



Salterns Academy Trust

Minibus Policy

Document Control

Review period – 2 years or sooner if legislative changes require amendments.

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Updated	By	Approved By	Approved Date
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1. RATIONALE AND AIM

The Aims of this Policy are:

- 1.1 To ensure that Salterns Academy Trust Schools comply with current legislation and guidance concerning the maintenance and driving of any minibuses.
- 1.2 To ensure that the safety of minibus users (both drivers and passengers) and other road users and pedestrians is paramount at all times.
- 1.3 To ensure that Salterns Academy Trust is meeting its health and safety and safeguarding obligations towards all members of the school community.

Policy Statements

- 1.4 The Trust and its schools follow guidance contained within “Driving School Minibuses – Advice for Schools and LA`s” (September 2013) which was published jointly by the Department for Education, Department for Transport and Association of Chief Police Officers.
- 1.5 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 Trust or one of its schools, 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 minibuses and carry passengers.
- 1.6 The behaviour and competence of the minibus drivers will be assessed to ensure the safe operation of the minibuses and to keep employees and others free of harm.
- 1.7 This policy extends to the use of hired vehicles that are used by the school.
- 1.8 A copy of this policy will be provided to all minibus drivers and retained by the Health and Safety lead for each school where a minibus is in operation.
- 1.9 This policy and the procedures contained within it will be reviewed regularly as part of the school’s Health and Safety review.

2 Roles and Responsibilities

The Governing Body

2.1 The Governing Body is responsible for:

- 2.1.1 ensuring that school minibuses operated on behalf of the school fully comply in every respect, with all legal transport and health and safety requirements. This responsibility is delegated to the relevant Headteacher to ensure its appropriate implementation.
- 2.1.2 To monitor the implementation of this policy through the Link Governor for Health and Safety and review it on a regular basis.

Head Teacher

2.2 The relevant Head Teacher will ensure that the school 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 .

The Health and Safety Lead

2.3 The relevant health and safety lead will ensure that servicing of the minibuses is performed at the correct mileage and that the service book kept and is ready for inspection at any time.

2.4 Ensure that mini-checks (fuel, water, oil and battery levels, tyre pressures and lights) are conducted by an appropriately trained member of the School facilities team on a weekly basis.

Trust Finance Team

2.5 The Trust Finance Team will arrange for appropriate insurance cover and for the payment of annual road tax.

Minibus Drivers

2.6 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 Vehicle Check List.

2.7 Report any concerns about the safety and / or condition of the minibus to the Health and Safety Coordinator immediately

2.8 Familiarise themselves with the relevant ROSPA guidance.

2.9 Understand the personal legal implications if procedures are not adhered to. For example,

“It is the driver’s licence that will suffer if the vehicle is found to be defective. It is also the driver’s responsibility to ensure the safety (including the use of seatbelts) and welfare of all passengers.”

2.10 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.

2.11 Inform a member of the Senior Leadership Team immediately if unfit to undertake a journey in order that alternative arrangements can be made.

2.12 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.

3. AUTHORISATION TO DRIVE THE MINIBUS

3.1 All drivers that wish to drive a minibus heavier than 3.5 tons must hold a D1 licence and have passed MIDAS training.

3.2 Drivers wishing to drive a minibus under 3.5 tons, must have a B licence and have also passed MIDAS training.

3.3 A driver meeting the above requirements is authorised to drive until any of the conditions below are met. All drivers have a duty of care to inform the School Health and Safety lead when/ if any condition below is met:

1. Accumulating more than 6 live points on their licence
2. Have a collision in the minibus unless it was clearly the fault of a third party
3. Have complaints about their driving confirmed
4. Acquire a medical condition that would affect their ability to drive
5. They reach 70 years of age & cannot provide a medical certificate to satisfy the insurance
6. Not driven a minibus for more than 2 academic years (this a local condition)
7. There is a change in DBS clearance

3.4 In relation to numbers 1 to 3 (above) - A MIDAS refresher would need to be taken and passed before the member of staff would be permitted to drive the minibuses again.

3.5 In relation to 4, 5 & 6 (above) – The relevant Headteacher may, at their discretion request a local re-familiarisation assessment (or in the case of health concerns, a health check) before the member of staff drives the minibuses again.

3.6 A central record is held of copies of driving licences for those members of staff who are authorised to drive the minibuses, and this is updated annually by the Health and Safety Lead or nominated person.

3.7 On a long-distance journey when a member of staff is driving a minibus, it is not acceptable to expect them to exercise general supervisory responsibilities during the journey. The Trust, therefore, require that there is an adequate number of adults to drive and supervise the students.

3.8 When a driver undertakes a single planned journey of up to two hours, a rest break is voluntary.

3.9 There must be a second driver for any minibus undertaking a planned single journey of more than three hours. Neither driver may drive for more than three hours in any four.

4. PROCEDURE

DRIVING THE MINIBUSES

4.1 In addition to the requirements set out below all drivers must follow the Minibus Protocol – see appendix 1.

ACCIDENTS / INCIDENTS

MINOR - The minibus is still drivable and legal.

4.2 If an accident occurs, the minibus driver or additional member of staff should ensure that the students are safe and uninjured.

4.3 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). Where possible photographs should be taken of the accident / incident to assist with any insurance claim.

4.4 A report must be completed on return to the academy and given to the relevant Headteacher or nominated person.

MAJOR - The minibus is not drivable, or injuries sustained to staff or students

4.5 The driver must telephone the emergency services.

4.6 The driver must then telephone the senior member of staff on call to advise them of the incident.

4.7 The senior staff member will assess the situation and advise accordingly.

4.8 The staff and students must go to an area of safety away from traffic and staff must stay with the students at all times.

4.9 The driver or additional staff member should keep the senior staff member up to date on events at all times.

BREAKDOWN

4.10 Standard breakdown procedures are to be followed where necessary:

4.11 If on a public road, get out of the vehicle on the safe side – nearest the path or verge.

4.12 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.

4.13 Avoid going near the traffic flow and exercise extreme caution at all times.

4.14 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.

4.15 In the event of breakdown, contact the breakdown recovery service (details in Minibus)

4.16 It is best to use a roadside emergency telephone if possible, as this will pinpoint your location.

4.17 The school should also be contacted, when practical, in the event of a breakdown.

4.18 Staff should not change a tyre or attempt repairs. This should be carried out by a breakdown service.

Reversing of vehicles

4.19 Reversing vehicles can be particularly hazardous. The best way of avoiding a reversing accident is to avoid reversing a vehicle wherever possible.

- 4.20 Always check behind your vehicle before reversing – if necessary, ask someone to watch the area into which you will be reversing.
- 4.21 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.
- 4.22 Ensure rear view mirrors are clean and properly adjusted at all times.

Tiredness

- 4.23 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.
- 4.24 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

- 4.25 Whilst driving the minibus, drivers should ensure that all doors are unlocked to assist with emergency egress if the need arises.
- 4.26 Drivers should ensure that internal lights are off whilst driving so that their vision is not impaired by the internal light.
- 4.27 Exits/gangways should be clear of obstructions (such as bags) at all times. Bags can go on spare seats and under seats.
- 4.28 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.
- 4.29 **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 - 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 and colour, plus a description of the driver and occupants and give the police these details.
- 4.30 **Unsafe situations**: if you feel that driving cannot be in complete safety, do not continue.
- 4.31 Members of staff are not required to put themselves at risk at any time whilst driving on behalf of the school.

MAINTENANCE

- 4.32 The minibuses will be serviced annually and have a valid MOT certificate and insurance in place. Each minibus will be checked every 10 weeks by an independent party to ensure that each minibus meets the requirements set by the DVLA.
- 4.33 Maintenance of the minibuses will be routinely undertaken, which will include tyre pressure, washer bottles, coolant etc.

- 4.34 Before the minibus is driven a safety check will be undertaken by the driver and any defects will be reported to designated school manager to arrange repair.

5. MONITORING AND EVALUATION

The effectiveness of this policy will be regularly monitored by the School Health and Safety Lead in consultation with Trust Chief Operating Officer

6. IMPLEMENTATION & REVIEW

This policy will be circulated to school staff. The policy will be reviewed two yearly or as required.

APPENDICES

APPENDIX 1 - Minibus Protocol -

APPENDIX 1 - MINIBUS PROTOCOL

- 1) Only an authorised driver who meets the requirements set out at section 3 can drive the minibus
- 2) The driver must check vehicle before departure.
- 3) Drivers are required to have a zero intake of alcohol.
- 4) The driver is fully responsible for vehicle.
- 5) Ensure reception, or an appropriate member of the school SLT are given a register of students and staff on board and an itinerary for the journey.
- 6) Where possible, diesel should be purchased using the fuel card.
- 7) The driver must ensure that all the doors are unlocked before journey starts.
- 8) The driver must have school emergency contact number and the breakdown service number and membership number.
- 9) When parking at school please reverse into parking space.
- 10) On your return, the driver must ensure all doors locked, windows closed and lights off.
- 11) The driver to ensure that all rubbish is removed from vehicle.
- 12) The driver must report any faults to the Health and Safety Lead, this can be done by email.
- 13) After the journey the Driver should return the keys to the designated location

PLEASE NOTE:

The dimension of the vehicle is shown inside the Minibus Log along with the Insurance & Breakdown details.

