



# MINIBUS POLICY

## I. RATIONALE AND AIM

The policy relates to Samuel Whitbread Academy (SWA) minibus transport, which is used to transport students. SWA has 6 minibuses, one owned by SWA and five leased. The vehicle owned by SWA is registered off road with the DVLA.

## 2. POLICY

### AUTHORISATION TO DRIVE THE MINIBUS

All drivers that wish to drive a minibus heavier than 3.5 tons must hold a D1 licence and have passed MIDAS training or the Central Bedfordshire Drivers Assessment. Drivers wishing to drive a minibus under 3.5 tons, must have a B licence and have also passed MIDAS training or the Central Bedfordshire Drivers Assessment.

**The driver is authorised to drive until any of the conditions below are met (all drivers have a duty of care to inform the Transport Manager if any condition below is met during the school year):**

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 (when they are no longer covered under our insurance)
6. Not driven a minibus for more than 2 academic years (this a local condition)
7. There is a change in DBS clearance

1 to 4 - A MIDAS refresher would need to be taken and passed before the member of staff would be permitted to drive the minibuses again.

4, 5 & 6 - We may at our 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.

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 Transport Manager or nominated person.

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 governors, therefore, require that there is an adequate number of adults to drive and supervise the pupils.

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

At the academy's discretion, with advanced notification to the EVC and with the Principal's approval, in emergencies, a teacher or other member of staff without a DI entitlement on their driving licence and without MIDAS training or the Central Bedfordshire Drivers Assessment the mini buses may be driven as long as the following criteria is met:

- The minibus has 9 – 16 passenger seats plus the driver with a Section 19 permit (for home to school routes)
- They have held their driving licence for two years or longer
- They are aged between 21 and 70
- The Maximum Authorised Mass (MAM) is 3,500kgs if a conventional minibus or 4,250kgs if an accessible bus with passengers lift or ramp

### **3. PROCEDURE**

#### **DRIVING THE MINIBUSES**

All drivers must follow the Minibus Protocol – see appendix I.

If the minibus is unavailable then the insurance allows drivers to use any available BEST minibus with that academy's permission.

#### **ACCIDENTS / INCIDENTS**

##### **MINOR** - The minibus is still drivable and legal

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

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.

An incident form must be completed on return to the academy and given to the Transport Manager or nominated person.

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

The driver must telephone the emergency services.

Then telephone the senior member of staff on call to advise them of the incident. The senior staff member will assess the situation and advise accordingly.

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

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

## **BREAKDOWN**

The designated senior member of staff will have contact details of the recovery service and these are also held in the mini buses.

If the minibus breaks down the driver must call the recovery services who will attempt to repair the vehicle and if unable to, will arrange for the bus to be towed back to the academy.

The staff and students must go to an area of safety away from traffic and stay with the students at all times. All parties should wear a hi-vis jacket. These are provided in each vehicle.

If the minibus cannot be repaired on the roadside then the driver must call the senior member of SLT on call who will arrange transport to return the staff and students to the Academy.

## **MAINTENANCE**

The minibuses will be serviced annually and have a valid MOT certificate and insurance in place.

Each minibus will be checked every 4 months by an independent party to ensure that each minibus meets the requirements set by the DVLA.

Maintenance of the minibuses will be routinely checked by the minibus technician, which should include tyre pressure, washer bottles, coolant etc.

Before the minibus is driven a Pre Drive Safety Check will be done by the driver and any defects will be reported to designated school manager to arrange repair.

## **4. MONITORING AND EVALUATION**

The effectiveness of this policy will be regularly monitored by the Transport Manager.

## **5. IMPLEMENTATION & REVIEW**

This policy will be circulated to all academy staff and published on the academy website for parent/carer information. The policy will be reviewed two yearly or as required.

## **6. AUTHOR & DATE**

School Operations Manager (Amanda Salzen) - May 2014

Updated (AS) - June 2016

Updated (RC) - November 2018

Updated (RC) – November 2020

Date ratified by Governors – December 2020

Next review date – November 2022

## **7. APPENDICES**

APPENDIX 1 - Minibus Protocol - Page 4

APPENDIX 2 - Pre Drive Safety Check Form - Page 5

APPENDIX 3 - Minibus Defect Notification - Page 6

## **APPENDIX I - MINIBUS PROTOCOL**

- 1) Only an authorised driver can drive the mini bus - **SEE MINIBUS POLICY**
- 2) The driver must check vehicle before departure and complete a Pre Drive Safety Check form - **SEE APPENDIX 2**
- 3) Drivers are required to have a zero intake of alcohol.
- 4) The driver is fully responsible for vehicle.
- 5) Ensure reception, or if out of hours, the SLT member on call are given a register of students and staff on board and an itinerary for the journey.
- 6) Where possible, Diesel should be purchased from a designated garage on account - **J R FORD & SONS, SHEFFORD** 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 Richard Candlin, this can be done by email. Please copy in the designated Transport Manager - **See APPENDIX 3**
- 13) After the journey please can the driver return the keys to the PE Office or the Finance Office.

### **PLEASE NOTE:**

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

## APPENDIX 2 - PRE DRIVE SAFETY CHECK FORM

<b>NAME OF VISIT / FIXTURE:</b>	<b>NAME OF MINIBUS DRIVER:</b>
<b>DATE:</b>	<b>NAME OF ACADEMY:</b>

Every time the minibus is used, the driver should conduct a pre-drive safety check. This should be repeated each time the driver takes over the vehicle. He / She should walk around the vehicle to check for visible defects, and check the items listed below.

		OK	NOT OK			OK	NOT OK
<b><u>DAILY CHECKS</u></b>				<b><u>WEEKLY CHECKS</u></b>			
<b>FUEL LEVEL</b>				<b>OIL LEVEL</b>			
<b>WINDSCREEN &amp; WINDOWS</b> Undamaged & Clean				<b>COOLANT LEVEL</b>			
<b>WINDSCREEN WASHER FLUID</b>				<b>BRAKE FLUID</b>			
<b>WIPER BALDES &amp; WASHERS</b> Clean & Undamaged				<b>MIRRORS</b> Are correctly adjusted, clean & unobstructed			
<b>LIGHTS</b> Including Brake Lights & Indicators				<b>DASHBOARD CONTROLS</b> Position & function / purpose of all controls			
<b>TYRE PRESSURE</b>				<b>BRAKE PEDLE</b> Check for pressure			
<b>TYRE TREAD</b> Including Cuts / bulges				<b>WHEEL BRACE &amp; JACK</b>			
<b>SEAT BELTS</b> Undamaged & Working				<b>FIRST AID KIT</b>			
<b>LUGGAGE</b> Securely Stowed & Aisles / Exits clear				<b>FIRE EXTINGUSIHER</b>			
<b>RUBBISH</b> All rubbish to be collected				<b>PAPERWORK</b> Permit Disc, Insurance, MOT & Tax			
				<b>DAMAGE &amp; SHARP EDGES</b>			

If any of the **NOT OK** boxes are ticked **DO NOT USE THE MINIBUS** until the faults have been rectified and re-checked. Report **ALL** faults to **RICHARD CANDLIN**.

<b>SIGNED:</b>
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<b>DATED:</b>
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### **APPENDIX 3 - MINIBUS DEFECT NOTIFICATION**

This form **MUST** be given to the Minibus Technician or designated Transport Manager as soon as possible when a defect(s) is found so that the appropriate action can be taken.

<b>NATURE OF DEFECT(S):</b>
<b>DATE:</b>
<b>REPORTED BY:</b>

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<b>ACTION TAKEN:</b>
<b>DATE DEFECT RECTIFIED:</b>
<b>SIGNED OFF BY:</b>