

Martec Training (Independent School)

MINIBUS POLICY

This minibus policy follows the 'Minibus Safety – A Code of Practice'. Users of a minibus in service of the school should also refer to the School's Policy on Educational Trips & Visits.

It is school policy that minibuses will be operated in a manner which meets or exceeds the statutory minimum requirements for vehicles of this type.

The school will ensure:

- That minibuses are maintained in a roadworthy condition, and are regularly serviced (see Appendix B)
- That minibuses will not be used until defects which have safety implications are rectified
- That the proper insurance, licences and permits are held and kept up to date
- That all new minibuses are equipped with seat belts and conform to the relevant legislation
- A list of authorised drivers approved by the school's insurers is maintained
- That a sign indicating maximum permissible passenger capacity is displayed in each vehicle.

The school will not:

1. Pay fines for parking, speeding or other motoring offences
2. Provide legal support for staff charged with the above.
3. School Personnel will:
4. Operate minibuses in accordance with this policy
5. Use minibuses (where appropriate) in preference to hiring buses
6. Not drive minibuses unless they are on the list of authorised drivers approved by the school's insurers;
7. When organising the use of the minibus, ensure that only authorised drivers are selected
8. Inform the school of any change in their health which affects their ability to drive
9. Refrain from consuming alcohol, for the twelve hours preceding and throughout the period of time in charge of the vehicle
10. Refrain from driving while taking medication which carries warnings to this effect
11. Ensure that the minibus(es) are cleared of litter and excessive dirt at the end of each use and that any damage to interior fittings is reported in writing.

OPERATIONAL PROCEDURES

1 Authorisation to Drive

1.1 Before any person can be authorised to drive a school minibus an insurance declaration form must be completed and submitted to the Bursar. This form must be submitted annually to ensure that details are up to date.

1.2 The applicant may not drive a minibus until the necessary driver details have been submitted.

1.3 Drivers must inform the school of any new convictions and/or endorsements on their licences and must not attempt to drive the vehicle until the Principal has given approval.

1.4 Whilst it is preferable that drivers have 'clean' licenses, drivers will be permitted to drive the minibus with up to six penalty points on their licence.

1.5 Use of the minibus will not be considered to be "authorised" unless the minibus book in the main office has been properly completed in advance.

1.6 Personal use of the minibuses is not permitted without the express permission of the Principal.

1.7 Drivers must be in possession of a valid driving licence allowing them to drive Category D1 vehicles.

1.8 New drivers (without substantial prior experience driving minibuses) are required to undertake a Driver Assessment with an approved instructor before they carry pupils in a minibus for the first time.

1.9 Drivers who have passed their test since January 1997 need to gain category D1 PCV entitlement on their licence by undergoing the necessary training.

1.10 Section 19 Permits should be displayed in all buses used by the school. This applies to hired vehicles and the additional permits can be collected from the Admin Office. They should be returned when the vehicle is returned to the hiring company.

1.11 Drivers reliant upon glasses or contact lenses in order to meet the driving test eye-sight requirements are advised to carry spare glasses or contact lenses.

1.12 In addition to these points, drivers must be over 21 years of age and have held a

Category B licence for a minimum of two years.

1.13 Drivers of the school minibus are responsible for ensuring that they meet the current licence requirements.

2 Safety

2.1 When taking charge of a minibus, drivers must satisfy themselves that the vehicle is in a fit condition for use (see Appendix B) and that there is an adequate supply of fuel.

2.2 When in charge of a party and/or when driving a minibus, staff must ensure that:

☐☐the maximum permitted number of passengers is not exceeded

☐☐seat belts are worn correctly at all times

☐☐children under 135cm in height or under the age of 12 travelling in the front seats of a minibus must use an appropriate child seat, booster seat or booster cushion.

2.3 A minibus must not be driven with a Category A defect (see Appendix A)

2.4 Each minibus will be fitted with an Emergency Kit Bag. This should remain with the vehicle at all times and contain the following:

- (a). a First Aid kit
- (b). at least one fire extinguisher that complies with BS 5432

(c). other equipment

- ☐☐pen and paper
- ☐☐insurance details
- ☐☐motoring breakdown policy details
- ☐☐webbing cutter
- ☐☐a high-visibility coat complying with BS EN 471
- ☐☐an emergency warning triangle
- ☐☐a working torch

2.5 Before setting off:

- ☐☐allow sufficient time for the journey
- ☐☐plan breaks and avoid long spells of driving when children might get bored and restless
- ☐☐conduct a pre-drive safety check before every journey (refer to Appendix A)
- ☐☐never allow passengers to board until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic-free area
- ☐☐ensure children are supervised when boarding the vehicle, especially if using the rear door. plan which passengers will sit in the front seats and by the doors
- ☐☐do not exceed the carrying capacity of the minibus and ensure the roof rack is not overloaded
- ☐☐make sure everyone is sitting, one to a seat and is using seat belts
- ☐☐when school bus signs are used, make sure they are in position only while children are being transported, and that they do not obstruct your vision
- ☐☐carry a complete list of passengers with notes of special need and keep it with other relevant documents where they can be readily found in event of an emergency
- ☐☐comply with manufacturer's instructions when using passenger lifts and other specialist equipment
- ☐☐check that no bags or clothing are caught in doors and that all luggage is secure and gangways and exits are clear
- ☐☐check all mirrors every time before moving off in case latecomers are approaching the vehicle.

2.6 During the journey:

- ☐☐do not allow boisterous play of any kind
- ☐☐if a serious delay is encountered during the journey, inform school so that information can be passed to parents
- ☐☐children must not be left unaccompanied on the minibus
- ☐☐if there is a risk of fire, evacuate vehicle and move occupants to a safe place
- ☐☐if you have to stop in an emergency or break down while on a motorway, only stop on the hard shoulder and as far away from the carriageway and passing traffic as possible
- ☐☐it is generally advisable to take pupils out of the minibus and remain behind a safety barrier if it is safe to do so.

2.7 Break-downs or safety defects occurring during a journey:

- ☐☐Call the appropriate 'breakdown cover agency' and quote the agreement number which is

displayed on the card on the vehicle windscreen.

Report to school by telephone, as soon as possible, giving details of the location and the problem. Remember to give the school office the number from which you are calling.

Staff should focus on the safety of pupils and not attempt any repairs to the vehicle (including changing a tyre).

If the vehicle cannot be brought to rest completely off the road following a break-down, passengers must be escorted from the vehicle to a place of safety pending resumption of the journey. On motorways it is advisable to keep all passengers behind crash barriers or well away from the hard shoulder.

Drivers should take a mobile phone on all journeys. One of the school mobiles is available for loan if required.

Drivers should take account of distance, duration and route to be taken when planning a journey.

Drivers must take into account the effects of tiredness, reduced concentration and other supervision duties undertaken during the working day. Passenger safety must have the utmost priority. Drivers are responsible for this safety and must not drive if, for any reason, they consider themselves unfit to do so.

At least 45 minutes break must be taken for every 4½ hours of driving. This break may be taken in 2 sessions. A maximum of 9 hours driving a day is allowed.

2.8 If there is an accident:

Do not:

get aggressive towards the other driver

apologise or offer any excuses, which could later be used to suggest you admitted responsibility

move the vehicle until its position has been recorded.

Do:

stop at the scene and speak to those involved

call the police if there has been an injury or you suspect there might an injury e.g. whiplash

obtain name(s) address(es), vehicle registration no(s) and insurance details from those involved.

You must also provide this if required.

obtain any names and addresses of witnesses if possible

write down a description of the incident and damage to the vehicle while it is still fresh in your mind, and if possible take photos for evidence.

2.9 Journey's end:

supervise children when leaving the vehicle, especially if using the rear exit

never allow passengers to leave until the vehicle is at a complete standstill and safely parked

park so that passengers step onto the footway and not the road

take care when reversing if children are nearby

do not leave children alone if no one has come to collect them;

report problems or incidents that occurred during the trip on the log sheet or to the Bursar.

3 Reporting and Recording

3.1. Bookings

The bookings' diary can be found in the main office. The booking date and time required should be as accurate as possible.

Block bookings should only be made for known regular events that are at low risk of cancellation.

☒☒The booking diary should remain in the main office at all times.

☒☒All staff need permission to be off-site. Please do not assume that associate staff can drive the minibus unless it has been approved by their line manager.

3.2 Drivers will sign for the keys and make the necessary entries on the log sheet, which is kept in the main office, at the start and end of each journey.

3.3 Keys, journey log and checking sheets for each minibus are together in a folder, and are to be collected immediately before and returned after use. If the vehicle is returned outside school hours, the driver should keep the keys, journey log and checking sheets folder until the next working day.

3.4 Drivers will report all accidents, however minor, to the Bursar, as soon as possible.

3.5 Drivers must report all Category A Defects (see Appendix A) to the Bursar immediately, retaining the keys to prevent the use of the minibus and make an appropriate entry in the Log Book.

3.6 Drivers must report all Category B Defects (see Appendix A) to the Bursar as soon as possible and make an appropriate entry in the Log Book

APPENDIX A

Defects

a) Category A

- defect to steering, brakes, clutch, and tyres
- damage to swept portion of windscreen
- damage to doors which prevents their secure closure or which prevents them from being opened easily as intended by the manufacturer
- damage to the bodywork which results in loose panels or jagged projections
- damage to bodywork which results in restriction to steering lock or which otherwise results in contact with a tyre
- insecure seat(s)
- engine oil light failing to extinguish within 5 seconds
- abnormal noise from engine, gearbox or rear axle
- difficulty in changing gear or clutch slip
- failure of lights or indicators
- defect to windscreen wipers which impairs their ability to clear the windscreen
- inoperable seat belts

b) Category B

All items of cosmetic or minor nature which do not impair security and safety of driver and/or passenger, vehicle handling, drivers view of the road or the welfare of the engine and transmission.

APPENDIX B

Maintenance Procedures

a) Daily

Each user will conduct a visual inspection of all vehicles, according to the following check-list:-

- general condition of vehicle
- fuel level
- tyres
- lights
- wipers and glass, with particular attention being paid to windscreen and rear windows.

b) Users of the minibuses involving overnight stays or at weekends should conduct their own full check in advance of taking the minibus.

c) Weekly

A member of the estates team will conduct a weekly inspection of all vehicles, according to the following check-list, and will note, in the maintenance log book for the vehicle, that this has been done.

Exterior check

- ☐☐oil level
- ☐☐coolant level
- ☐☐windscreen washer fluid level
- ☐☐brake fluid level
- ☐☐windscreen & windows clean and undamaged
- ☐☐lights including brake lights and indicators are clean and working.
- ☐☐tyre pressures, including spares (and inner tyres and tyres on trailer if applicable)
- ☐☐tyre tread, including spares (and inner tyres as above). At least 3 mm across centre $\frac{3}{4}$ is recommended. Any cuts and bulges, doors open and close properly.
- ☐☐trailer brake lights and indicators work, if applicable
- ☐☐roof rack or trailer is properly fitted, and all luggage securely held.

Interior check

- ☐☐mirrors correctly adjusted, clean and unobstructed
- ☐☐position & function of all dashboard controls
- ☐☐position of driving seat so all pedals can be operated comfortably
- ☐☐pressure on brake pedal
- ☐☐lights & indicators are working
- ☐☐wipers & washers working properly
- ☐☐fuel level (and type of fuel)
- ☐☐seat belts are undamaged and working properly
- ☐☐location of wheel brace and jack
- ☐☐location and contents of first aid kit & fire extinguisher(s)
- ☐☐location of relevant paperwork (permit, MoT etc)
- ☐☐change for parking or telephone (mobile/phonocard)
- ☐☐luggage securely stowed; aisles & exits clear (if applicable)

Brake Checks

☐☐check brakes before loading passengers. With engine running, check handbrake is working properly & brake pedal is firm when pushed.

☐☐conduct a moving brake test, off the road, if possible. Reach a speed of not more than 15mph check mirrors and, if safe, apply brakes fairly firmly. Brakes should work efficiently; vehicle should not pull to one side.

APPENDIX C

MINIBUS DRIVER'S INFORMATION SHEET

Drivers Name:Date of Birth:.....

Driving Licence No:Date of Expiry:.....

Details of any medical condition which may affect your driving capabilities;

Details of any endorsements on your licence

Have you ever been convicted of reckless driving or offences involving drinks or drugs? Yes / No If yes, please provide full details

I have received a copy of the Minibus Check List and understand that it is the driver's responsibility to ensure that the vehicle is in a roadworthy condition and will report any faults or incidents that occurred in writing to the I/C Minibus.

Signed:..... Date:.....

I certify that the information provided is correct and agree to provide the Principal and with details of any endorsements to my licence which I receive from the date given below

Signed:..... Date:.....

Driving licence seen by:..... Date.....

N.B. A photocopy of the driver's licence is required annually and should be kept with this form,together with the most recent minibus familiarisation and assessment report.