

## Minibus Policy

### Aim of the Trust

To provide an outstanding education for every child in the trust through high aspirations and through the principles of quality learning using curiosity, exploration and discovery.

This policy is linked to:

Health and Safety

Trips and Visits

### Principles

To provide guidance on how best to use the Trust's minibuses.

To detail safe operating procedures for their use which details the checks that should be carried out before and after use by drivers.

Provides information about who can drive minibuses and the times that they may do so.

Includes details about what actions to take in case of a breakdown or an accident.

### Purpose

The purpose of this document is to catalogue the various procedures that must be followed to ensure the safe use of the Trust's minibuses. This document will be given to all minibus drivers as part of the overall induction package.

### Driver Training

It is essential that the Trust is satisfied that all persons authorised to drive are competent to drive a Trust vehicle containing students safely. The absolute minimum requirements to comply with the Trust's policy are that the drivers:-

- Are over the age of 21,
- Have D1 on their license and hold a valid minibus driving certificate from a relevant driver training company
- Have D1 on their license and undertake a formal training session with the Trust's driver training company and pass the required assessment
- Hold a DSA PCV Practical Driving Test Certificate
- Have at least two years experience as a qualified driver
- Hold a current full driving licence with no more than 6 penalty points. If a driver has less than 6 points, the driver may still be precluded if the points are for dangerous driving.

Prior to transporting students for the first time, all drivers will be given the opportunity of either a vehicle familiarisation session with a member of the Facilities Team or a more formal training session with the Trust's driver training company.

Familiarisation sessions are available at any stage with a member of the facilities team on request.

All new drivers will be added to the list of authorised minibus drivers which is held in the Facilities Manager's office.

Staff who pass the test to drive a car after the 1<sup>st</sup> of January 1998 are required to successfully complete a PCV test to drive the Trust's minibuses. Details about the comprehensive training needed can be obtained from the Facilities Manager.

### **Drivers Hours**

It is the Trust's policy that if there is an Academy trip which involves a driver having to drive more than a total of 4.5 hours, then a second adult should accompany the party and that person should be competent to share the driving. Drivers must have a 30 minute break after driving for 2 ½ hours.

### **Driver's Responsibilities**

Whilst the Trust will ensure a weekly check of the condition of the minibuses, drivers are responsible for the following checks before embarking on their trips:

- Completion of the Pre-Use Check Sheet
- Ensure that all seat belts are being worn. This includes all passengers
- Ensure that the vehicle is correctly loaded and that no more than sixteen passengers are being carried
- Ensure that emergency exits must not be blocked
- Ensure that all doors are correctly closed
- Check that there is enough fuel for their journey
- As soon as possible after moving off, the driver should carry out a running brake test
- At intervals throughout the journey, all instruments and warning lights should be checked and necessary action taken if a fault is indicated
- 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
- Ensure there is a charged mobile phone with the emergency contact numbers

If the driver has concerns over the safety of the vehicle or any of the checks above identified issues then the driver must not drive the vehicle and must report his/her concerns to the Facilities Manager and ask for alternative transportation.

At the end of the journey the driver must lock and make the vehicle secure. Keys should only be taken from the Facilities office just prior to making use of the minibuses. The keys should be returned to the office immediately after use.

### **Passenger Responsibilities**

- Should wear seat belts and always remain in their seats until instructed otherwise
- Should never distract the driver by shouting, etc
- Students should not eat or drink in the vehicle
- Must make sure that escape routes are not blocked by bags, etc
- Students are ambassadors of the Trust and must never bring its name into disrepute by gesturing, etc

- Passengers found to have vandalised the minibuses may face a ban from using it again and be required to pay for damages

### **Accident Procedures**

If an accident occurs and any personal injury or damage to third party property is involved, then the driver must stop. He/she must be prepared to give his name and address and details of the owner of the vehicle to a Police Officer or any other person having reasonable grounds to ask. If for any reason the driver is not able to give these details then he/she must report in person to a Police Station as soon as practically possible, otherwise an offence is committed, and in any event not later than twenty-four hours afterwards.

Report your accident immediately to the Facilities Manager who will let you have the appropriate forms to complete for onward transmission to our insurers.

### **Breakdown and Recovery**

The Trust's minibuses are covered for breakdown and recovery. Details of how to contact them and our membership numbers are enclosed in the minibus pouch that is given out with the keys for each journey. Any issues should be reported to the Facilities team.

### **First Aid**

All minibuses contain first aid boxes which are checked on a termly basis by the Facilities team. The contents of these boxes include:-

- Antiseptic wipes
- Bandages
- Assorted dressings
- Plasters
- Eye pads
- Scissors.

Any use of the first aid kit must be reported to the Facilities Manager as soon as possible thereby maintaining a full kit at all times.

### **Purchase of Fuel**

The Trust holds an account with euroShell, which enables fuel to be purchased at any Shell or Total Garage. Should you need fuel for your journey, please ask a member of the Facilities Team for the fuel card. The card must be returned with the fuel receipt.

Please remember the fact that **all minibuses operate on diesel (black hose)**. When filling with fuel ensure that the ignition is turned off and that you follow the rules and regulations of the service station.

### **Care and the Cleaning of Minibuses**

Minibuses involve a great expense when purchasing. Please help to ensure that their working lives are extended for the maximum possible period. One of the main problems with Trust minibuses has been that the inside wears out before the body and mechanics. You must check on the condition of the interior at the end of each journey.

Students should not be allowed to wear muddy boots in the minibuses and should be encouraged to get changed at the end of matches in order to stop them sitting on the seats with damp and dirty clothing.

## **Booking of the Minibuses**

If you need to book a minibus, please e-mail or call Facilities with your request. Facilities will update the minibus calendar booking system and confirm your requirement has been booked.

Should the minibuses already be booked, you will be advised to contact the Finance department, who will organise an external taxi/minibuses service.

If you require a driver, Facilities will request a volunteer from the list of authorised drivers. Although this may not always be possible.

Minibuses must not be used for private use.

## **Weekly Checks**

The Facilities team has responsibility for conducting weekly checks of the minibuses and passing on findings to the Facilities Manager (or in his/her absence the Finance Director).

Any defects in the minibuses noted by staff should be notified immediately to the Facilities Manager who will then determine whether or not the vehicle should be taken off the road and repairs carried out.

The minibuses are inspected every ten weeks and serviced in line with the manufacturer's recommendations. The service schedule is monitored by the Facilities Manager.

## **Incorrect Use of the Minibuses**

A driver who breaks the speed limit will be responsible for paying his/her own fines. Similarly fines imposed for incorrect car parking or negligent driving will be the responsibility of the driver. Any damage caused to the minibuses through incorrect use, may result in the driver being asked to contribute fully or partially to any excess payable by the Trust.

## **Speed Limits**

The speed limit for minibuses is as follows:

- 30 mph in built-up areas
- 50 mph not 60 mph on single carriageways
- 60 mph not 70 mph on dual carriageways
- 70 mph on motorways

## **Keys**

Keys are kept in the Facilities office. They can be picked up at any time between 8.00 am and 5.00 pm. When you have finished using the minibus, please return the keys immediately. Do not collect the keys too far in advance of using the vehicle, as this prevents use in the intervening period.

## **Final Comment**

Driving a minibus safely and in a professional manner is not difficult, but it does demand greater responsibility. Preparation is essential and you must always present the highest standards to your passengers and other road users.

## **List of Authorised Drivers**

The Facilities Manager will keep a list of drivers who have been authorised to drive the minibuses.

Authorisation may be withdrawn at any time by the Executive Principal. Any member of staff who has been advised not to drive their own vehicle for medical reasons must not drive the minibus and should inform the Facilities Manager immediately.

**Review Date: April 2015**

**Ratified Date: May 2015**

**Author: John Ralfs**

**Date of next review: April 2018**