

HASSENBROOK SCHOOL Specialist Technology College



MINIBUS POLICY

It is School policy that minibus will be operated in a manner which meets or exceeds the statutory requirements for vehicles of this type.

1 The School will:-

- 1.1 ensure that the minibus is maintained in a roadworthy condition, and is regularly serviced
- 1.2 ensure that the minibus will not be used until defects which have safety implications are rectified
- 1.3 ensure that the proper insurance, licences and permits are held and kept up to date;
- 1.4 ensure that all new minibuses are equipped with seat belts and conform to the relevant legislation;
- 1.5 maintain a list of authorised drivers;
- 1.6 ensure that a sign indicating maximum permissible passenger Capacity is displayed.
- 1.7 Provide High Visibility Vests in case of emergency.
- 1.8 Pay congestion charge/Reimburse congestion charge when incurred during school business

2. The School will not:-

- 2.1 pay fines for parking, speeding or other motoring offences;
- 2.2 pay congestion charge when vehicle used for personal use
- 2.3 provide legal support for staff charged with the above

3. School Personnel will:-

- 3.1 Before driving a minibus, make sure that it is in a fit and serviceable condition, by carrying out the safety routines specified on the drivers checklist (See Appendix A)
- 3.2 use minibus (where appropriate) in preference to hiring buses
- 3.3 not drive minibus unless they are on the list of authorised drivers
- 3.4 when organising the use of the minibus ensure that only authorised drivers are selected
- 3.5 inform the School of any change in their health which affects their ability to drive
- 3.6 refrain from consuming alcohol, for the twelve hours preceding and throughout the period of time in charge of the vehicle
- 3.7 refrain from driving while taking medication which carries warnings to this effect
- 3.8 refrain from smoking while in the vehicle
- 3.9 ensure that the minibus is cleared of litter at the end of each use and that any damage to interior fittings are reported in writing (Defect book in Repro office)
- 3.10 Ensure that High Visibility Vests are worn in the event that personnel need to exit the vehicle in an emergency situation.

4. Authorisation to Drive

There are two categories of vehicle licences which need to be taken into consideration when authorising personnel to drive the School minibus these are:

- 4.1 Drivers who passed their test prior to January 1997, who have a category D Licence or B Licence need to pass the MIDAS driver assessment test.
- 4.2 To become an approved driver an application form will need to be completed and processed (see Appendix E)

5. Safety

- 5.1 When taking charge of a minibus, drivers must satisfy themselves that the vehicle is in a fit condition for use (see Drivers Checklist Appendix A)
- 5.2 A Drivers Checklist will need to be completed and signed by the driver (See Appendix C)
- 5.3 When in charge of a party and/or when driving a minibus, staff must ensure that:
 - (i) the maximum permitted number of passengers is not exceeded;
 - (ii) seat belts are worn correctly at all times;
 - (iii) all luggage or other material is loaded securely and in a safe manner and that it presents no danger to occupants of the minibus and Gangway kept clear
 - (iv) all current road traffic legislation is observed;
- 5.4 Drivers must ensure they are properly rested before starting a journey, plan appropriate rest stops and/or carry a relief driver
- 5.5 A minibus may not be driven with a Category A Defect (See Appendix B)
- 5.6 Hazard warning flashers are for emergency use only.

6. Reporting and Recording

- 6.1 Drivers will make the necessary entries in the log book, at the start of each journey.
- 6.2 Drivers will report all accidents, however minor, to the Minibus Officer as soon as possible
- 6.3 Drivers must report all Category A Defects (See Appendix B) to the Minibus Officer immediately, who will retain the keys to prevent the use of the minibus and make an appropriate entry in the Minibus Defect Book. (in Reprographics office)
- 6.4 Drivers must report all Category B Defects (See Appendix B) by filling out the Minibus Defect Book. (in Reprographics office)

APPENDIX A

DRIVERS CHECKLIST:

1. External/internal damage to vehicle
2. Mirrors/windows intact
3. Tyres legal
4. Washer fluid level
5. Wiper blades undamaged
6. Lights and indicators are functional
7. Horn functional
8. Seatbelts functional & undamaged
9. Footbrake, Handbrake and steering functional

WEEKLY MAINTENANCE CHECKLIST:

1. External/internal damage to vehicle
2. Fluid levels
3. Tyre Condition
4. Lights functional
5. Mirrors functional
6. Seat belts functional and undamaged
7. Wiper blades in tact
8. Vehicle Clean
9. Equipment:
 - Fire extinguisher
 - First aid kit and Spill Kit
 - High visibility vests
 - Spare wheel

ACCIDENTS

In the event of an accident/incident inform the school immediately if you are able. To assist you in the possible confusion after an accident a checklist has been prepared:

1. Stop – it is an offence not to stop after an accident
2. Switch off the engine. Ask others involved to do the same
3. Ensure your passengers are safe from other hazards. If passengers are uninjured get them to leave the vehicle and go to a place of safety. Ensure children are supervised. Do not leave children unattended after an accident. Use reflecting vests (kept in the minibus) to make sure people are visible.
4. Make sure no one smokes near the accident
5. Warn other road users of the danger
6. If anyone is injured contact police and emergency services by dialing 999.
7. Administer First Aid if required (If Trained)
8. Do not move casualties unless absolutely necessary.
9. Do not move vehicles involved (unless they are a danger to traffic) until the police arrive or if they are not attending, until an independent person has noted their position.
10. Give your name and address, the registration number and in case of personal injury, insurance particulars to any person having reasonable grounds for requiring them.

Should for any reason, the particulars not be given at the time of the accident then the circumstances must be reported to the police station as soon as possible and in any case within 24 hours. The police will require to see the certificate or evidence of insurance and this must be produced at a specified police station within seven days of the accident or as soon as possible thereafter.

11. Obtain from the other person involved in the accident/incident their name, address and registration number of their vehicle and insurance details.
12. If there are any witnesses to the accident, obtain their name(s) and address(es).
13. **UNDER NO CIRCUMSTANCES ADMIT LIABILITY FOR THE ACCIDENT/INCIDENT.**

This policy complies with the Road Traffic Act, and legal advice has been sought in compiling this policy.

APPENDIX B

DEFECTS

Category A

- Defect to steering, brakes, clutch or tyres
- Damage which impairs road worthiness of vehicle
- Seat/Seatbelt damaged
- Engine Oil light failing to extinguish within 5 seconds
- Abnormal noise from engine, gearbox or rear axle
- Difficulty in changing gear or clutch slip
- Failure of lights or indicators
- Defective wiper blades

Category B

All items of cosmetic or minor nature which do not impair security and safety of driver and/or passengers, vehicle handling, drivers view of the road or the welfare of engine and transmission

APPENDIX C

HASSENBROOK SCHOOL
PRE-JOURNEY DRIVER'S CHECKLIST



Pre checks	Yes	No	Comments/Action Required	Reported to nominated officer
External/internal damage to vehicle and Mirrors/windows intact and clean				
Tyres inflated and legal			Front: Rear:	
Washer fluid level e.g. half/full Wiper blades undamaged			Level:	
Lights and indicators functional & undamaged				
Horn functional				
Seat belts functional & undamaged				
Footbrake, Handbrake and Steering functional				

Signature: _____ (Driver)

Date/Time: _____

Copy: Minibus Office/File

APPENDIX D

	HASSENBROOK SCHOOL MINI BUS CHECK LIST	
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Date: _____ Mileage: _____

INTERNAL

EXTERNAL

SEAT BELTS	<input type="checkbox"/>	INDICATORS	<input type="checkbox"/>
FLOOR	<input type="checkbox"/>	WING MIRRORS	<input type="checkbox"/>
SEATS	<input type="checkbox"/>	BODY WORK	<input type="checkbox"/>
RUBBISH EMPTIED	<input type="checkbox"/>	TYRES	<input type="checkbox"/>
LIGHTS	<input type="checkbox"/>	BREAK LIGHTS	<input type="checkbox"/>
LOCATION OF PAPER WORK		REVERSE LIGHTS	<input type="checkbox"/>
PERMIT DISC, INSURANCE	<input type="checkbox"/>	HEAD LIGHTS	<input type="checkbox"/>
TAX, MOT, EMERGENCY NO		WIPER BLADES	<input type="checkbox"/>
FUEL LEVELS	<input type="checkbox"/>	WINDSCREEN	<input type="checkbox"/>
FIRE EXTINGUISHERS	<input type="checkbox"/>	DAMAGE OR SHARP EDGES	<input type="checkbox"/>
FIRST AID KIT	<input type="checkbox"/>		
OIL LEVELS	<input type="checkbox"/>		
WATER	<input type="checkbox"/>		
SCREEN WASH	<input type="checkbox"/>		
REAR VIEW MIRROR	<input type="checkbox"/>		

COMMENTS

ALL CHECKS COMPLETED

SITE STAFF SIGNATURE _____

VCZ 5901

APPENDIX E

HASSENBROOK SCHOOL
MINIBUS DRIVER APPROVAL APPLICATION FORM

This form must be completed before driving minibus, and before being placed on the list of Approved Drivers.

Section 1 To be completed by all drivers

I confirm that I hold a full United Kingdom driving licence to drive a car (category B) and that the licence was issued before 1 January 1997

OR

I confirm that I hold a full driving licence, issued either by the United Kingdom or by another member state of the European Community, to drive Passenger Carrying Vehicles Category D1.

I confirm that my driving licence is *free/not free** from endorsements.

I understand that any future endorsements/convictions will be reported to the Minibus Officer/Headteacher before driving a minibus again and may result in suspension of my approval to drive a minibus.

I confirm that I have undertaken training and assessment that meet the requirements stated in the Hassenbrook School Minibus Policy 2011.

Name: Department:

(PLEASE PRINT)

Length of motor car driving experience:

Length of minibus driving experience:

Signed: Date:

Section 2 Approval by Headteacher

The above named person is approved to drive the minibus, in accordance with Hassenbrook School Minibus Policy 2011.

This approval is valid for the ... years from the date below unless revoked in writing.

Signed: Date:

Hassenbrook School reserves the right to refuse to approve a driver in certain cases.