

Minibus Policy



Sandwell Home and Hospital Tuition Service

Signed by Chair of Governors:



Date ratified by Governing Body: 07.02.2024

Date of Review: 07.02.2025



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Introduction

This policy has been drawn up to ensure, as far as reasonably practical, the safety of all persons using an Albright Education Centre Minibus and also ensure that expensive assets are kept in a good and safe condition.

This policy applies to ALL journeys in the school minibuses, leased in the name of Albright Education Centre.

The minibuses must:-

1. Be used on behalf of a non-profit making organisation
2. Be used for social purposes (i.e. on behalf of the community)
3. Not for hire or reward
4. Without a trailer attached
5. Have a maximum of 16 passengers
6. Not exceed their maximum load weight of 3.5 tonnes (4.25 tonnes including disabled ramp).

Policy

Drivers

1. In order to drive our school minibus the driver must meet the following criteria:-

Car Driving Licence Obtained Before 1 January 1997

Drivers who obtained their full car (category B) driving licence before 1 January 1997 may drive a minibus in the UK because their licence included category D1. Such drivers will obviously be older than 21 years, which is the minimum age for driving a minibus.

Car Driving Licence Obtained After 1 January 1997

- Be over the age of 21 and under the age of 70 (unless they have passed the PCV Medical Test)
- Held a full category B driving licence for over 2 years

2. The drivers driving license should be inspected every 6 months and should be free from any conviction for drunk, reckless or dangerous driving. These can be reviewed using the DVLA's website:

<https://www.gov.uk/check-drivinginformation>

3. Every member of staff/school volunteer who drives the minibus must have a MiDAS (Minibus Driver Aware Scheme) Certificate of Competence before they can drive the bus. This must be renewed every 4 years or in line with current MiDAS/Community Transport Association guidelines.

4. Must have permission from the Head Teacher to drive the bus.

5. At no time must the driver drive a vehicle under the influence of either alcohol or other drugs which might impair driving ability. It should be noted that there are many "over the counter" medicines which would fall within this category. Any driver taking prescribed drugs should heed any warning given with the prescription. If any driver is found to be driving under the influence of alcohol or drugs where they are recommended not to drive, they could be investigated under the Albright Education Centre Disciplinary Policy. Albright Education Centre may also inform/liase with, any necessary law enforcement agency as required.

6. Are personally liable for any parking or speeding fines (payment and penalties). If any member of staff is found to be driving over the legal speed limit, they could be investigated under the Albright Education Centre Disciplinary Policy. If any school volunteer is found to be driving over the legal speed limit, they could be prohibited

from driving the minibus. Albright may also inform/liaise with, any necessary law enforcement agency as required. Any subsequent driving endorsements may (where necessary) be passed on to the driver.

7. Notify the Head Teacher of any endorsements they receive on their driving licence immediately upon receipt, who must in turn notify the General Office.

8. Immediately notify the Head Teacher of any health conditions (or change in any health conditions) that may affect their ability to drive.

9. Are responsible for the safety and security of the vehicle whilst it is in their charge.

10. Notify the Head Teacher of any damage or defect that occurs, or noticed whilst the minibus is in their charge. The Head Teacher must then notify the General Office.

Care of the Minibus

1. Member of staff are expected to:-

a. Complete a checklist (**Appendix 1**) to check the condition of the vehicle upon takeover and notify the Head Teacher of any faults.

b. Check that the equipment which must be carried on the vehicle (fire extinguisher, first aid box, red triangle etc...) are there.

c. Inform the office of any use of the first aid box so that it can quickly be replenished.

d. Regularly check the gauges whilst driving for signs of overheating

e. STOP if there is a malfunction and ring for assistance

f. If the fuel gauge is less than half-full, refill as soon as possible

g. When you have completed your journey ensure that the minibus is left secure before you hand the keys back

h. When you have completed your journey ensure that the minibus is left clean and tidy for the next user

i. External safety checks on the minibus will be completed every ten weeks by an approved centre.

Safety

1. Maximum load and passenger capacity must not be exceeded
2. Seatbelts must be worn at all times
3. The Highway Code must be adhered to at all times
4. Pupil behaviour: pupils must be seated at all times. If pupils distract the driver stop the bus until they are settled.
5. At least one member of staff travelling on the minibus must have basic First Aid Training.
6. A file must be taken on every journey and contain the following:-
 - a. A copy of the trip risk assessment and emergency during an offsite activity policy
 - b. Pupil names
 - c. Parental contact numbers
 - d. Medical information
 - e. School contact numbers
 - f. Minibus Useful information sheet
7. Do not eat, drink or use a mobile phone whilst driving
8. Adhere to the following guidelines regarding driver hours:-

	Domestic Rules	EC Rules
Maximum length of working day	16 hours	13 hours
Daily driving period	10 hours	9 hours
Minimum length of break	30 minutes	45 minutes
Daily rest period	10 hours	11 hours
Weekly driving limit		56 hours

*The break is a period during which the driver may not perform other work and is exclusively used for recuperation. This break may be split into smaller periods and distributed throughout the 4 1/2 hours. In this case, the first period must be at least 15 minutes, and the second period must be at least 30 minutes. With each additional driving period, the break time should be extended.

Drivers should not be required to supervise children during their break, as this would not be a rest for the driver.

Accident or Breakdown

1. In the event of an accident all normal procedures should be followed. Details of time, place, road conditions, vehicles, drivers involved, damage, injury, photos taken (if possible), must be noted. The school Head Teacher must be notified as soon as possible. It is not advisable to tackle an engine fire. The Head Teacher will then notify the General Office.

2. If you breakdown; the recovery telephone number is on the Minibus Useful Information Sheet (Appendix 2) that can be found in the glovebox.
3. Contact the school
4. Pupils should NOT remain in the broken down vehicle on the motorway/dual carriageway hard shoulder but are to stand at a safe distance behind the barrier.
5. Staff are not to attempt repairs. They must wait for help.

Admin - School

1. Ensure keys to the minibus are kept secure at all times when the minibus is not in use.
2. Ensure that the driver completes the Daily Checklist (Appendix 1) before starting the journey and that the mileage is completed at the end of the journey.
3. Ensure that the above checklists are completed accurately and are kept in date order available for inspection as required.
4. Ensure that their drivers report any new license endorsements to the Head Teacher immediately. This must in turn be reported to the General Office.
6. Please use the system for 'booking out' and 'booking in' the minibus and recording trips, as appropriate
7. Each school must nominate a dedicated person as a point of contact
8. Advise the General Office of any faults, breakdowns or accidents
9. Arrangements for purchase and payment of fuel
10. Arrangements for cleaning the minibus both inside and out.
11. The schools minibus insurance is maintained via the General Office who will be responsible for ensuring that relevant insurance is in place.
12. The General Office will remain responsible for applying for the relevant S19 permits.
13. The General Office will ensure all MiDAS certification for all drivers remains up to date.
14. Ensure all driving licence checks are undertaken as detailed above. These checks should be free from any conviction for drunk, reckless or dangerous driving. If there

are more than 6 points on a license it should be referred to the General Office for further consideration by the Head Teacher.

16. The General Office will periodically inspect school minibus records to ensure adherence to this policy

Recommended Reading

Community Transport Association - <http://www.ctauk.org/>

ROSPA Minibus Safety Code of Practice -
<http://www.rospa.com/rospaweb/docs/advice-services/roadsafety/practitioners/minibus-code-of-practice.pdf>

I have read and understood this document

Jasvinder Dhap _____ Date: _____

Stephen Turner _____ Date: _____

Errol Tomlinson _____ Date: _____

Shab Hussain _____ Date: _____

Appendix 1

Minibus Driver Checklist

Every day the minibus is used, the driver should conduct a pre-drive safety check. This should be repeated whenever another driver takes over the vehicle. Walk around the vehicle to check for visible defects and the items listed below:

Exterior Check	OK	Not OK	Defect Reported to:
Oil Level (once only at start of day)			
Coolant Level (once only at start of day)			
Windscreen washer fluid level (once only at start of day)			
Brake fluid level (once only at start of day)			
Windscreen and windows are clean and undamaged			
Exterior mirrors are correctly adjusted, clean and unobstructed			
Lights, including brake lights and indicators, are clean and working			
Tyre pressures, including the spare			
Tyre tread, including the spare. At least 0.3mm across the centre $\frac{3}{4}$ is recommended			
Any cuts or bulges			
Doors open and close properly			
Ramp (if fitted) works safely and is securely stowed			
Damage to bodywork or sharp edges			
Fluid leaks			
Passenger ramp is working and securely stowed (if fitted)			

Interior Check	OK	Not OK	Defect Reported to:
Start Mileage recorded as _____ miles			
End Mileage recorded as _____ miles			
Mirrors are correctly adjusted, clean and unobstructed			
Position and function / purpose of all the dashboard controls			
Position of driving seat so that all controls can be operated comfortably			
Pressure on brake pedal			
Wipers and washers are working properly			
Fuel level (and type of fuel: diesel or petrol)			
Heating and ventilation systems working			
All seats are fixed and secure and all seat belts are undamaged and working properly			
Location and contents of first aid kit and fire extinguisher			
Relevant paperwork			
Luggage is securely stowed and aisles and exits are clear			
Emergency Equipment (e.g. high visibility jacket, torch, warning triangle, webbing cutter)			
Interior lights are working			
All doors are unlocked			
Interior lights are working			
Equipment for wheelchair users (wheelchair tie-downs, passenger safety belts and harnesses) are available if wheelchair passenger(s) are present			
No warning light lit on dashboard			

Signed: _____

Dated: _____

Print Name: _____

Appendix 2

MINIBUS DRIVER USEFUL INFORMATION SHEET

School Emergency Contact Telephone Number:

Mrs Kate Hazelwood – Mobile: 07816 956329

School Office – 0121 533 5806

Mobile: 07970 878168

Insurance: - Zurich Insurance Policy Number : QLA-02G034

Mini-bus Registrations:

1. SF19 BMZ

2. SF19 ATX

3. LA22 VZZ

4. LC23 MJA

In the event of an accident report to:

Mrs Julie Powers – 07527 431790

and

**Mrs Kate Hazelwood – 07816 956329 who will report to the
General Office**