

MINIBUS POLICY

This policy was approved by the LGB on:

9 November 2021

Chair Of Governors: Tim Curtis

Headteacher: Chris Chorley

The school owns and operates a 17 seater (incl driver) minibus.

It is used to:

- Extend our curriculum to the local environment
- Ensure access to appropriate learning venues that may otherwise be inaccessible
- Enable pupils to build their cultural capital
- Ensure all pupils are able to access cultural, artistic and sporting events regardless of personal circumstances

RESPONSIBILITIES

The Governing Body is responsible for ensuring the minibus complies with all legal and health and safety requirements. This responsibility is designated to the Headtecaher to ensure appropriate implementation. Safety is paramount at all times.

School Responsibility

- Ensure a copy of drivers' licences, details of any claims within 3 years and details of any training
- Ensure current Insurance and MOT certificates are held on file
- Ensure servicing is carried out a *minimum* of twice a year and advisories are followed-up
- Ensure that a BS Fire Extinguisher and First Aid Box is carried at all times within the vehicle
- Ensure vehicle checks are carried out on a weekly, monthly and termly basis following ROSPA guidance
- Maintain adequate fuel
- Review driver's log on a termly basis
- Any charges made to parents/users are for **running costs only** and not for profit

Driver Responsibility

An eligible driver must:

- Be 21-70
- Have held a full UK driving licence for at least 4 years
- Have successfully completed a valid minibus training assessment
- Not be taking any medication which may affect their fitness to drive
- Have been a UK resident for the past 5 years
- Not drive the vehicle for more than 4 hours without a 45 minute rest
- Be driving on a voluntary basis

- Be in possession of a fully-charged mobile phone with working camera
- Have up to date First Aid Training
- Very short regular journeys within the villages of Chilcompton and Stratton-On-The-Fosse may take place with just the driver as the accompanying adults. This would usually be to St J Church, St V Church, Chilcompton Sportsground and local swimming arrangements.
- For all other journeys the driver must ensure that another accompanying adult is available. In the event that this is neither possible nor practical, parents must be notified and prior permission sought at all times

The driver is at all times responsible for (i) the condition of the vehicle he/she is driving, (ii) the passengers safety and behaviour (iii) ensuring the vehicle is secured properly when parked (iv) updating the vehicle journey log after each journey

Drivers must also:

- Supervise children when getting in or out of vehicle
- Never allow passengers to leave vehicle until it is at a complete standstill and safely parked
- Allow sufficient time for all journeys
- Plan any breaks where appropriate for a long journey (eg Young Voices)
- Never exceed the maximum capacity
- Ensure all passengers are sitting and wearing seatbelts
- Carry a list of passengers and any particular needs
- Comply with the vehicle manufacturer's instructions for correct operating
- Check that any luggage is secure
- Never leave children unaccompanied on the minibus
- Always park so that passengers step onto a safe footway and not a road
- Report/log any problems during a trip

Breakdown Procedures

In the event of a breakdown, drivers must

- Remember that passengers are more important than the vehicle
- Keep passengers aboard the vehicle unless the is clearly unsafe (for example on a motorway)
- Inform the school as quickly as possible so that recovery arrangements can be made and any parents/carers informed

HIRING OF THE SCHOOL MINIBUS TO THIRD PARTIES

The minibus is a private vehicle. It cannot be hired for use. The school reserves the right to use the minibus to support other community projects as it sees fit. This will not be for profit, will fall under all current insurance arrangements and this policy will apply.

Review date: November 2022

Appendix 1:

ROSPA Guidance pre-journey

Walk around the vehicle, including the trailer, if applicable, to check for visible defects, and then check the items listed below as OK or Not OK.

Exterior

- Oil level
- Coolant level
- Windscreen washer fluid level
- Brake fluid level
- Windscreen and windows clean and undamaged
- Lights including brake lights and indicators are clean and working.
- Tyre pressures, including spares (and inner tyres and tyres on trailer if applicable)
- Tyre tread, including spares (and inner tyres as above). At least 3mm across centre three-quarters is recommended. Any cuts and bulges?
- Doors open and close properly
- Trailer brake lights and indicators work, if applicable
- Roof rack or trailer is properly fitted, and all luggage securely held.

Interior

- Mirrors correctly adjusted, clean and unobstructed
- Position and function of all dashboard controls
- Position of driving seat so all pedals can be operated comfortably
- Pressure on brake pedal
- Lights and indicators are working
- Wipers and washers working properly
- Fuel level (and type of fuel)
- Seat belts are undamaged and working properly

- Location of wheel brace and jack
- Location and contents of first aid kit and fire extinguisher(s)
- Location of relevant paperwork (permit, MoT etc)
- Change for parking or telephone (mobile/phonecard)
- Luggage securely stowed; aisles and exits clear.

- Check brakes before loading passengers. With engine running, check handbrake is working properly and brake pedal is firm when pushed
- Conduct a moving brake test, off the road, if possible. Reach a speed of not more than 15mph check mirrors and, if safe, apply brakes fairly firmly. Brakes should work efficiently; vehicle should not pull to one side; luggage should remain secure.