



# St Saviour's Church of England Junior School

## School Minibus Policy

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Policy:

Minibus Policy

Review Period:

3 years

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**This policy must be read in conjunction with the following: Off-site visits policy, Health & Safety Policy, Child Protection Policy, KCC Code of Good Practice for Minibus Safety.**

### Rationale:

The School Minibus is a valuable school resource, which helps to provide children with access to school visits and residentials, as well as to numerous other extra-curricular activities. It is essential that all users of this resource are aware of all legal and procedural responsibilities pertaining to its use.

### Aims:

1. To provide clear procedures relating to use of the School Minibus.
2. To ensure that all users of the School Minibus are aware of their legal responsibilities.

### Definitions:

For the purposes of this document the Education Visits Co-ordinator (EVC) will be Mr Jones, with overall responsibility for Off-site visits and Residential Visits. The Teacher in Charge (TIC) will be a named member of the teaching staff to whom this responsibility is devolved. In the case of Holiday Clubs, provided under the auspices of the Governing Body, for the purposes of this policy the 'TIC' will be the Extended Schools Manager.

Also, "Residential" visit is defined as a visit or trip by staff and pupils organised under the auspices of the school and lasting for 24 hours or more in duration. Further, any visit or trip lasting less than 24 hours will be defined as an off-site visit.

Further, Kent County Council Minibus tests refer to tests arranged under the County Approved Minibus Drivers scheme.

**Those eligible to drive the School Minibus:**

1. Those permitted to drive the School Minibus must be at least 21 years of age with a full (preferably clean) driving license that has category D1 showing. Any endorsements incurred should be disclosed as these may affect eligibility to drive the vehicle.

2. Only drivers who have passed an independently assessed KCC Approved Minibus Drivers test will be eligible to drive the minibus. These tests can be arranged through the Bursar and will be booked where possible in blocks to make training and testing cost effective.
3. All eligible drivers should be re-tested every 3 years to ensure high levels of competence and skill.
4. However, drivers who passed their driving test after January 1997 (without group D) are now required to hold a vocational driving license too.

**NB – Driving the School Minibus is NOT the same as driving a car, it requires different levels of knowledge, skill and awareness. It also carries different legal responsibilities, which KCC tested drivers will have been made aware of.**

#### **Procedures:**

1. The School Minibus should not be used unless the named driver meets the eligibility requirements above.
2. Those wishing to use the School Minibus should book it out via the minibus booking document held by the Bursar.
3. The Headteacher has overall responsibility for the School Minibus and final powers of authorisation over its use. This responsibility may be delegated to the EVC.
4. Drivers of the School Minibus must complete a Vehicle Check/Log Sheet before every journey. These can be found aboard the minibus. This is to allow careful monitoring of the minibus, its condition and its general use.
5. The School Minibus should be collected from and returned to the parking area located on the school grounds and keys should be returned to the reception at the end of the journey, or as soon as is possible thereafter.
6. Any defects noted should be reported to the Bursar and Site Manager as soon as possible. They must also be logged in the minibus log. More serious defects **MUST** be reported **IMMEDIATELY**. Minor defects can be reported after the journey has taken place. However, if the driver is in any doubt the vehicle **MUST NOT** be taken onto the road.
7. The staff using the minibus should ensure that the vehicle is left sufficiently fuelled. The Headteacher and Bursar, Deputy Headteacher and FLO have KCC corporate credit cards which should generally be used for fuel payments; forward planning is the key to ensuring this is followed. The vehicle must be fuelled with **DIESEL**.

#### **Financing of minibus trips**

1. All school visits must be self-financing unless other arrangements have been made with the education visits coordinator or another member of the SLT.
2. Where visits are a central to the extended curriculum that the school is seeking to offer, alternative sources of funding trips may be possible eg. Your Choice, TICs should see the Headteacher or Family Liaison Officer first when planning for a visit to see what help with funding might be available
3. No student should be prevented from accompanying an essential trip for financial reasons alone. In the case of genuine hardship an application should be made to the Headteacher or Bursar.

#### **Maintenance/Licensing of the School Minibus:**

1. Overall responsibility for ensuring that the School Minibus is properly maintained and licensed lies with the Headteacher. However, this responsibility may be devolved to the premises staff

2. The school minibus must be serviced at least once a year. At this time it will also undergo an MOT inspection. The school is responsible for arranging this with ING Car Lease : **0844 871 6860** **Date MOT is due is 30<sup>th</sup> January every year.**
3. Minor checks of the vehicle (oil, water, tyres, cleaning of step, etc) will be completed at least every 28 days by a member of the School Premises Staff and a record of such checks made on the agreed format. Any concerns will be reported immediately to the Headteacher or Bursar.
4. Prior to any journey, the named driver must complete a visual check of the vehicle. This must be completed using a Vehicle Check Sheet kept in a Log Book on board the Vehicle. Drivers **MUST NOT** assume that point (3) above has been completed. They should remember that as driver, they will be held legally responsible for driving with any defect.
5. The MOT and registration documents will be kept by ING Car Lease. The insurance document will be retained by KCC: Adrian Richardson

**In the event of an accident:**

1. The driver should inform the HT and/or EVC and/or TIC as soon as is reasonably possible.
2. Insurance details should be swapped with a third party as soon as is possible. However, **NO LIABILITY** should be admitted. The minibus has an 'accident kit', kept in the ING white bag, which contains items including a disposable camera and recording form. These should be used where practicable.
3. Where it is safe and necessary 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. A set of high-visibility jackets will be left in the minibus to be worn in such an event.
4. A visual check of the vehicle should be undertaken before the journey resumes.

If an accident occurs and you are driving, then you need to assess the situation and see if any of the following situations apply:

- Is anyone (other than yourself) injured?
- Has there been any damage caused to someone else's property, or another vehicle?
- Has an animal (other than any you were transporting in your vehicle) been killed or injured (for these purposes an animal applies to a dog, pig, goat, sheep, ass, mule, horse or cattle.

If any of the above points do apply, you are legally required to stop at the scene and remain there for a reasonable period of time that will allow any people involved directly or indirectly in the accident to come to you and request your contact details.

If you are approached by anyone who has reasonable grounds for requesting your information (someone involved with the accident, or who owns property that has been damaged) then you must supply to them your contact details (name and address) and if you are driving someone else's car, then you must supply the contact details of the registered owner too.

You must also ring the ING Helpline **0844 871 6860** for information on recovery

Accident repairs are co-ordinated by KCC Kent Fleet: **01622 605897**

Windscreen/glass: Auto Windscreens **0800 9197000** and quote account number 1241398

: National Windscreens **0800 622 122** and quote account number PITO \*06 \*(zero)

**NB – These guidelines should be read in conjunction with those laid down in the Educational Visits policy and with any advice provided by the Minibus insurers.**

## Health and Safety of Drivers and Passengers:

The Driver should state the following to pupils:

1. **Seatbelts must be worn at all times.** This is a legal requirement. (It is the driver's responsibility to check this)
2. **Everyone should remain seated at all times.**
3. Which entry and exit doors are to be used (it is recommended that side doors be used except in emergencies)
4. If the minibus is not fully occupied, loading of passengers should be organised working from the front to the back.

Other considerations:

1. If at any time the pupils distract the driver, s/he should stop the bus until the pupils are settled. Do not try to continue. Remember that they may also be distracting other drivers.
2. Where possible park the bus with the side doors to the kerb. Where this is not possible, pupils should remain seated until you are able to supervise them from the road.
3. Drivers **MUST NOT** drive for longer than 2 hours without taking a break for at least 15 minutes. Remember tiredness kills.
4. It is essential that all journeys in the School Minibus be staffed by the driver and at least one escort. Under no circumstances should pupils be taken on a journey on the minibus accompanied by only one adult.
5. The rear door must be checked prior to the start of the journey as it **must be unlocked**.
6. Children must not eat or drink on the minibus.
7. At the end of the journey all litter must be removed from the bus. This is the responsibility of the driver.
8. There are two first aid kits. One is kept in the ING white bag and the other in a designated area in the main passenger area by the front seat.
9. If children are very muddy e.g. after a sports match, it is preferable that shoes should be changed prior to getting on. The driver should notify the premises staff if additional cleaning is required prior to further use.
10. Every time the minibus is used, the driver will sign out the information folder which will contain:
  - (i) Visual pre-drive check list
  - (ii) ING 24-hour assistance card
  - (iii) One set of keys
  - (iv) Copy of the minibus policy
  - (v) Headteacher and site manager contact details (for emergency use only).
  - (vi) Pen and pencil

# APPENDIX 1

## Pre-drive safety check

Driver  Date

Recorded mileage at start of journey

Recorded mileage at end of journey

<b>Exterior Check</b>	<b>OK</b>	<b>Not OK</b>
Oil level		
Coolant level		
Windscreen washer fluid		
Brake fluid		
Windscreen & windows clean and undamaged		
Wiper blades are clean & undamaged		
Lights including brakes and indicators are working		
Tyre pressures, including spare		
Tyre tread. At least 2mm across 3/4 is recommended		
Any cuts or bulges in tyres		
Doors open and close properly		
Damage or sharp edges		

<b>Interior Check</b>	<b>OK</b>	<b>Not OK</b>
Check for pressure on brake pedal		
Position and function of all the dashboard controls		
Position of driving seat so that all controls can be operated comfortably		
Mirrors are adjusted, clean and unobstructed		
Wipers and washers are working properly		
Fuel level (diesel)		
Seat belts are undamaged and working properly		
Location of first-aid boxes and fire extinguisher		
Change for parking £10 float		
Luggage is securely stowed and aisles and exits are clear		
Rear door is unlocked		
Damage or sharp edges		

The exterior checks can be made by premises staff and recorded on this sheet on the day; however it remains the responsibility of the driver to ensure the vehicle is safe to use before commencing any journey. If the driver has any doubts the vehicle should not be used. It is the driver's responsibility to make arrangements with the premises staff to carry out any checks, ensuring at least 24 hours notice is given. The completed pre-drive check should be retained and handed to the Bursar as soon as possible.



## APPENDIX 2

### Minibus folder

Contents:

1 x key with remote locking fob

1 x ING Helpline Card

Copies of pre-drive safety

check Copy of 'School Minibus'

policy £10.00 in change for car

park Pen and pencil