



SCHOOL MINIBUS POLICY AND PROCEDURES

THIS POLICY AND PROCEDURES APPLIES TO HOPE TRUST BOARD, ALL TRUST SCHOOLS,
THE CENTRAL TEAM AND THE HOPE TEACHER TRAINING PARTNERSHIP.
IT IS TO BE READ IN CONJUNCTION WITH THE TRUST'S HEALTH AND SAFETY POLICY AND
THE TRUST'S CODE OF CONDUCT.

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Policy updates

Date	Page	Policy updates
16.11.20	Page 5, item 1.1	Addition legislation has been referenced.
16.11.20	Page 5, item 1.2	Additional statutory and non-statutory guidance has been added.
16.11.20	Page 6 & 7, item 2.4	<ul style="list-style-type: none"> - Consideration to be given to NYCC's rules on additional checks being conducted by a qualified mechanic every 12 months. - All new drivers are to be provided with an induction following satisfactory driving licences checks. - A designated member of staff to carry out and record monthly maintenance checks on the minibus. - A designated member of staff to keep the minibus clean.
16.11.20	Page 7, item 2.6	Passengers conduct section has been added.
16.11.20	Page 7, item 3	Procedural detail has been added to and amended.
16.11.20	Page 8-9, item 4	<ul style="list-style-type: none"> - Additional detail has been added to the driver training section and a number of clauses have been removed. A distinction has been made between vehicles under 3.5 tonnes and vehicles over 3.5 tonnes. - The Driver responsibilities section has been amended. - The Usage section has been updated. - A section on speed limits has been added (item 4.4).
16.11.20	Page 9, item 5	A Health and Safety section has been inserted.
16.11.20	Page 9 & 10, item 6	Additional details have been added to the Emergency Procedures sections and a number of clauses have been amended or removed.
16.11.20	Page 10, item 8	A Monitoring and Review section has been inserted.
16.12.20	Page 13, Appendix C	Additional appendices added to indicate the levels of responsibility

Statement of Intent

Hope Learning Trust, York (HLTY) understands that school minibuses are a valuable resource providing students access to curriculum sessions across schools, trips, residential visits, sports matches against other schools and other extracurricular activities. It is essential that all users are aware of the legal and procedural responsibilities pertaining to the use of minibuses.

This policy and procedures document has been written to provide any members of staff and authorised users who may need to drive vehicles on behalf of the school with the necessary knowledge and information; legislation, insurance, operating, servicing and inspection requirements to safely operate the minibuses and carry passengers.

The purpose of this policy is to:

- Ensure that HLTY complies with current legislation and guidance concerning the maintenance and driving of the school minibuses
- Provide clear procedures relating to the use of school minibuses
- Ensure that users of the school minibuses are aware of their legal responsibilities
- Ensure that HLTY is meeting the health and safety and safeguarding obligations towards all members of the school community
- Ensure that the school adheres to Section 19 of the Transport Act 1985. This permit is granted to organisations that operate vehicles without a view to profit to transport their members or people who the organisation exists to help. Section 19 permit vehicles cannot be used to carry members of the general public.

Signed by:

_____ Chief Executive Officer Date: _____

_____ Chair of Resources
Committee Date: _____

1. LEGAL FRAMEWORK

1.1. Legislation

This policy has due regard to the following legislation:

- Motor Vehicles (Driving Licenses) Regulations 1999 (as amended 2015)
- Road Traffic Act 1988 (as amended)
- Health and Safety at Work Act 1974

1.2. Policies

This policy must be viewed in conjunction with the following policies:

- HLTY Health and Safety Policy
- HLTY Code of Conduct Policy

The above has due regard to statutory and non-statutory guidance, including, but not limited to the following:

- RoSPA (2015) Minibus Safety A Code of Practice
- Gov.UK (2014) 'Seat Belts The Law'

2. ROLES AND RESPONSIBILITIES

2.1 HLTY Trust Board

- Responsible for ensuring that school minibuses operated on behalf of each school and are fully compliant in every respect. This responsibility is delegated to the Headteacher/ Principal to ensure its implementation.

2.2 Local Governing Committee

- Monitors the implementation of this policy through the Link Governor for Health and Safety and will be reviewed on an annual basis.

2.3 Headteacher/Principal

- Ensures that the policy is implemented and has appropriate safety procedures (guidance from RoSPA Advice for Minibus Safety).

2.4 Health and Safety Coordinator

- Ensure that minibus checks, as follows, are conducted at monthly intervals using the Monthly Vehicle Checklist and Fault Report form (Appendix B) as follows:
 - Engine oil level
 - Coolant level
 - Windscreen wash level
 - Brake/clutch fluid
 - Power steering fluid
 - Condition of battery, acid level, fixation and connections
 - Tyre pressure, condition and tyre wear
 - Brake function

- Lights
- Fuel level
- Oil or waste leaks

Additional checks by a qualified mechanic are required every 12 months as per NYCC rules, to be considered.

- Provide induction training for all new drivers following satisfactory driving licences checks.
- Keep Authorised Driver Register up to date.
- Re-check Drivers' UK driving licence details in September of each academic year of new and existing authorised drivers.
- Verifying driving licence details of any new users before authorisation is given to use school vehicles throughout the year as applicable.
- Designate a member of staff to carry out and record monthly maintenance checks on the minibus.
- Designate a member of staff to keep the minibus clean.
- Ensure that appropriate records are kept, regularly reviewed and updated, i.e. MOT certificates, road tax and insurance.
- Ensure the school minibus is serviced according to the manufacturer's recommendations with a reputable and suitably qualified organisation.
- If applicable, ensure compliance with the lease company.
- Report any accidents, loss or damage to the Trust's Chief Operating Officer (COO) or Chief Executive Officer (CEO).

2.5 Minibus Drivers

All drivers **must**:

- Provide a copy of their UK driving licence. Upon receipt of this information, the school will make a decision on whether the driver is permitted to drive the minibus. This must be provided to the designated person at each school.
- Receive induction training.
- Follow and comply fully with the requirements outlined in 'Procedures' and 'Driver Responsibilities' sections below.
- Report any concerns about safety and/or condition of the minibus immediately to the designated person.
- Report any additional driving penalties immediately.
- Comply with road traffic laws, respecting speed limits and ensure use of seat belts at all times. **NOTE: It is illegal to hold a mobile phone or sat nav while driving.** The law still applies if the vehicle is stopped at traffic lights or queuing in traffic. In an emergency, if the driver must make a call, they must pull over to a safe stopping place to do so.
- If a driver is taking any prescribed drugs or medicine that may affect their ability to drive, they are not permitted to drive the minibus.
- If the driver feels unwell before or during the journey and this may affect their ability to drive, they are not permitted to drive the minibus. Another member of staff who is eligible must be available to drive in such cases; this may require parking in a safe location until such time that the driver can be replaced.
- Only those named on the Approved Drivers Register will be eligible to drive the school minibus.

2.6 Passengers must:

- Follow all instructions issued by the driver and supervisors.
- Remain seated at all times throughout the journey.
- Wear seatbelts at all times during the journey.
- Conduct good levels of behaviour and not distract the driver.
- Keep all exits clear for the duration of the journey.
- Maintain the exterior and interior of vehicle, and ensure no damage is caused.

3. PROCEDURES

- Staff who require the minibus for school related events must book this in advance and adhere to the procedures at each school.
- Schools within the Trust that do not have a minibus should contact the designated person at each school to ascertain availability. The school borrowing the minibus (the responsible school) must ensure that all procedures are followed during the period of loan.
- Responsible schools also take full responsibility for the condition of the minibus, including any damage or loss incurred from the point of initial loan until the vehicle is returned to the proprietor school location. The minibus must be returned clean and tidy. Bin bags will be provided in the minibus and a dust pan and brush is also provided, should it be required.
- The school will be responsible for the upkeep and maintenance of the school minibuses and will complete a minibus vehicle checklist on a monthly basis.
- Drivers must carry out a pre-journey checklist using the Vehicle Checklist and Fault Repair Form (Appendix A) before any long journey.
- The minibus must be collected and returned to the designated area of each school and keys returned at the end of each journey, or as soon as possible thereafter.
- Any defects noted must be reported to the designated person as soon as possible. Serious defects must be reported immediately. Minor defects can be reported after the journey has taken place using the Vehicle Checklist and Fault Repair Form (Appendix A).
- A nominated person at school, who is not on the journey, must be aware of the destination of the minibus, its route and its expected time of arrival and return. Parents/carers will also be informed of the above information.
- No students should embark on the minibus with muddy shoes or damp, dirty clothing.

4. TERMS AND CONDITIONS

4.1 Driver Training

It is essential that each school is satisfied that all persons authorised to drive are competent to drive a school vehicle containing students safely. The absolute minimum requirements to comply with our insurance, for vehicles under 3.5 tonnes, are that the drivers meet all of the following requirements:

- Irrespective of their driving licence status, drivers must complete MIDAS (Minibus Driver Awareness Scheme) training;
- Are over the age of 21;
- Have at least two years' experience as a qualified driver;

- Hold a current full driving licence with no more than 3 penalty points.

If a driver has less than 3 points, the driver may still be precluded if the points are for dangerous driving. A D1 licence is required by all drivers if the minibus weighs more than 3.5 tonnes.

4.2 Driver Responsibilities

Whilst the school will ensure checks of the condition of the minibuses, drivers are responsible for completing Vehicle Checklist and Fault Repair Form before embarking on their journey (see Appendix A).

The following checks must be undertaken:

- **Pre-journey Visual Vehicle Condition Checks**
- **Pre-Journey Functional Checks**
- **Functional Checks during journey**
(see: Appendix A - Driver's Vehicle Checklist And Fault Report)
- Seatbelts must be worn at all times, which is a legal requirement. This must be checked by the driver. If any student refuses to wear a seatbelt properly or at all they will not be permitted to travel.
- Ensure that the windscreen washer system works and that wipers are functioning correctly.
- Ensure that the vehicle is correctly loaded and that no more than sixteen passengers are being carried.
- Emergency exits must not be blocked; bags must be kept on laps or stored under seats securely.
- Ensure that all doors are correctly closed.
- Check that you have enough fuel for your journey.
- Ensure that food and drink are not consumed on the vehicle.
- Make sure that no rubbish is left on the vehicle and ensure that no malicious damage has occurred to the interior of the vehicle.
- Drivers must not drive for more than two hours without taking a 15-minute break.
- Minibuses are fitted with speed limiters. Drivers must understand how this affects the way the vehicle can be safely driven, and especially the implications when driving on motorways.

4.3 Usage

- Users are not permitted to use the minibus for personal use.
- Users are not permitted to use the minibus for *hire or reward*, in accordance with Permit 19 of the Transport Act 1985.
- Gangway and doorways are to be kept clear at all times. Passenger assistants must be provided where necessary, according to the needs of the passengers. Students must be adequately supervised.
- Students will be required to maintain good levels of behaviour at all times whilst on the minibus and will avoid any behaviour that may distract the driver.

4.4 Speed Limits

- 30 mph in built-up areas

- 50 mph not 60mph on single carriageways
- 60 mph not 70mph on dual carriageways
- 70 mph on motorways

5. HEALTH AND SAFETY

- 5.1 A first aid kit is available on the minibus and will be fully stocked.
- 5.2 Additional medicine will be taken for pupils with medical conditions, though only staff trained to administer medicine will do so, in accordance with the Administering Medicine Policy.

6. EMERGENCY PROCEDURES

6.1 In the event of a breakdown

- The driver must contact the relevant breakdown service immediately and then contact the school as soon as is reasonably possible. Contact details must be retained in the minibus at all times.
- Where it is safe and reasonable to do so, students must be removed from the vehicle and taken to a safe area away from the breakdown site, where they must be fully supervised.
- It may be safer for passengers to remain in the vehicle, e.g. if there is not a safe place outside - the driver will assess the situation and decide whether to stay on the minibus.

6.2 In the event of an accident

- In the event of an accident, emergency services must be contacted immediately and then the proprietor school, as soon as is reasonably possible.
- The proprietor school must report all accidents immediately to the Trust's COO or CEO.
- All passengers will remain at the scene of the accident in a safe place until the emergency services and any additional transport arrives.
- If injuries are sustained, the names of those involved will be reported to the school office and an Accident Log will be completed upon return to the premises.
- A visual check of the vehicle must be undertaken and if it is not damaged, the driver will make sure that the vehicle is roadworthy and safe before continuing the journey.
- If the vehicle is not roadworthy the driver must contact the school office who will organise appropriate transport to collect pupils, staff and driver.

6.3 In the event of loss or damage

- Any damage incurred to the vehicle must be reported to the proprietor school as soon as is reasonably possible. If the damage requires covering under insurance, the responsible school will be expected to pay the excess payment. If the damage is minimal the responsible school will be expected to cover the cost of repairs.
- Should items be lost or damaged, the responsible school will be liable for paying the cost of repair or replacement.
- The proprietor school must report any loss or damage to the Trust's COO or CEO.

7. ADDITIONAL REQUIREMENTS

- Drivers from other schools within HLTy must replenish fuel prior to return of the vehicle.
- The driver will be responsible for any speeding or parking tickets obtained during the time it is allocated to them.
- School minibuses are for the sole purpose of school related activities. Minibuses are not permitted to be used for personal benefit.

Any infringement to the terms and conditions within this policy could lead to disciplinary action, prosecution, financial penalty or dismissal.

8. MONITORING AND REVIEW

- This policy will be reviewed every 2 years.
- This policy will also be reviewed in response to any incidents or accidents that occur.
- Any changes made to this policy will be communicated to all members of staff.
- All drivers are required to familiarise themselves with the procedures in this policy when planning a journey.

DRIVER'S VEHICLE CHECKLIST AND FAULT REPORT

APPENDIX A

Vehicle Registration No:	
Vehicle Make/Type:	
Odometer Reading:	
Reason for Minibus Use:	
Driver Name and Job Title:	
Academy/School Name (if different to owners)	
Date:	

NB: If any items are deemed critical, the driver must not drive the vehicle until the fault has been rectified

Marking Key	
Satisfactory/available	✓
Defective/missing	-
Critical fault	X
Not applicable	N/A

DRIVER RESPONSIBILITY	
Pre-Journey Visual Checks	
Condition of the vehicle body work, windscreen, windows, lights	
Condition of windscreen wiper blades	
Check brakes to see that they are functioning correctly	
Cleanliness of windscreen, windows, mirrors, lights, number plate	
Condition of tyres, tyre pressure and tyre wear	
Condition and function of seat belts	
Head restraint adjustment	
Mirror adjustment	
First Aid Kit and contents	
Fire extinguisher	
Warning triangle	
Ensure that mirrors and seat are in the correct driving position	
Pre-Journey Functional Checks	
Warning lights in instrument panel working	
All lights	
Horn	
Washers and wipers	
Brakes	
Fuel level sufficient	
Functional Checks during journey	
Warning lights in instrument panel off	
Abnormal noise	
Abnormal vibration	
Abnormal smell	

DESIGNATED PERSON'S MONTHLY VEHICLE CHECKLIST AND FAULT REPORT **APPENDIX B**

Vehicle Registration No:	
Vehicle Make/Type:	
Odometer Reading:	
Reason for Minibus Use:	
Driver Name and Job Title:	
Academy/School Name (if different to owners)	
Date:	

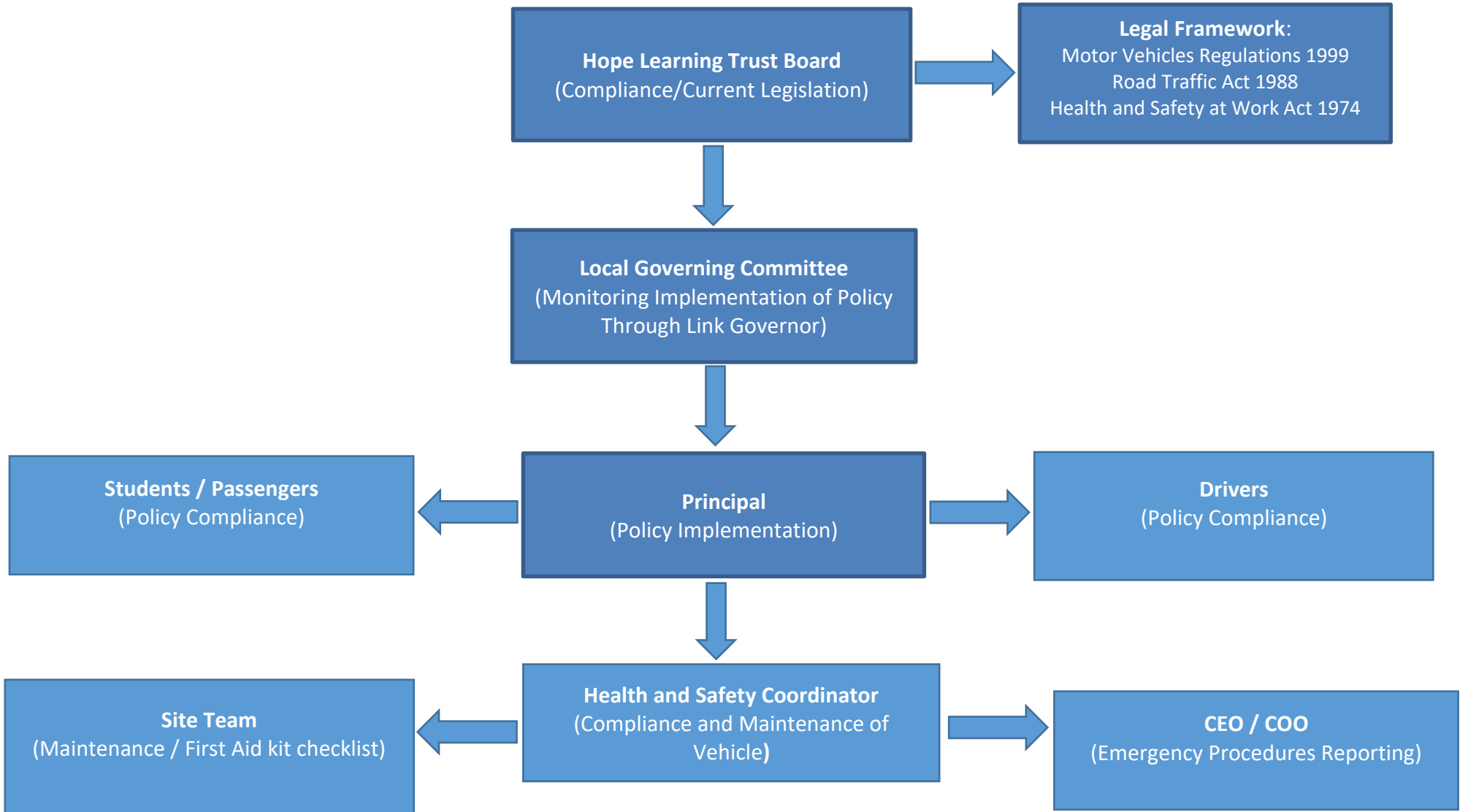
NB: If any items are deemed critical, the driver must not drive the vehicle until the fault has been rectified

Marking Key	
Satisfactory/available	✓
Defective/missing	-
Critical fault	X
Not applicable	N/A

FLUIDS	
Engine oil level	
Coolant level	
Windscreen wipers and wash level	
Brake/clutch fluid level	
Power steering fluid level	
Condition of battery and levels	
Oil or waste leaks	
All lights	
Brake function	
Tyre pressure, condition and wear	
Fuel level	
First Aid kit and contents	
Horn	

Levels of responsibility

APPENDIX C



Approved Driver Register TEMPLATE

NB. This is a live document. Checks must be completed on an annual basis in September each year for existing authorised drivers and for any new drivers before they can be approved.

Full Name	Driving Licence no.	Expiry Date	Classifications	DVLA check points	Date