



Status: FINAL

Approval Date: 27th June 2018

Review Date: June 2021

Review Period: Three Years

Requirement: Optional

Delegation: Resources Committee

MINIBUS POLICY 2018 - 2021

This policy relates to the mini bus that is owned by Ralph Sadleir Multi Academy Trust. This policy will provide clear procedures and guidelines relating to the use and upkeep of the mini bus, and state clearly the legal responsibilities of every user.

1. Minibus Insurance

The Ralph Sadleir Academy will arrange for the minibus to be insured on a fully comprehensive basis.

2. Recovery

The Ralph Sadleir Academy will ensure that the minibus is covered by membership of a recovery scheme.

3. Registration and Licensing

The Ralph Sadleir Academy will make the necessary arrangements for the minibus to be registered and licenced. A full annual licence will be obtained. The minibus will be registered by the Headteacher as the registered keeper and the application for a Road Fund Licence should be signed by the Headteacher.

4. Maintenance and Servicing

The Ralph Sadleir Academy will ensure that there is proper and adequate maintenance of the minibus in order that it meets the full requirement of the Road Traffic Act and the vehicle manufacturer's recommendations for servicing and maintenance of the vehicle.

Records of all maintenance work will be kept in the Business Manager's Office.

5. MOT Certificate

The Ralph Sadleir Academy will ensure that a current MOT certificate is held for the minibus.

6. Section 19 Permit

The Ralph Sadleir Academy will ensure that a current Section 19 Permit certificate is held for the minibus.

7. Authorisation to drive the mini bus.

- 7.1. Drivers must be over 21 years of age and hold a category B (car) license.
- 7.2. Drivers must sign RS MAT Driver's Driving Licence Declaration (see appendix A)
- 7.3. To drive a minibus for the Academy, drivers must have Category D1 entitlement* which should be annually by OSV coordinator to ensure it is clean and current.
- 7.4. Drivers must hold a valid HCC mini bus Drivers Permit Card.
- 7.5. If a driver has all of 7.1 to 7.4, they are authorised to drive the RS MAT mini bus, until they:
 - Accumulate more than 6 points on their driving license.
 - Have a collision of any kind in the mini bus.
 - Have complaints about their driving confirmed.
 - Acquire a medical condition that would affect their ability to drive.
 - Reach 60 years of age.
 - Have not driven a mini bus for more than two academic years.
 Refresher courses and assessments would need to be taken if a driver ticks any of the above, before being permitted to drive the mini bus again.
- 7.6. Drivers must inform the DVLA of any medical condition that affects their ability to drive.
- 7.7. Anyone transporting Ralph Sadleir pupils unsupervised must hold an enhanced DBS certificate. Employees of Ralph Sadleir School must hold an enhanced DBS certificate as part of their employment.

* Car licences held before 1 January 1997 normally include D1 with restriction Code 1 or 101. This means that the vehicle must not be used for hire or reward, unless the vehicle is operated under a valid Section 19 Permit (see Section 19 Permits page 8). However, this is not valid outside UK (see Going Abroad page 22). Old licences show this entitlement as Group A. Car licences first obtained after 1 January 1997 do not automatically include D1. To drive for your employer you must obtain Category D or D1 entitlement by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests.

8. Procedure for booking the minibus

- 7.1. Book the minibus by contacting the school office. They will liaise with members of staff such as SLT, PE Department etc. to realise availability of the minibus.
- 7.2. Only authorised drivers can book the minibus.
- 7.3. The minibus keys are stored in the Business Manager's office and must be signed out.
- 7.4. The keys must be signed back in after the journey and put back in the Business Manager's office.

Drivers must not pass the keys to another driver as the person who signed out the keys will be held responsible for the minibus until keys etc. have been signed back in.

9. Before using the minibus, drivers must:

- 9.1. Check that the mini bus is in a road worthy condition and has sufficient fuel for the journey. Tyre condition and pressure, windscreens clean, mirrors adjusted, brakes, lights, washers, wipers operating correctly, and seats adjusted.
- 9.2. Check that a first aid kit is available under the passenger seat and that the fire extinguisher is by the handbrake.
 - - The minibus must carry at least one fire extinguisher which complies with BS5423. Drivers should make sure they know how to use the extinguisher.
 - The first aid kit must include: ten antiseptic wipes, foil packed, one conforming disposable bandage (not less than 7.5cm wide), two triangular bandages, one packet of 24 adhesive dressings, three large sterile un-medicated ambulance dressings (not less than 15cm x 20cm), two sterile eye pads, with attachments, twelve assorted safety pins, one pair of rustless blunt end scissors and sterile gloves.
- 9.3. Complete a Pre Drive Safety Check Form and give to the Business Manager prior to the journey (see appendix B – this is kept in the mini bus)
- 9.4. Report any faults to the Business Manager and the mini bus must not be used until the faults have been rectified (see appendix B).
- 9.5. Not drive if he/she is feeling unwell or too tired to drive.
- 9.6. Ensure that he/she has a fully charged mobile phone to take on the journey. This mobile phone is NOT to be used whilst driving (applies also to 'hands free' systems). A mobile phone can only be used when the mini bus is parked safely with the engine switched off.
- 9.7. Have a school emergency contact number, breakdown service number and membership number prior to the journey.
- 9.8. Know the following:
 - Purpose, location, time and duration of visit.
 - Activities to be included during the visit.
 - Composition of the group, including any special or particular needs of individuals.
 - Supervisory responsibilities throughout the visit, including first aid, spending money etc.
 - Emergency procedures – communications, mobile 'phones, emergency event cards including emergency contact numbers.
 - Contingency arrangements in the event of an accident or breakdown (Inc. safety of group, planned means of onward travel or return home)
 - Have relevant permission slips with parental consent for the journey.

10. Driving the mini bus.

- 10.1. The driver must drive safely at all times.
- 10.2. The driver must ensure that all doors are unlocked during the journey.
- 10.3. The driver must ensure and check that all passengers are wearing seatbelts.
- 10.4. The driver should park where passengers can board safely from the pavement using the side door.
- 10.5. Aisles and emergency exits are to be kept cleared of all obstructions.
- 10.6. Ensure that there is no smoking in the minibus.
- 10.7. Ensure that no alcohol is drunk by anyone involved in the journey prior to, or during the journey.
- 10.8. The driver must not have consumed alcohol within 24 hours prior to driving.
- 10.9. Drivers under medication such as painkillers should also be extra cautious as some

narcotics can cause drowsiness and reduce the ability to react quickly.

11. Hours of driving. The Academy recommends that:

- 11.1. Staff members should carry out no more than three hours continuous driving after which a 45 minute break should be taken.
- 11.2. Drivers will not be expected to do a full days' work or be awake for a full day and then drive for several hours in the evening. Work schedules should be rearranged if this might be the case.
- 11.3. Drivers will not be expected to supervise students during their break from driving as this would not be a break for the driver.
- 11.4. If a minibus trip involves a driver being in charge on an extended day, a second driver will accompany the party and that second person will have the relevant requirements to drive the minibus. This requirement is non-negotiable.
- 11.5. An extended day is anything beyond 7.00pm when the teacher started work at 8.45am.

12. Speed Limits – under the Road Traffic Law.

- 12.1. Motorways: 70mph maximum (if minibus no more than 12 metres in length)
- 12.2. Dual Carriageways: 60 mph maximum, unless lower statutory speed limits.
- 12.3. Single Carriageways: 50mph maximum
- 12.4. Built up areas: 30mph maximum
- 12.5. Drivers must not break speed limits. If documentation is received stating that a driver has broken speed limits, they will be held responsible for all costs involved and take responsibility for points that may be added to their license. Disciplinary action will be at the discretion of the Headteacher.

13. Travelling with students with special educational needs.

The Ralph Sadleir Academy will give particular consideration to the needs of any pupils with special needs when they are using the minibus.

- 13.1. Additional staff supervision should be provided.
- 13.2. Drivers and additional staff should be fully aware of any disability a child may have and any difficulty he/she might have as a result.

14. After the journey, the driver must:

- 14.1. Remove all rubbish from the vehicle and ensure the minibus is left clean and tidy for the next user.
- 14.2. Ensure that all doors are locked, windows closed and lights off.
- 14.3. Complete the vehicle logbook and report any faults to the Business Manager (see appendix 2)
- 14.4. Keys and Pre Safety Check form are returned to the Business Manager.

15. In the event of an emergency or breakdown.

- 15.1. If a breakdown occurs, the breakdown service should be contacted, then the designated person at the school will inform parents.

- 15.2. In the event of a breakdown, staff and students must go to an area of safety away from traffic while the mini bus is being repaired. Staff are to stay with students/passengers at all times.
- 15.3. If the mini bus cannot be repaired on the roadside, the driver must call the SLT member of staff on call who will arrange return transport back to the Academy.
- 15.4. In the event of an emergency, the emergency services should be contacted, and the designated person at the school will take the necessary action in line with the RS MAT Critical Incident plans.
- 15.5. If arrival back at the school will be significantly later than planned, the designated person at the school will inform parents of the delay.
- 15.6. If a minor accident/incident occurs and the mini bus is still driveable:
 - The driver should ensure that all students/passengers are safe and uninjured.
 - The driver should ensure that details of other vehicles at the scene are recorded (to include number plates, insurance details, name and address of other driver/s, photographs if possible)
 - An incident form must be completed on return to the school and given to the Business Manager.
- 15.7. If a major accident occurs and the mini bus is not driveable:
 - The driver must telephone the emergency services.
 - The driver must call the SLT member of staff on call who will then assess the situation and advise accordingly.
 - The staff and students/passengers must go to an area of safety away from traffic.
 - Staff/Driver must stay with the students/passengers at all times.

15.. Maintenance

- 15.1. **The Business Manager and Site Manager** are responsible for the servicing of the mini bus, which should be maintained in accordance with the manufacturer's instructions.
- 15.2. The mini bus will be serviced annually and have a valid MOT certificate and insurance in place.
- 15.3. Relevant documents will be kept by the Business Manager.
- 15.4. The Site Manager is responsible for the day to day up keep of the vehicle.

16. Hiring out the minibus to other schools or external parties.

- 16.1. The minibus can be hired out, following the RS MAT Lettings Policy.
- 16.2. This can be to other schools or the local community.
- 16.3. Hirers must hold a Section 19 permit relevant to their organisation.
- 16.4. It will be the responsibility of the school/person hiring the minibus to ensure that their driver meets the required standards and holds the correct driving license to drive the Ralph Sadleir School minibus.
- 16.5. If the school/person hiring the minibus is transporting children under the age of 19 years, the driver and any staff/people accompanying must have an enhanced DBS certificate.
- 16.6. The Ralph Sadleir Academy will not be liable for any accident or damage incurred by the school/person hiring the minibus. This will be the responsibility of the school/person hiring the minibus.



- 16.7. The Ralph Sadleir Academy will not pay for parking, speeding or any motoring offences caused by the school/person hiring the minibus. This will be the responsibility of the school/person hiring the minibus.
- 16.8. If the minibus is hired out to a third party, any damage, accident, fines will be payable by them and claimed on their insurance.
- 16.9. The school/person hiring the minibus must replace the fuel used or alternative Ralph Sadleir will levy a charge for the use of the minibus.

17. Additional Reading

- 17.1. Hertfordshire County Council Mini Bus Advice
- <http://www.hertsdirect.org/services/transtreets/rsu/driving/advice/minibus/>
- 17.2. Hertfordshire County Council's Driving Mini Buses document, which is kept in the mini bus file in the BUSINESS MANAGER's office.

18. Reviews

The Resources Committee will review the policy every three years or before in line with updates from Hertfordshire County Council or the Department for Education.

Governance	Chair Person / Headteacher	Signature	Date
Resources Committee	Mr D Spong		27 th April 2016
Resources Committee	Mr D Spong		27 th June 2018

Appendix A

DRIVER’S DRIVING LICENCE DECLARATION

It is an offence for a person to drive on a road any vehicle otherwise than in accordance with a licence authorising them to drive it. It is also an offence for a person to cause or permit another person to drive it.

This is a declaration that I..... have produced my latest licence, and that I have no pending convictions, endorsements or disqualifications.

I have had no change in my health, which could affect my entitlement to drive, in particular:

- An epileptic event (seizure or fit)
- Severe mental handicap
- A pacemaker, defibrillator or anti-ventricular tachycardia device fitted
- Diabetes controlled by insulin or tablets
- Any type of brain tumour
- Severe head injury involving in-patient treatment at hospital
- Any severe psychiatric illness or mental disorder
- Any visual problem affecting either eye
- Continuing/permanent difficulty in the use of arms or legs
- Any heart condition or heart operation
- Dependence on or misuse of alcohol, illicit drugs or chemical substances in the past three years (do not include drink/driving offences)
- Angina (heart pain) while driving
- Parkinsons Disease
- Any other chronic neurological condition
- A serious problem with memory
- Any visual disability that affects both eyes (do not declare short/long sight or colour blindness)

• If any of the above affects me I will inform my employer as soon as possible. I understand that I must also inform DVLA by writing to the: Drivers Medical Unit, DVLA, Swansea SA99 1TU. Failure to do so is a criminal offence punishable by a fine of up to £1,000.

• I will inform my employer of any road traffic incidents, convictions, endorsements or disqualifications that occur which could affect my entitlement to drive as soon as possible.

• I have read and fully understand the above and will comply with what is requested of me.

Signed:.....

Date:.....

Appendix B

Drivers Daily Defect Report/Pre Drive Safety Check Form

This book is kept in the minibus and should be completed before every journey by the minibus driver.

DRIVERS DAILY DEFECT REPORT				549760	
DATE		TIME		PLACE	
REG No./FLEET No:			SERVICE No:		
ODO READING			DRIVER'S NAME		
OIL LEVEL				SEATS SECURE/CLEAN	
WATER LEVEL				MIRRORS	
OIL PRESSURE				AIR PRESSURE	
LIGHTS/HAZARD INDICATORS				WIPERS	
TYRES				WASHERS	
WHEELNUTS & FIXINGS				STEERING	
BODY PANELS				HORN	
SPRAY SUPPRESSION				FIRE EXT/1st AID KIT	
BATTERY SECURE				HAMMER	
EMERGENCY ENGINE STOP				SERVICE BRAKE	
FUEL/OIL LEAKS				PARK BRAKE	
BAGGAGE SECURE				EMERGENCY EXITS/BUZZERS	
				FLOOR TRAPS	
COMMENTS					
NO DEFECT			SIGNATURE		
DEFECT RECTIFIED BY:			SIGNATURE		
DATE			WORKSHOP COPY		

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Appendix C

Minibus Defect Notification

This form must be given to the Business Manager as soon as possible when a defect (s) is found so that appropriate action can be taken.

Date:

Nature of defect

Reported by:

Action taken:

Date defect rectified:

Signed off by: