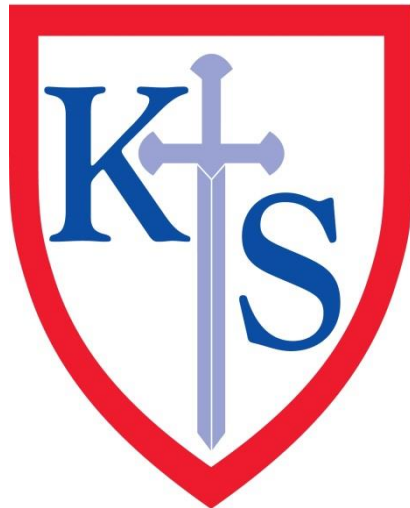


Kingsland CE Primary School

Minibus Policy



Let your light shine

“Let your light shine before others that they may see your good deeds and glorify your Father in heaven.” Matthew 5:16

Let your light shine on our vision:

As God’s children, overflowing with His light, we will shine before others to inspire, nurture and bring joy so all may embrace life in its fullness to the glory of God.

March 2024

Kingsland CE Primary School

Minibus Policy

Date for full implementation: March 2024
Review date: March 2027



Rationale

The Governors recognise the great educational and social development value of offsite and extracurricular activities and they commend and support all staff that run and organise such. This Policy is essential as it defines the responsibilities of Governors, Headteacher and Staff when a minibus is used to transport pupils and staff. The use of the minibus will be strictly controlled to conform to the policy so that safety is treated as the overriding principle at all times.

Principles

- To provide guidance on how best to use the school minibus.
- To detail safe operating procedures for its use which details the checks that should be carried out before and after use by drivers.
- To provide information about who can drive minibuses and the times that they may do so.
- To include details about what actions to take in case of a breakdown or an accident.

General Procedures

- The vehicle is licensed for a driver and 16 other passengers. This limit must not be exceeded. Pupils must not sit in the front passenger seat/s alongside the driver if any other seat in the rear of the bus is free.
- A safety check of the minibus will be carried out each time it is used
- A section 19 permit must always be displayed in the vehicle.
- A copy of this policy must always be available in the minibus.

Drivers

The absolute minimum requirements to comply with this policy and our insurance are that the drivers:

- are over the age of 21,
- have category B1 on their licence,
- have at least two years' experience as a qualified driver
- hold a current full driving licence with no more than 6 penalty points.
- approved drivers must report any driving convictions, accidents or changes in circumstances that may affect their status as an approved driver. Failure to do so may invalidate insurance cover.
- the driver will be responsible for the safety of the party and be in overall charge of any journey, and he/she must satisfy his/herself that the minibus is roadworthy, safe and conforms to legal requirements.

- Before driving with children on board, school staff drivers must have some experience of driving the minibus alongside a designated driver (Stewart Debenham or Steve Powell).
- ensure the vehicle is taxed, insured and MOT'd
- ensure there are adequate high-vis jackets for the adults on board.

Drivers' Hours

It is the school's policy that if there is a school visit which involves a driver being in charge on an extended day, then a second adult should accompany the party and that person should be competent to share the driving to reduce the possibility of driver fatigue. An extended day is anything beyond 7.00 pm when the teacher started work at 8.00 am. **This requirement is non-negotiable.**

The maximum drivers' time for the school minibus mirrors the limits for professional drivers i.e. 4.5 hours driving followed by a 45 minute break.

Drivers' Responsibilities

Whilst the school will ensure a weekly check of the condition of the minibus, drivers are responsible for the following checks before embarking on their trips:

- Do a visual inspection of the minibus which includes tyre pressure checks and that the windscreen and glass is clean and can be seen through
- Check brakes to see that they are functioning correctly
- Ensure that mirrors and seat are in the correct driving position
- Check that all lights are functioning correctly
- Ensure that all seat belts are being worn. This includes all passengers, who must wear a seat belt
- Ensure that the windscreen washer system works and that wipers are functioning correctly
- Ensure that the vehicle is correctly loaded and that no more than sixteen passengers are being carried
- Emergency exits must not be blocked
- Ensure that all doors are correctly closed
- Check that you have enough fuel for your journey
- As soon as possible after moving off, the driver should carry out a running brake test and at the same time, check the operation of the seat belts
- At intervals throughout the journey, all instruments and warning lights should be checked and necessary action taken if a fault is indicated
- Make sure that no rubbish is left on the vehicle and ensure that no malicious damage has occurred to the interior of the vehicle
- In the event of an accident / breakdown, photos to be taken of damage to vehicle if possible.

At the end of the journey the driver must lock and make the vehicle is secure. The keys should be returned to the headteacher immediately after use along with the completed Minibus Safety Checklist including starting and finishing mileage.

Passenger Responsibilities

All passengers:

- Should wear seat belts and always remain in their seats until instructed otherwise
- Should never distract the driver
- Should not eat or drink on the vehicle

- Must make sure that escape routes are not blocked
- Are ambassadors of the school and must always behave in line with normal school expectations and the school's behaviour policy

Breakdown and Accident Procedures

In the event of breakdown, the driver's first priority is the safety of all passengers.

Passengers should not (unless it is more dangerous to leave the bus) be allowed to sit in a vehicle that is broken down. They should first be moved to a position of relative safety e.g. off the hard shoulder on a motorway and beyond any crash barrier. The driver should inform the breakdown service and then inform the school.

In the event of an accident, names and addresses of vehicle owners, of insurance companies, and of witnesses should be obtained. A full accident report must be completed as soon as possible after the accident and submitted to the Headteacher. Copies of our insurance documents should be kept in the minibus.

For major incidents, first contact the emergency services and then contact the school (01568 708436) and the emergency LA number.

Speed Limits

The speed limit for minibuses is as follows:

- 30 mph not 40 mph on urban carriageways
- 50 mph not 60 mph on single carriageways
- 60 mph not 70 mph on dual carriageways
- 70 mph on motorways

Booking the minibus

- All bookings are to be made through the school office and are to be recorded in the school diary.
- Bookings must be made in advance.
- Disputes relating to availability will be settled by the headteacher.
- Drivers must record mileage start/finish for each journey.
- Visual safety checks must be carried out before each journey in accordance with this policy and a checklist completed.
- Any concerns about the safety or serviceability of the minibus must be reported in person by the driver to the headteacher immediately upon return. If the return is after school hours/late a warning note must be left attached to the steering wheel to prevent any further use before checks can be made.
- A charge of up to £50 per day may be applicable to all external hirers of the school minibus – decided by the Headteacher

Leaving the minibus as you would wish to find it

It is the responsibility of the trip organiser to ensure that the minibus is left in a clean condition (internally) at the end of the journey (e.g. clear of bottles, litter, spills etc.).

When required, drivers should refuel the minibus, so that there is adequate fuel for the next journey. The minibus should be returned with not less than ¼ tank of diesel.

