



Minibus Policy

The Trust has several minibuses available ranging from seven (7) to seventeen (17) seats, all with standard seat belt restraints.

They are used to:

1. Extend our curriculum into the local community and environment
2. Ensure access to appropriate places that otherwise would be inaccessible
3. Enable pupils who are unable to use public transport to access a wider learning environment

Our vehicles provide an educational facility and must only be used for educational purposes. No 'fares' may be collected from passengers.

Only approved drivers who have completed the **full Worcestershire County Council training** (renewable every 3 years) **or equivalent**, may drive a bus with more than 9 seats (or more than 12 seats, depending on vehicle weight - under 3.5 tonne) and need D1 on their driving licence. **External assessment** for driving smaller vehicles, not requiring D1, should also be provided to staff (this excludes use of own car). In addition a copy of a full driving licence must be held on file and reviewed annually. Permission in writing for the school to complete an online DVLA review can be given on the appended driver declaration.

<https://www.gov.uk/check-driving-information>.

Under the British Vehicle Renting and Leasing Association Guide to driving a minibus in the UK and abroad drivers must be 21 years old or over.

<http://www.minibusleasinguk.co.uk/pdf/BVRLA%20Guide%20to%20Driving%20a%20Minibus%20081211.pdf>

There is no contractual requirement to drive a school minibus, unless it is stated in employment contracts/job descriptions e.g. Caretakers/Site Staff.

REGULATIONS

SCHOOL RESPONSIBILITIES

- Ensure all drivers' licences are checked prior to use and annually Driver Declaration on page 6
- Ensure that a current insurance certificate is held
- Ensure that a current MOT certificate is held, where applicable
- Ensure that 12 week checks, where applicable, are completed

DRIVERS RESPONSIBILITIES

To be eligible to drive pupils in any school vehicle the driver must:

1. have successfully completed the Worcestershire County Council training course or equivalent
2. hold a current licence, free of endorsement, other than one (1) speeding/traffic light offence
3. inform the school of any changes to their licence **within 14 days** of any endorsements or pending endorsements.
4. be familiar with the contents of the Highway Code
5. not drive a school vehicle for longer than two (2) hours without a minimum of a 20 minute break
6. always carry an adequately charged mobile phone
7. be **aware of the law in relation to drink driving**

<https://www.drinkaware.co.uk/check-the-facts/alcohol-and-the-law/drink-driving>

<https://www.drinkaware.co.uk/check-the-facts/alcohol-and-the-law/can-i-drive-the-morning-after-drinking-alcohol>

8. be **aware of the law in relation to drug driving** - not be taking any medication or substance that may affect their fitness to drive - since 2 March 2015 a new drug driving law came into force making it illegal for a person to drive with certain drugs (such as cannabis and heroin) above a specified level in their blood. However, the existing offence of driving while unfit through drugs, **whether illegal or prescribed or over the counter medicines, still applies, so anyone who feels tired or unwell, or is taking prescription or over the counter medicine or undergoing any medical treatment which advises against driving should consult their doctor or pharmacist and follow the advice enclosed with the medication about driving.**

Management of type 1 diabetes in school please see Working in Academies Health & Safety section regarding best practice which indicates that anyone with this condition experiencing a blood sugar drop below 5, should remove themselves from direct work with children; returning when levels have been stabilised at or above 5 .(above 5 for at least an hour.) **Therefore more than one driver should be available, to ensure compliance with the recommended time period, is practically possible.**

<http://www.diabetes.co.uk/driving-and-hypoglycaemia.html>

It should be noted that . The penalties for drug driving, or for being unfit to drive due to drugs or medicines, are the same as for drink driving.

Further advice from the Royal Society for the Prevention of Accidents RoSPA is available via the following links, referencing code of practice and more information about alcohol, illegal drugs and medicines is available in RoSPA's Guide 'Driving for Work: Drink and Drugs'.

<https://www.rospa.com/rospaweb/docs/advice-services/road-safety/practitioners/minibus-code-of-practice.pdf>

<https://www.rospa.com/rospaweb/docs/advice-services/road-safety/employers/work-drink-drugs.pdf>

Before taking any vehicle out, the driver must carry out the following inspections/checks along with all others outlined in the vehicle log:

- Oil, fuel, water and screen wash levels as appropriate
- Tyres for wear and damage
- All lights
- First aid kits are in place
- You have your mobile phone
- Fire extinguishers are in place and un-damaged
- The general condition of the vehicle is good

The record sheet must always be completed prior to taking the vehicle off the premises.

After Use:

- please do not leave the vehicle with an empty tank, if less than a quarter full inform School Business Manager.
- report any faults to the School Business Manager on the log sheet.
- leave the bus in a clean condition, with all seatbelts returned to the appropriate stowage location.

DRIVER / SUPPORT STAFF RESPONSIBILITIES

The driver and support staff have joint responsibilities that they should always carry out as follows:

1. there must always be two adults present when transporting children.
2. under no circumstances should the driver use a mobile phone whilst driving.
3. ensure that there is sufficient fuel in the vehicle for the return journey
4. always ensure the safety of pupils entering and leaving the vehicles by supervising them at all times
5. pupils under thirteen (13) years of age must not sit in the front seats of vehicles
6. pupils who have car seats - these should be fitted following the manufacturer's instructions
7. driver and/or support staff should aid with loading and securing of pupils in the vehicle
8. driver should ensure that if normal seating is removed for wheelchair access, this is done by staff with the relevant training, together with clamp training when securing wheelchairs.
9. driver should ensure that all seat belts are properly secured and adjusted to fit pupils prior to departure
10. bus aisles and doorways are to be kept free of obstructions at all times to aid with evacuation should an emergency arise
11. staff members should ensure that, in an emergency, they could deal with the number of pupils on the vehicle
12. staff should ensure that they have all necessary pupil medication and care plans
13. staff should always take a mobile phone and **have it switched** on so that the school can contact them in an emergency, as well as it being available for them to use in an emergency
14. staff should always sit where they can observe pupils and best meet their needs

PARKING

Always park the vehicle so that pupils can enter and leave on the left-hand side without endangering themselves or damaging other vehicles.

FUEL

All Trust schools use a fuel card to obtain fuel which is generally purchased by Site staff. Please remember the following points:

1. keep the card secure at all times, do not leave it in the vehicle
2. inform the Headteacher/business manager immediately if the card is lost or stolen

In the unlikely event of Classroom staff needing to re-fuel a bus, whilst on an educational visit, please claim back via a petty cash claim form obtained from the School Business Manager - please remember to ask the garage for a VAT receipt if not using the fuel card.

BREAKDOWNS

In case of a breakdown, carry out the following procedure:

1. ensure pupil and staff safety
2. contact the leasing company/insurance, as applicable, emergency driver helpline number:

0370 600 4499 (Arval) Lease company

0800 389 1708 (QBE Helpline) Insurer

3. relay your vehicle details to the controller – registration number, vehicle type, nature of problem, location etc
4. stay with the vehicle until Transport Services arrive
5. **never leave the pupils unattended**
6. inform the school, using your mobile, so that they can make any necessary arrangements

If you **breakdown on a motorway** follow the drill below:

1. ensure that the vehicle is as far on the left hand side of the hard shoulder as possible;
2. switch on the hazard warning lights
3. put the red triangular warning sign 150 yards to the rear of the vehicle on the hard shoulder
4. summon help as quickly as possible
5. never stand at the rear of the bus
6. remove occupants onto the grass verge, behind the crash barrier if present

ACCIDENTS

If you are involved in an accident / incident involving another vehicle:

1. give your name, address of the school, vehicle registration and obtain the same details from the driver of the other vehicle
2. if you have a camera, take appropriate photographs
3. obtain names and addresses of any witnesses
4. in the case of injury, call the police and an ambulance
5. **do not admit liability under any circumstances**
6. inform school
7. at your earliest opportunity complete an accident report form
8. the vehicle is insured under the Local Authority Insurance
9. drivers should be acquainted with the rules and regulations for drivers of minibuses and the Highway Code.

PARKING FINES

Parking should always be paid for unless a disabled badge (two parts) is displayed. Any violation will be paid for by the staff concerned unless mitigating circumstances are put forward to the Headteacher who will consider whether or not the school budget (public money) should pay the fine.

CLAMPING FINES

In the unlikely event that such a situation arises the employee will be liable for costs unless extenuating circumstances can be proven.

SPEEDING TICKETS

In the unlikely event that a speeding ticket is incurred the **employee will be liable** for the cost of the ticket and points on their licence. There may also be an additional admin fee (currently £12) if the offence occurs in a Castle leased minibus.

CONGESTION CHARGING (London)

These can be paid online before visiting the Capital, please see Business Manager for support.

PERSONAL USE of minibuses is not allowed.



Vale of Evesham School

A specialist school for cognition and learning - enabling inclusion in the community

Minibus Driver Declaration

This declaration is to confirm I have read the Trust Minibus Policy and understand that only approved drivers who have completed the full Worcestershire County Council training or equivalent (renewable every 3 years) may drive a bus with more than 9 seats (or more than 12 seats, depending on vehicle weight - under 3.5 tonne) and need D1 on a driving licence.

I understand that staff aged 21 and over can drive the people carrier/12 seater minibus under 3.5 tonne, without D1, but need to complete a competency test before taking pupils as passengers.

In addition, I also understand that a copy of my full driving licence must be provided, to be held on file, and reviewed annually by the school.

If any changes e.g. endorsements or pending endorsements, occur before the annual review I will notify the school within 14 days.

I consent to the school reviewing my licence details by requesting an annual Licence Summary, online from the DVLA website, and give my details below:

Name.....

Role

School

Driving Licence Number.....

National Insurance Number.....

Signed..... Date

Office Use:			
<i>Review Date</i>	<i>Completed By</i>	<i>Endorsement (None or details refer over 3 points to insurer)</i>	<i>Licence Summary printed and attached</i>



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