



# Safe Use of Minibus Policy

Policy in place: November 2019

Next Review November 2022

Executive Headteachers: Ella Besharati & Chris Boxall

Chair of Governors: Anne Vetch

## Introduction

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

This policy applies to ALL journeys in the school minibus, leased in the name of The Upper Wharfedale Primary Federation.

The minibuses must:-

- Be used on behalf of a non-profit making organisation
- Be used for social purposes (i.e. on behalf of the community)
- Not for hire or reward
- Without a trailer attached
- Have a maximum of 16 passengers
- Not exceed their maximum load weight (as per the vehicle handbook)

## Policy

### Drivers

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

1. 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. If their licence has the code 101 next to D1 they cannot drive a minibus for hire or reward. The entitlement to drive a minibus remains valid until their licence expires. However, if they have renewed their licence (for example, because they have changed address or renewed their photocard licence) they should check that the D1 (101) entitlement has been retained on their new licence. Car Driving Licence Obtained After 1 January 1997
2. Be over the age of 21 and under the age of 70 (unless they have passed the PCV Medical Test)
3. 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>
4. 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.
5. Must have permission from the Executive Headteacher to drive the bus.
6. 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 Upper Wharfedale Primary Federation Disciplinary Policy. The Upper Wharfedale Primary Federation may also inform/liaise with, any necessary law enforcement agency as required.
7. 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 Upper Wharfedale Primary Federation Disciplinary Policy. If any school volunteer is found to be driving over the legal speed limit, they could be prohibited from driving the minibus. The Upper Wharfedale Primary Federation 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.
8. Notify the Executive Headteacher of any endorsements they receive on their driving licence immediately upon receipt, who must in turn notify the Federation Business Manager.
9. Immediately notify the Executive Headteacher of any health conditions (or change in any health conditions) that may affect their ability to drive.
10. Are responsible for the safety and security of the vehicle whilst it is in their charge.

11. Notify the Executive Headteacher of any damage or defect that occurs, or noticed whilst the minibus is in their charge. The Executive Headteacher must then notify the Federation Business Manager.

## Care of the Minibus

Member of staff are expected to:-

1. Complete a checklist (Appendix 1) to check the condition of the vehicle upon takeover and notify the Federation Business Manager of any faults.
2. Check that the equipment which must be carried on the vehicle (fire extinguisher, first aid box, red triangle etc...) are there.
3. Inform the office of any use of the first aid box so that it can quickly be replenished.
4. Regularly check the gauges whilst driving for signs of overheating
5. STOP if there is a malfunction and ring for assistance
6. Leave the vehicle clean and tidy for the next user
7. If the fuel gauge is less than half-full, refill as soon as possible
8. When you have completed your journey ensure that the minibus is left secure before you hand the keys back

## 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 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
9. When a driver is driving under a Section 19 permit the driver's hour's rules do not apply, (unless the driver is employed mainly as a driver). However, the NYCC guidelines outlined in section 7 should be followed. If the vehicle is being driven by a paid driver then the driver's hours and tachograph rules will apply please see further advice from Integrated Passenger Transport. (This does not apply to Section 19 operations or not for Profit Operation).

For full information on Tacograph Rules; see [www.vosa.gov.uk](http://www.vosa.gov.uk)

\*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 hour. 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.

11. Ensure robust arrangements for dropping off at the end of journey particularly where the drop is not the final destination. It is the drivers/supporting workers duty to make every reasonable effort to ensure any drop off arrangements have been agreed with parents/guardians and that the young person is left in a place of safety.

### Accident or Breakdown

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 administrator or Base Leader must be notified as soon as possible, who in turn will notify the Executive Headteacher. The Executive Headteacher will then notify the Federation Business Manager.

If you breakdown; the recovery telephone number is on the Minibus Useful information sheet (Appendix 2) that can be found in the glovebox.

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.

Staff are not to attempt repairs. They must wait for help.

### School Admin

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 by as required.
4. Ensure that their drivers report any new license endorsements to Executive Headteacher immediately. This must in turn be reported to the Federation Business Manager.
5. Once every half term submit the current mileage of your vehicle to the Federation Business Manager.
6. Advise the Federation Business Manager of any faults, breakdowns or accidents.

### Permits

Organisations including schools that are using a minibus for hire or reward (but not for profit) may apply for a Section 19 dispensation. This dispensation allows organisations such as schools and voluntary organisations to be exempt from some of the statutory requirements for driving minibuses. A new style purple disk (or old style white disc) displayed in the windscreen of the vehicle indicates the driver is operating on a Section 19 permit.

Further information can be obtained and Application Forms can be obtained from Integrated Passenger Transport:-

Gary White 01609 535867 or Dave Travis 01609 535579

**Please note:** Discs now display an expiry date

It must be appreciated that a driver operating under a Section 19 permit is driving in a voluntary role rather than as a part of their employment contract.

Examples;

A class teacher taking a group of pupils to a sporting fixture acting in a voluntary role, under a Section 19 permit, does not require a D1 PCV test, but does require the correct licence for the weight known as, Maximum Authorised Mass (MAM).

The teacher is at work taking part in a school activity and as such will be acting under their contract of employment but is not specifically paid as a minibuss driver. The manager still holds roles and responsibilities for the health and safety of the volunteer driver.

### Risk Assessment

**Managers are required to conduct a thorough Risk Assessment regarding the use of the minibuss, and should consider;**

- Drivers must be suitably rested before undertaking long journeys particularly when the event is planned after a member of staff has completed a standard working day. Drivers primarily employed as a driver should operate under Domestic Hours Rules, (this should be taught on the MIDAS Course).
- Any journeys expected to be over 4 hours long will require 2 drivers.
- For Drivers who are not required to follow Domestic Rules we suggest journey times should be planned to accommodate a 15 minute break or change of drivers every 2hrs, and 30 minutes break after 4hrs.
- Where appropriate formal consent will be obtained from parents and guardians, **Note:** Not required for visits during curriculum time – refer to new DCSF Guidelines (Health and Safety of Pupils on Educational Visits page 21 section 112).
- When transporting young people or vulnerable adults **on trips**, management must consider if an additional adult(s) is required for supervision during the journey.
- All staff must be familiar with the Emergency Arrangements, including fire fighting equipment, safe disembarkation in event of emergency, first aid provision and any special medical needs.
- All staff must be advised on the agreed pick up and drop off arrangements, and ensure appropriate safe systems are in place in the event of drop offs requested by passengers outside the plans.

- All staff must know how to conduct a safe emergency stop which includes stopping in a place of safety and disembarking away from the vehicle on motorways. Staff must be familiar with the vehicle details for contacting recovery services etc.
- Ensure drivers have access to a mobile phone, (not to be used by the driver whilst the vehicle is in motion), to use in an emergency, with relevant contact numbers for managers, base location and intend end of journey location. Emergencies can be two way, second adult can deal with emergency circumstances.
- All staff must be advised on actions taken when carrying hazardous substance such as oxygen, cleaning chemicals, or large equipment which if not secured pose serious seek of danger in the event of emergency stops.
- Assessment of the use of wheelchair fixings on minibuses, safe emergency evacuation from wheelchair fixed minibuses. (e.g. MIDAS accessible assessment) Managers must ensure staff are competent in the use of wheelchair fixings and familiar with emergency evacuation procedures of wheelchair dependent service users.
- Drivers who satisfy the conditions are able to drive minibuses; the importance of road safety cannot be understated especially in the carriage of school children. Only competent and trained drivers should be used for this purpose. The DfT and DCSF recognise that holding D1 Passenger Carrying Vehicle (PCV) entitlement remains the good practise option for schools.
- Managers must ensure arrangements are in place to enable equipment to be secured. (Luggage or heavy items must be secured so they can not cause injury in the event of a sudden stop or collision).

#### Federation Business Manager

1. The Federation Business Manager will develop a system for “booking out” the minibus, including times for routine servicing, 12 weekly safety inspections and MOTs.
2. Any excess mileage over and above the contract of 5000 miles per annum will be charged to the individual school at a rate of 4.7p per mile.
3. The Federation Business Manager must keep accurate records for servicing by ensuring that the dealer affixes an appropriate stamp in the service book provided.
4. The Federation Business Manager will arrange for purchase and payment of fuel and any arrangements for cleaning the minibus both inside and out.
5. The Federation Business Manager is responsible for ensuring that relevant insurance is in place.
6. The Federation Business Manager will remain responsible for applying for the relevant S19 permits.
7. Ensure all MiDAS certification for all drivers remains up to date.
8. Ensure all driving license 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 Board of Governors for further consideration by the Federation Business Manager.

9. Periodically inspect school minibus records to ensure adherence to this policy and our minibus contract with Bentley Walker.
10. Administer all banking and payments with the contract lease company Bentley Walker, and recharge as necessary to the schools. Act as the main point of contact with Bentley Walker and to manage the Bentley Walker contract.

In line with NYCC Guidance, the following documents must be kept:

- All documents relating to the vehicle, original manufacturers information
- Operating log including booking the vehicle in and out
- Accident/incident book, including faults reported and rectified
- List of authorised drivers
- Copy of driving licences
- Training and retraining forms
- Medical check details, kept strictly confidential
- Emergency equipment logs e.g. (Fire Extinguisher service records)
- Details of any vetting conducted
- Contact names and details of managers in event of serious incident
- Maintenance and safety check documents.
- First Aid Checklist
- Documentation/ records relating to Fire Extinguishers

### Further information

Insurance and Risk Management Unit – 01609 532721

CYPS Health & Safety Risk Management – 01609 532589.

Integrated Passenger Transport - 01609 535759

General Adviser – Outdoor Education & Education Visits - 01423 711 394

Guidelines for Educational off-site visits and Activities for Schools and Continuing Education.

[www.rospa.com/roadsafety/advice/minibus/minibus](http://www.rospa.com/roadsafety/advice/minibus/minibus)

[www.webminibus.co.uk](http://www.webminibus.co.uk)

[www.vosa.gov.uk](http://www.vosa.gov.uk)

[www.hse.gov.uk](http://www.hse.gov.uk)

[www.dvla.gov.uk](http://www.dvla.gov.uk)

[www.teachernet.gov.uk](http://www.teachernet.gov.uk) (Department for Children, Schools and Families)

[www.ctauk.org](http://www.ctauk.org) (Community Transport Association)

[www.thinkroadsafety.gov.uk](http://www.thinkroadsafety.gov.uk) (DfT)

[www.cpt-uk.org](http://www.cpt-uk.org) (Confederation of Passenger Transport)

[www.capt.org.uk](http://www.capt.org.uk) (Child Accident Prevention Trust)

[www.dptac.gov.uk](http://www.dptac.gov.uk) (Disabled Persons Transport Advisory Committee)

[www.mhra.gov.uk](http://www.mhra.gov.uk) (Medicines and Healthcare Products Regulatory Agency)

## Appendix 1

### Mini Bus 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. He or she should walk around the vehicle, including the trailer if applicable, to check for visible defects, and check the items listed below:

Reg No: HX69 DHN					
Starting Mileage:			End Mileage:		
Starting Time:			End Time:		
	Ok	Not Ok		Ok	Not Ok
Oil level (once only at start of day)			Mirrors are correctly adjusted, clean and unobstructed		
Coolant level (once only at start of day)			Position and function/purpose of all the dashboard controls		
Windscreen washer fluid level (once only at start of day)			Position of driving seat so that all controls can be operated comfortably		
Brake fluid level (once only at start of day)			Check for pressure on brake pedal		
Windscreen and windows are clean and undamaged			Wipers and washers are working properly		
Wiper blades are clean and undamaged			Fuel level (and type of fuel: diesel or petrol)		
Lights, including brake lights and indicators, are clean and working			Seat belts, where fitted, are and damaged and working properly		
Tyre pressures, including the spare (and inner tyres and tyres on a trailer, if applicable)			Location of wheel brace and jack		
Tyre tread, including the spare and inner tyres and tyres on the trailer, if applicable. At least 3.0mm across centre 3/4 is recommended			Location and contents of first aid kit and fire extinguisher(s)		
Any cuts and bulges?			Location of relevant paperwork (permit disc, insurance, road tax disc, MoT, emergency numbers and driving licence)		
Doors open and close properly			Change for parking or the telephone (or mobile phone or phone card)		
Trailer brake lights and indicators work, if applicable			Luggage is securely stowed and aisles and exits are clear		
Lift (if fitted) works safely			Damage or sharp edges		
Ramp (if fitted) fits and works safely			Roof rack or trailer is properly fitted		
and all luggage is securely held					

Driver's Signature \_\_\_\_\_ Date \_\_\_\_\_

Appendix 2

Minibus Driver Useful Information Sheet

School Emergency Contact's telephone Numbers:

Burnsall 01756 720273

Cracoe 01756 730259

Grassington 01756 752365

Kettlewell 01756 760280

Federation Business Manager:

Helena Washington: 07817 558361

Breakdown Assistance: PEUGEOT ASSIST 0800 2940294

Insurance Policy Number: UC POP 3391791

Minibus Reg: HX69 DHN

NYCC Integrated Passenger Transport:

Gary White 01609 533793