



# KING'S HOUSE SCHOOL

RICHMOND



## **SCHOOL MINIBUS POLICY & PROCEDURES**

Member of staff responsible: Estates Manager

Date of policy review: August 2018

Date of next review: August 2020

Approved by Bursar: August 2020



## **INTRODUCTION**

The school minibus helps to provide pupils with access to school visits, as well as to numerous other extra-curricular activities. It is essential that all users of the school minibus are aware of all legal and procedural responsibilities pertaining to its use.

The aim of this policy is:

- To provide clear procedures to drivers regarding the safe use of the school minibus.
- To ensure that all users of the school minibus are aware of their legal responsibilities.

## **APPROVAL TO DRIVE THE SCHOOL MINIBUSES**

- The school requires drivers to:
  - Be between 21 and 70 years of age.
  - Hold a current full driving licence with no more than 6 penalty points. If the driver has less than 6 points, the driver may still be precluded depending on the offence (s).
  - Have category D1 or D PCV entitlement on their licence
- New staff who wish to be given approval to drive the minibus will be required to undertake specific minibus driver training using a recognised training scheme, unless they are able to provide evidence of previous appropriate training.
- All approved drivers will undergo regular refresher training using a recognised training scheme, to ensure high levels of competence and skill.

## **RESPONSIBILITIES**

- The Estates Manager is responsible for maintaining a list of approved drivers.
- The Head is ultimately responsible for ensuring that the school minibus is properly maintained and licenced, but this responsibility has been devolved to the Estates Manager.
- The Head has overall responsibility for the school minibus and final powers of authorisation over its use.
- Approved drivers are responsible for reporting any convictions for a motoring offence (except parking offences) immediately to the Estates Manager. This applies whether the offence was committed whilst driving the school minibus or any other vehicle.

## **PROCEDURES FOR USING THE SCHOOL MINIBUS**

- Approved drivers wishing to use the school minibus should book it out via the minibus booking diary on the CRL.
- The school minibus should be collected from, and returned to, its parking space located in front of the school and keys should be returned to the Staff Room at the end of the journey.
- Prior to ANY journey, the named driver must complete a visual check of the vehicle. This must be completed using a Minibus Driving Checklist kept in the minibus. This is to ensure basic, but necessary, safety checks are undertaken.



- Any defects noted should be reported to the Estates Manager. Drivers should be aware that they will be held legally responsible for driving with any defect.
  - Serious defects must be reported IMMEDIATELY.
  - Minor defects can be reported after the journey has taken place.
  - If the driver is in any doubt, the vehicle MUST NOT be taken onto the road.
- Reimbursement for expenditure which specifically relates to the minibus (i.e. fuel purchase) should be requested from the Finance Department. Receipts must be provided.

## **MAINTENANCE/ LICENSING OF THE SCHOOL MINIBUSES**

- The Estates Manager is responsible for arranging:
  - The regular service of the school minibus, according to manufacturer's recommended practice, with a reputable and suitably qualified organisation.
  - Minor checks of the vehicle (oil, water, tyres etc.) on a minimum of a 10 weekly basis by an external contractor and a record maintained.
- The Estates Manager will ensure that the school minibus is licensed and that all Road Tax, Insurance and MOT certificates are up to date.

## **IN THE EVENT OF AN ACCIDENT**

- The driver must stop and make the accident scene as safe as possible. If necessary and, if possible, it may be appropriate to move the vehicle to a safer position.
- Where it is safe and reasonable to do so, pupils should be removed from the vehicle and taken to a safe area away from the accident site, where they should be fully supervised.
- The driver must stay at the scene of the accident until the emergency services and anyone else with reasonable cause have taken all the details.
- Insurance details should be swapped with a third party at the scene, however, NO LIABILITY should be admitted.
- A visual check of the vehicle should be undertaken before the journey resumes.
- If the vehicle is not roadworthy, the driver should contact the breakdown service (details in the Driving Checklist folder).
- The driver should inform their Head/SMT and the Estates Manager as soon as is reasonably possible.

## **IN THE EVENT OF A BREAKDOWN**

- Where it is safe and reasonable to do so, pupils should be removed from the vehicle and taken to a safe area away from the breakdown site, where they should be fully supervised.
- The driver should inform the Head / SMT and the Estates Manager as soon as is reasonably possible.
- The breakdown service (details in the Driving Checklist folder) should be contacted as soon as is reasonably possible.



## **HEALTH AND SAFETY OF DRIVERS AND PASSENGERS**

The minibus driver should make pupils aware of the following before the commencement of the journey:

- Seatbelts must be worn at all times (this is a legal requirement and it is the driver's responsibility to check this).
- Everyone should remain seated at all times, should be well behaved and provide no distraction to the driver.
- Which entry and exit doors are to be used (it is recommended that side doors be used except in emergencies).
- Bags should be kept on laps or stored under seats securely to ensure that gangways and doorways are kept clear at all times.

## **OTHER SAFETY CONSIDERATIONS**

- If the pupils' behaviour is distracting to the driver or other road users, the driver should stop the bus until the pupils are settled.
- Where possible, the bus should be parked with the side doors to the kerb. Where this is not possible, pupils should remain seated until they can be supervised from the road.
- The driver must always assess if they are safe to drive a minibus before commencing a trip:
  - Drivers should have had sufficient rest prior to undertaking a journey.
  - Drivers should remember that prescribed medication or over the counter medications may affect their ability to drive.
  - Drivers who have had any alcohol within the previous 12 hours should not drive a minibus.
  - Drivers **MUST NOT** drive for longer than 2 hours without taking a break for at least 15 minutes.
- For all journeys in the school minibuses with a distance over 60 miles, the named driver should be accompanied by at least one other qualified driver.
- Pupils should only be taken on a journey in the minibus accompanied by one adult after an agreed risk assessment.