver and supervisors. Students are required to maintain good levels of behaviour at all times whilst on the School Minibus, and will avoid any behaviour that may distract the driver. Any disruption on the School Minibus will be dealt with appropriately by the driver and/or supervisors, in accordance with the School's Behaviour for Learning Policy.
- o Wearing their seatbelt at all times during the journey. Students over the age of 14 are personally responsible for wearing their seatbelt and must ensure they do this throughout the journey.
- o Conducting good levels of behaviour towards drivers in other vehicles.
- o Keeping all exits clear for the duration of the journey.
- o Carrying necessary medication with them. Passengers will not be allowed to board the School Minibus without the medication required.
- o Maintaining the exterior and interior of the vehicle, and ensuring no damage is caused.

## 0. Eligibility

- o A minibus is defined as a motor vehicle with between 9 and 16 passenger seats. It is described as a category D1 vehicle by the Driving Vehicle Licencing Authority (DVLA).
- o All drivers of the School Minibus will be between 21 and 70. Drivers of the School Minibus are required to have at least two years' experience as a qualified driver.
- o To be eligible to drive a minibus for hire or reward, drivers will hold a full D1 (or D) passenger carrying vehicle (PCV) entitlement.
- o Drivers will also be eligible to drive a minibus if they passed their category B (car) driving test **before** 1 January 1997, provided the minibus is not being

used for hire or reward. In these circumstances, there will be a passenger limit of 16 and no maximum weight restriction on the vehicle.

- o Drivers with a D1 + E entitlement may also tow a trailer weighing up to 750kg.
- o Drivers will also be eligible to drive the School Minibus if they passed their category B (car) driving test **on or after** 1 January 1997, provided the School Minibus is not being used for hire or reward, and the following conditions are met:
  - o The driver is over 21 years old and has held a category B (car) driving licence for at least two years.
  - o The minibus is used by a non-commercial body for non-commercial purposes, e.g. school sports team travelling to a fixture.
  - o The driver receives no payment other than the recovery of their out of pocket expenses, e.g. fuel and parking costs.
  - o The driver provides the service on a voluntary basis.
  - o The gross vehicle weight of the minibus does not exceed 3.5 tonnes (or 4.25 tonnes if including any specialist equipment to carry disabled passengers).
  - o The driver does not tow a trailer.
- o Drivers holding a category B (car) licence, obtained **on or after** 1 January 1997, are eligible to drive any vehicle weighing a maximum of 3.5 tonnes, with a maximum of eight passengers, and with a trailer weighing a maximum of 750kg, e.g. 'Lightweight Minibuses'.
- o Only those persons listed on the register of approved drivers maintained by the EVC may drive the School Minibus. This includes driving the School Minibus without students.
- o Before any staff member is permitted to drive the School Minibus, they are required to provide their driver's licence, MiDAS licence, DVLA licence check and driver's questionnaire (Appendix 1) to the EVC, who will record confirmation of this and make a photocopy for school records. Licence checks are conducted in September each academic year.
- o Drivers eligible to drive the School Minibus must be at least 21 years of age with a full (preferably clean) driving licence. Any endorsements incurred must be disclosed to the EVC as these may affect eligibility to drive the School Minibus. The Headteacher has the final powers of authorisation.
- o Drivers with more than three points on their license will not be eligible to drive the School Minibus. Also, if complaints about their driving are confirmed, a driver will not be eligible to drive the School Minibus. The Headteacher has the final powers of authorisation.
- o All staff will be required to undergo the MiDAS training before being allowed to drive the School Minibus. Driving a minibus requires different levels of knowledge, skill and awareness together with



different legal responsibilities therefore it is important that drivers refresh their knowledge every four years, or in response to any incidents, about the requirements. A MiDAS certificate lasts for four years after which the driver will need to attend a refresher course.

## **0. Risk Assessment**

- o The Director of Finance and Operations and the Health and Safety Officer will conduct a risk assessment of the School Minibus; this will be reviewed annually and in response to any services, or following a breakdown/accident.
- o The Director of Finance and Operations and the EVC will also conduct a generic risk assessment of the minibus service, including supervising drivers, parental consent, journey planning, accident procedures, etc.
- o Additional risk assessments may also be completed by the driver for specific journeys, if necessary.

## **0. Health and Safety**

- o If a driver is taking any prescribed drugs or medicine that may affect their ability to drive, they are not permitted to drive the School Minibus.
- o In light of the above, if the driver feels unwell before or during the journey and that this may affect their ability to drive, they are not permitted to drive the School Minibus. Another member of staff who holds a relevant license will be available to drive the School Minibus in such cases.
- o Drivers will not drive for longer than two hours without taking a break for at least 15 minutes.
- o A second driver with a valid licence will be available to take over driving the School Minibus during driving breaks, or if the driver is ill.
- o A first aid kit will always be available on the School Minibus and will be fully stocked, and at least one member of staff on the School Minibus will be a qualified first aider on a longer journey or on journeys to remote areas where access to emergency services could be delayed. On shorter journeys the driver or supervisor must be confident in administering basic first aid and will be carrying a mobile phone to summon the help of the emergency services.

- o Additional medicine may be taken for students with medical conditions, though only staff trained to administer medicine will do so, in accordance with the school's First Aid Policy.
- o Seatbelts and seats will be fitted and worn in accordance with relevant seat belt laws.
- o Additional seat belts will be fitted for students with SEND, for those that require additional postural support.
- o The driver will instruct all passengers to wear their seatbelts throughout the journey; supervisors will ensure that they continue to do this whilst on the School Minibus.
- o Students over the age of 14 are personally responsible for wearing their seatbelt and must ensure they do this throughout the journey.
- o Passengers are instructed and will ensure that all emergency exits are clear at all times.
- o Mobile phones are not permitted for use by the driver whilst they are driving the School Minibus.
- o Smoking, drinking alcohol and taking drugs are strictly prohibited by students, staff members and the driver at all times whilst on the vehicle. Drivers, supervisors and students are required to have zero intake of alcohol.
- o If at any times students distract the driver, s/he should stop the vehicle if safe to do so until the students are settled. The driver will not try to continue as the students may also be distracting other drivers.
- o Where possible, the School Minibus should be parked so that the side door is on the kerb side. Where this is not possible, students should remain seated until the driver, or supervisor is able to supervise them from the road.

## 0. Accidents

**MINOR** – *the School Minibus is still drivable and legal, no injuries sustained*

- o If an accident occurs, the driver and supervisor should ensure that the students/other passengers are safe and uninjured.
- o The driver will ensure that the vehicle is roadworthy and safe before continuing the journey. The accident should be reported to the EVC upon return to the school.
- o Insurance details should be swapped with a third party. However, NO LIABILITY should be admitted. The driver should ensure that the details of other vehicles at the scene are taken and recorded, e.g. type of vehicle, number plate, insurance details and name and address of other driver(s).
- o If another party is involved, the driver will obtain names and addresses of any independent witnesses and take a note of any statements or remarks made by third parties.

- o If possible the driver will take photos of the accident including any skid marks.

**MAJOR** – *the School Minibus is not drivable or injuries sustained to staff and/or students*

- o The driver will ensure the safety of the party, assess the situation and the risks.
- o The driver will contact the emergency services immediately. The driver and a supervisor will remain with the students at all times.
- o The driver will contact the breakdown assistance/recovery services as soon as it is safe and practical to do so.
- o The driver or a supervisor will contact the EVC or the senior member of staff on call as soon as possible after calling the emergency services. The EVC or the senior member of staff on call will assess the situation and advise accordingly. The driver or a supervisor should keep the EVC or the senior member on call up to date on events at all times.
- o Where it is safe and necessary to do so students should be removed from the vehicle and taken to a safe area away from the accident until the emergency services and any additional transport has arrived. The students will be fully supervised at all times. All parties should wear hi-vis jackets - these are provided in each vehicle.
- o If injuries are sustained, the names of those involved will be reported to the EVC or to the senior member of staff on call who will contact the parents/emergency contacts. An Accident Log (electronic Accident Book) will be completed upon return to the premises. The driver or a supervisor when practical to do so should take notes of the accident and any injuries sustained.
- o Insurance details should be swapped with a third party as soon as possible. However, NO LIABILITY should be admitted. The driver should ensure that the details of other vehicles at the scene are taken and recorded, e.g. type of vehicle, number plate, insurance details and name and address of other driver(s).
- o If another party is involved, the driver will obtain names and addresses of any independent witnesses and take a note of any statements or remarks made by third parties.
- o If possible the driver will take photos of the accident including any skid marks.

## **8. Breakdown**

- o In the event of a breakdown, the driver will move the School Minibus off the road and switch on the hazard warning lights.

- o When safe to do so, passengers will be moved out of the nearside of the vehicle, and as far away from it and other traffic as possible. All parties should wear hi-vis jackets - these are provided in each vehicle.
- o If it may be safer for passengers to remain in the vehicle, e.g. if there is not a safe place outside, the driver and supervisors will assess the situation and decide whether to stay on the School Minibus.
- o The driver or a supervisor will contact the relevant breakdown cover company immediately (details in the glove compartment of the School Minibus).
- o The driver or a supervisor will contact the EVC or a senior member of staff on call after arranging a breakdown call out.
- o Contact details for the relevant breakdown cover and insurance provider will always be kept in the glove compartment of the School Minibus.
- o If the breakdown occurs on a motorway, the driver or a supervisor will try to use the roadside emergency telephone, and will provide the police with the breakdown service, the vehicle's location, and if any students on board have SEND.
- o All passengers will be kept together in one group and students will be constantly supervised.
- o If necessary, the driver will seek help, leaving the students with the supervisors. If the driver is the only adult present, students will not be left alone.
- o The driver, supervisors and students will all wait in the safe place until it is safe to return on the School Minibus.
- o If passengers are unable to return on the School Minibus, appropriate transport will be arranged by the EVC or on-call to collect students, supervisors and the driver.

## **9. Planning Your Journey**

- o The driver will plan all routes in advance ensuring that the route is suitable and safe for use by the School Minibus and will check the weather and for road works. The driver will choose safe places to pick up and set down the passengers and will avoid the need for passengers to have to cross the road, wherever possible.
- o If travelling into an area where congestion, ULEZ (Ultra-Low Emission Zone), parking or other charges apply the driver should speak to Finance Department and make all necessary arrangements/payments beforehand.
- o The driver will think about parking arrangements at the other end, if possible get a reserved space at the destination, and if cash/payment is needed the driver will speak to Finance Department.
- o The driver will plan the breaks, this may be a service station.
- o If driving at night, or the journey will be long, two staff members should be used.

- o Mobile phones are not permitted for use by the driver whilst they are driving the School Minibus. If the driver must make a call, they will pull over to a safe stopping place to do so.
- o A mobile phone will be carried by at least one member of staff in case of an emergency. The member of staff will have the numbers of all parents/carers of students on the School Minibus, as well as emergency contacts for the school.
- o A nominated person at the school, and who is not on the journey, will be aware of the destination of the School Minibus, its route, its expected time of arrival and return and driver's and passengers' names.
- o The driver will ensure that the legal speed limits **for minibuses** are followed at all times during the journey. The driver follows parking rules so they will not get a penalty ticket for incorrect parking. Drivers may be liable to pay for tickets received due to not following rules.

## **0. Monitoring and Review**

- o The Policy will be reviewed bi-annually or as required.
- o The Director of Finance and Operations is responsible for continually monitoring PHE, DfE and DfT updates, and for updating appendixes in line with any changes to government guidance.
- o Any changes to this Policy will be communicated to all staff and relevant stakeholders by the Director of Finance and Operations.

## Appendix 1 - DRIVER'S QUESTIONNAIRE

NAME.....

ADDRESS.....

DATE OF BIRTH .....

TYPE OF UK LICENCE.....POINTS.....DATE  
OBTAINED.....

ARE YOU AN EMPLOYEE OF HAYDON SCHOOL                      YES / NO

HAVE YOU READ AND UNDERSTOOD THE MINIBUS POLICY                      YES /  
NO

HAVE YOU (either personally or in any business capacity):

Y/  
N

In the past five years been convicted of any offence in connection with a motor vehicle or is any such prosecution impending? \_\_\_\_\_

In the past five years been involved in any serious accident in connection with driving a motor vehicle? \_\_\_\_\_

Ever suffered from any heart complaint, diabetes, fits or any other mental or physical infirmity or from any medical conditions which need to be notified to the DVLA? \_\_\_\_\_

Ever had a proposal refused or declined? \_\_\_\_\_

Ever had an insurance cancelled? \_\_\_\_\_

Ever had a renewal refused? \_\_\_\_\_

Ever had special terms imposed? \_\_\_\_\_

Ever had a county court judgement awarded against you? \_\_\_\_\_

Ever been declared bankrupt or insolvent or been the subject of bankruptcy proceedings or insolvency proceedings? \_\_\_\_\_

Ever been disqualified from holding company directorship? \_\_\_\_\_  
Ever been served with a prohibition or improvement order under Health \_\_\_\_\_  
and Safety legislation? \_\_\_\_\_  
Ever been convicted of, charged (but not yet tried) with or officially \_\_\_\_\_  
cautioned for a breach of any Health and Safety or Welfare or \_\_\_\_\_  
Environmental Protection legislation? \_\_\_\_\_  
Ever been the subject of a recovery action by Customs and Excise or the \_\_\_\_\_  
Inland Revenue? \_\_\_\_\_

**IF YOU HAVE ANSWERED YES TO ANY OF THESE QUESTIONS PLEASE PROVIDE FULL DETAILS OVERLEAF** - *the disclosure will be made to the insurance broker and the insurance underwriter*

**I CONFIRM THAT TO THE BEST OF MY KNOWLEDGE THE INFORMATION GIVEN ABOVE IS CORRECT**

**SIGNED** ..... **DATE** .....

**Please enclose a photocopy of all parts of your driving licence and the DVLA licence check Appendix 2 - MINIBUS MAINTENANCE CHECK LOG**

HAYDON SCHOOL

MINIBUS MAINTENANCE CHECK LOG

Weekly check Date: .....

Minibus Registration Number.....

**EXTERNAL CHECKS**

Tyre pressure: Front o/s.....n/s.....  
Rear o/s.....n/s.....

Tyre Wear: Front o/s.....n/s.....  
Rear o/a.....n/s.....

Spare Tyre Pressure: .....

Spare Tyre Wear: Yes/No

Outside Mirror/s:-n/s Yes/No  
-o/s Yes/No

Door Locks: Yes/No

Battery: Yes/No

Coolant: Yes/No

Oil Level: Yes/No

Brake fluid: Yes/No

Damage:.....

.....

.....

Yes/No

Maintenance required as a result of check:

.....

.....

All checks have been made and defects have been reported to the EVC.

Name: .....

**INTERNAL/EXTERNAL CHECKS**

Wiper Fluid: Yes/No  
Wipers: Yes/No  
Front Lights: Yes/No  
Rear Lights: Yes/No  
Brake Lights: Yes/No  
Indicators: Yes/No  
Emergency Indicators: Yes/No

**INTERNAL CHECKS**

Milage: .....

Cleanliness: Yes/No

Inside Lights: Yes/No

Inside Mirror: Yes/No

Horn: Yes/No

Seat Belts: Yes/No

Seat Mounting: Yes/No

First Aid Kit  
(monthly check content) Yes/No

Fire Extinguisher: Yes/No

The warning triangle: Yes/No

Wheel Jack and related Equipment

Signed:.....



### Appendix 3 - PRE-JOURNEY CHECK LIST



#### PRE-JOURNEY CHECK LIST

This must be completed by the driver before each journey.

**Driver Name:** ..... **Time check:** .....

**Date:** .....

**Opening Mileage:** ..... **Destination:** .....

**Closing Mileage:** .....

**Minibus Registration Number**.....

**Driver Currently on Medication (Y/N)**.....**If Yes, Speak to the EVC**.....

Each item should be checked over and ticked by above named driver as done and roadworthy. In the event of any problem record details on this form overleaf and report to the EVC immediately. If at any time you feel that the vehicle is not roadworthy then you **MUST NOT** continue with the trip/journey.

Checked

Checked

<b>Journey planning</b>	✓	Fire Extinguisher	
Has the route been planned in advance? Traffic checked (an alternative route planned if necessary)? Breaks scheduled?		Paper work (insurance, MOT, Tax, Breakdown service and membership number)- in the glove compartment	
<b>Student preparation</b>		Vehicle Cleanliness	
Do students have parental permission to attend the trip/fixture?		Seat Belts – in good working order and worn by all passengers	
Have emergency contacts and medical information been obtained for all passengers?		Any damage to the vehicle (declare in the Comments overleaf)	
Has an attendance register been completed on EVOLVE?			
Have students been made aware of their expected behaviour on the School Minibus and the emergency procedures?		<b>After you get into the driver's seat:</b>	✓

Do students have all the necessary items (lunch, medication, kit etc)		Brakes	
<b>Before you get into the driver's seat:</b>	✓	Horn - operation	
Fuel level		Warning lights - ignition/charging/oil	
Oil level		Lights - operation (incl headlights, brake lights, hazard lights and indicators)	
Windscreen & windows (undamaged and clean)		Windscreen wipers and washers are working, windscreen washer fluid checked	
Mirrors are intact		Mirror and the driver's seat adjustment	
Tyres-tread, damage, pressure (including spare)		<b>After moving off, as soon as convenient and safe</b>	✓
Breaks for visual leaks		Speedometer	
Lights - condition (incl headlights, brake lights and indicators)		Steering	
Doors - unlocked but firmly shut		Brakes	
Load Security - distribution, secure stowage of loose items		Load Security - distribution, secure stowage of loose items	
Hi-Vis jackets and the warning triangle		Gauges are working, no warning lights appear, no excessive engine exhaust smoke	
First Aid kit			

Comments:

#### **Appendix 4 – PROCEDURES**

- The keys for the School Minibus are held with the Administration Services Officer and Site Team (spare set).
- The keys will be signed in and out by a Receptionist – the keys will be signed back in as soon as the School Minibus returns to the premises. If out of school hours - the key will be posted in a lockable letter box by Reception.

- If a driver has any reservations about driving the School Minibus, they should not drive it. Before beginning the journey, **the driver** will:
  - Ensure they are fit and able to drive.
  - Ensure that the School Minibus is suitable for the passengers being carried.
  - Plan the journey so that it can be completed safely and comfortably with the passengers' needs. The driver of the vehicle will plan all routes accordingly, ensuring that the route is suitable and safe for use by minibuses. The driver will schedule rest breaks if required. The driver will check traffic prior to departure and plan an alternative route if necessary.
  - Speak to Finance Department and make all necessary arrangements/payments beforehand if travelling into an area where congestion/ULEZ (Ultra-Low Emission Zone)/parking/other charges apply.
  - Ensure access to passengers' names, their emergency contact(s), medical needs and medication requirements as well as access to the emergency on-call/base contact and the breakdown service.
  - Ensure a nominated person at the school (usually the EVC), and who is not on the journey, is be aware of the destination of the School Minibus, its route and its expected time of arrival and return.
  - Ensure parents/carers are informed of the journey in advance and parental consent is checked and sought where necessary.
  - Contact Marketing and Development Manager to arrange site access after 6 pm on school days and during the weekends.
    - Ensure a register is taken on EVOLVE if carrying students.
  - Conduct a visual inspection of the School Minibus and complete the pre-journey checklist. Check the breaks (handbrake with the engine running, ensure the brake pedal is firm, conduct an off road brake test if safe – this should be done with no passengers on board at a slow speed of around 10mph and then apply the brakes firmly).
    - Ensure that all doors are unlocked before the journey starts.
    - Brief the passengers on behaviour expectations and emergency procedures. Passengers should be made aware that they must not consume food or drink on the vehicle.
    - Check that the passengers are carrying necessary medication with them. Passengers will not be allowed to board the School Minibus without the medication needed.
- **The driver** of the School Minibus will ensure that:
  - They are legally entitled, and properly insured, to drive the School Minibus.
  - A mobile phone is carried.
  - Care is taken when passengers embark on the School Minibus with muddy shoes or damp, dirty clothing. Seat covers and paper floor

mats are provided in the School Minibus and should be used as necessary.

- If the driver has any serious concerns regarding the safety or roadworthiness of the School Minibus during the journey, e.g. a flat tyre, a call will be made to the breakdown assistance service (details in the glove compartment of the minibus) and the EVC, and the breakdown procedure will be followed. The School Minibus will not be used in any situations where a cause for concern has been identified.
- If the driver notices any minor defects during the journey which do not compromise the safety of the driver or passengers, e.g. one broken windscreen wiper, these can be reported to the EVC after the journey.
- All accidents/incidents will be reported to the EVC.
- **On return**, the driver must ensure:
  - The passengers disembark safely – avoid the need for the passengers to have to cross the road.
  - The School Minibus is parked in the designated parking spot. All doors locked, windows closed and lights off.
  - All rubbish is removed from vehicle and there is no damage to the inside or outside of the vehicle.
  - All faults and accidents are reported to the EVC.
  - The keys are returned to Reception or posted through the locked letterbox by Reception (if out of school hours) as soon as the School Minibus returns to the premises.
  - Pre-journey check list is returned to the EVC.
- A designated member of Site Team will carry out and record a weekly maintenance check on the School Minibus using the Maintenance Checklist. The School Minibus will not be used in any situations where a cause for concern has been identified. The Maintenance Checklist will be updated following every service, with details of each of the checks returned to the EVC.
- If the appointed person (designated member of Site Team) has any concerns regarding the safety or roadworthiness of the School Minibus, they will inform the EVC, who will organise appropriate action.
- The School Minibus will be cleaned on a weekly basis by a designated member of Site Team.
- Mobile phones are not permitted for use by the driver whilst they are driving the School Minibus. If the driver must make a call, they will pull over to a safe stopping place to do so.
- A mobile phone will be carried by at least one member of staff in case of an emergency. The member of staff will have the numbers of all parents/carers of students on the School Minibus, as well as emergency contacts for the school.

- Smoking, drinking alcohol and taking drugs is strictly prohibited by students, staff members and the driver at all times whilst on the vehicle. Drivers are required to have a zero intake of alcohol.
- Ideally, there SHOULD be a trained first aider present on the School Minibus on all journeys.

#### Document History

Date	Status	Comments
Jan2012	New	To F&P Committee 06.02.12 - Accepted
Feb 2012	New	To FGB 23.02.12 for information - Accepted
June 2015	Update	Minor amendments and appendices added. To FGB 07.07.15 Approved
October 2019	Updated	To F&P 20.11.19. Approved To FGB 05.12.19 for information only - Accepted
April 2022	Updated	Accepted FGB 20.07.22
Next Review Date: June 2023		