



## School Mini Bus Policy

### Rationale

The Governing body of Springfield Primary School is responsible for ensuring that any school minibuses operated on behalf of the school or hired through the school fully comply in every respect, with all legal transport and health and safety requirements. This responsibility is delegated to the Head teacher to ensure its appropriate implementation.

### Aims

The aim of this document is to catalogue the various procedures that must be followed to ensure the safe use of the academy minibuses. This document will be given to all minibus drivers as part of the overall induction package.

### Key definitions

### Legal requirements

The law requires that a minibus must:

- Be adequately insured
- Be correctly licensed
- Be well maintained
- Have a valid MOT certificate (if more than one year old)
- Display a valid tax disc
- Correct seating with correctly fitted seat belts

The Governing Body and the Headteacher will ensure that the school has its own safety policy and procedures for the minibuses in line with the ROSPA Advice for minibus safety and code of practice. A copy of the full code of practice is held by the Headteacher.

The Governing Body and the Headteacher will ensure that all drivers of a minibus comply with the requirements issued in April 2006 by the DfE in their statement, 'Licensing incidental drivers of the school minibus'.

### Driving a school mini bus

### Driving a school mini bus with D1 entitlement

Where a member of staff wishes to drive a school mini bus the following conditions **must** apply:

- 1) The driver must have held their driving licence prior to 1 January 1997;

- 2) The driver must have full entitlement to drive cars before 1 January 1997 - shown as group A (B for automatics) or have categories B and D1 not for hire or reward on their licence;
- 3) The mini bus must have no more than 16 passenger seats in addition to the driver and have a maximum length not exceeding eight metres;
- 4) If the driver is transporting Springfield Primary School pupils on behalf of Springfield Primary School they must have an attended training through The Minibus Driver Awareness Scheme (MiDAS). This training will be updated every 4 years.

### **Driving a school mini bus without D1 entitlement**

Where a member of staff wishes to drive a school mini bus and does not have the D1 entitlement on their licence, the following conditions **must** apply:

The driver must attend apply for a provisional D1 on their licence and take both a theory and practical test to acquire the D1 requirement. Once the tests have been successfully completed, the D1 will be added to the licence, and the requirements above will apply and the MIDAS test needs to be completed.

**All new drivers will received an induction once completed they will be added to the list of authorised minibus drivers which is held by the Headteacher.**

### **Social purposes**

Social purposes are considered to be non-commercial activities within the school day or as an extra-curricular activity, including school trips and travel to and from sporting fixtures.

### **Hire and reward**

Under DfE specifications, a mini bus is not being used for hire and reward where pupils are not obliged to pay in exchange to be passengers.

### **Voluntary basis**

If the terms and conditions of a teacher's contract state that driving mini buses is a part of their duties, or if they are paid an additional sum for driving the mini bus (other than out of pocket expenses), they will be deemed as receiving payment and would not be driving on a 'voluntary basis'.

### **Out of pocket expenses**

A driver can only be reimbursed for out of pocket expenses, namely: fuel costs, parking fees, toll fees, or similar expenses incurred as part of a trip. Drivers will not receive any other payments for driving the mini bus.

### **Driver's Responsibilities**

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

- Do a visual inspection of the minibus and complete the pre drive checklist
- Ensure that food and drink are not consumed on the vehicle
- Make sure that no rubbish is left on the vehicle and ensure that no malicious damage has occurred inside or outside of the vehicle.

At the end of the journey the driver must return the vehicle and park it in the designated parking bay, lock the vehicle and make the vehicle secure. Keys should be returned to the School office to be kept in the school safe, immediately after use.

## 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

## Health and Safety of Drivers and Passengers

The named drivers should state the following to the pupils before the commencement of the journey:

- Seatbelts must be worn at all times. This is a legal requirement. (It is the driver's responsibility to check this).
- Everyone should remain seated at all times.
- Which entry and exit doors are to be used. (It is recommended that side doors be used except in emergencies).
- Gangways and doorways are to be kept clear at all times. Bags should be kept on laps or stored under seats securely.

## Passenger Responsibilities

- Should wear seat belts and always remain in their seats until instructed otherwise.
- Should never distract the driver by shouting, etc.
- Not eat or drink on the vehicle.
- Must make sure that escape routes are not blocked by bags, etc.
- In the case of Springfield pupils, they are ambassadors of the school and must never bring its name into disrepute by gesturing, etc.
- Passengers found to have vandalised the minibus may face a ban from using it again and will be required to pay for damages.

## Seat Belts

- Minibuses carrying three or more children aged at least 3 but less than 16 years, on organised trips or to and from school are required to be fitted with forward facing seats and seatbelts. These requirements also apply to coaches but not buses.
- The law requires either 2-point (lap) or 3-point (lap and diagonal) belts to be fitted. 3-point belts provide better protection in the event of an accident than 2-point belts, although 2-point belts are better than no belts at all.
- Where seatbelts are fitted, each child must occupy one seat.
- Seatbelts should be worn at all times by pupils and staff. (There is a legal requirement that seat belts are worn in minibuses, other than in extremely large minibuses which are unlikely to be available to schools).
- The driver is legally responsible for enforcing the requirement and ensuring that seatbelts are worn, except in the case of adults and children aged 14 and over who are personally responsible for the wearing of their seatbelt.

## Accident Procedures

In the event of an accident involving injuries or damage to others, the driver must contact the emergency services, the police, and the School as soon as possible. Any damage to the vehicle must be reported to the Headteacher on return to the School. Further driver guidance is attached as appendix E. An accident information form must be completed.

### **Breakdown and Recovery**

All school minibuses are covered for breakdown and recovery. Details of how to contact them and our membership numbers are attached to the minibus windscreen. Further driver guidance is attached in the appendices. Any issues should be reported to the Headteacher.

### **First Aid**

All minibuses contact first aid boxes which are checked at the end of each term. The contents of these boxes include:

- Antiseptic wipes
- Bandages
- Assorted adhesive dressings
- Plasters
- Eye pads
- Scissors

Any use of the first aid kit must be reported to the Headteacher as soon as possible to ensure a full kit at all times.

### **Smoking**

Smoking is strictly prohibited in the vehicle

### **Purchase of fuel**

Fuel to be purchased using the fuel card provided.

### **Care and Cleaning of the minibuses**

The minibuses will be cleaned on a weekly basis by our Site Supervisor. Passengers should not be allowed to wear muddy boots in the minibuses and should be encouraged to get changed at the end of matches in order to stop them sitting on the seats with damp and dirty clothing.

The Site Supervisor has responsibility for conducting weekly checks on the minibuses and passing on their findings to the Headteacher.

### **Alcohol, drug, tiredness and ill health**

Driver must observe a “no alcohol policy”. Similarly, no one may drive if taking drugs that may affect their driving capabilities.

No one should drive when his/her ability is affected by tiredness or ill health. Drivers must drive no more than two hours without a break, no more than four hours in total on the evening of a working day, no more than eight hours on any day.

It is essential that for all journeys in the School minibuses with a distance over 60 miles they be staffed by the named driver and at least one other qualified minibus driver.

### **Trailers**

No one may tow a trailer unless he or she has experience of towing a trailer and has been briefed on trailers by a suitable qualified person.

## Roof racks

Roof racks must not be overloaded as it affects the handling of the vehicle. All items must be securely fastened.

## Unsuitable roads

Experience has shown that some narrow single tracked roads are unsuitable for vehicles of this size. Routes should be planned accordingly.

## Mobile Telephone

A mobile phone should be carried by at least one member of staff in case of emergency. As with all journeys, driver should refrain from using mobile phones whilst driving. If it is necessary to make a call, drivers must pull over to the side of the road when and where it is safe to do so. Further driver guidance is attached as appendix H.

## Keys

Keys are kept in the school safe. Keys can be collected immediately before use and returned immediately after use. A sign out sheet must be completed once the key is collected and returned.

## Booking of the minibuses

To book a mini bus please contact the Headteacher or email [head@springfieldcps.lancs.sch.uk](mailto:head@springfieldcps.lancs.sch.uk) and complete the booking form.

## Management of the minibuses

The Headteacher has overall responsibility for the management of the mini bus. The responsibility will be carried out on a daily basis by the Headteacher and the Site Supervisor. The management system, detailed below, will be monitored termly by the Deputy Headteacher (Reasonable Officer) to ensure that both organisers and drivers are complying with all the requirements. Records should be kept for a minimum of 15 months. These records should be regularly inspected by the Responsible Officer.

## Management System

### The Headteacher will ensure the following:

- All staff use the proper booking procedures for use of the school minibus. Buses are provisionally booked with the Headteacher using the mini bus booking form.
- All drivers are familiar with, and adhere to ROSPA Mini Bus Safety Code of Practice [http://www.rospa.com/roadsafety/info/minibus\\_code\\_2008.pdf](http://www.rospa.com/roadsafety/info/minibus_code_2008.pdf) . A copy of which is on our website and a hard copy is retained by the Headteacher.
- All drivers complete a pre drive checklist. This form must be returned to the Headteacher at the end of the journey.
- Insurance cover, MOT and tax are up to date
- Vehicle registration documents are held securely
- In liaison with the Site Supervisor, to ensure that the minibus is securely parked, and keys held securely.
- Access to the minibus keys should be restricted to authorised users
- In liaison with the Site Supervisor, to ensure that the weekly maintenance checks are completed on time and documented in the maintenance log.
- Fuel usage will be regularly checked to ensure fuel purchases are for legitimate school use
- The Governors approve whether, and how, the mini bus is used by non-school users on an annual basis

- That the licences of all drivers are checked to ensure that they are permitted to drive a mini bus. This should be recorded and the check repeated every 12 months.
- Familiarisation training (Initial MIDAS training) must be completed by all school staff driving the minibus.
- That the minibus is fitted with a fire extinguisher and a first aid box.
- That the minibus has an emergency bag on board.
- New drivers receive an induction during which they will receive: a copy of the Mini bus code of practice, copy of the mini bus policy and a pre driver check list.

### **Monitoring and evaluation**

The Headteacher will report to Governors termly on the operation of this policy.

**Main author(s) of policy - Samaira Nasim**

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**MINI BUS DRIVING  
NEW DRIVER INDUCTION**

Date:	Driver's Name:
Guide:	Vehicle:

All drivers using a school mini bus for the first time must undergo an induction.

<b>Familiarisation of bus</b>	
Keys/locking	
Doors	
Milometer	
Location of first aid box	
Location of fire extinguisher	
Shown emergency contact details	
<b>Mini bus controls</b>	
Steering column controls	
Lights	
Heating	
Gears	
<b>Give driver copy of:</b>	
Conditions of hire	
Mini bus policy	
Pre Drive Check list	
Booking form	
<b>Obtain from driver:</b>	
Original licence (photo and paper)	
Number of points	
MIDAS certificate (if school staff)	

Signed: ..... Date:.....  
Driver

Signed:..... Date:.....  
Guide

**Appendix B**

**MINI BUS DRIVING  
PRE DRIVE SAFETY CHECK**

Date:	Driver's Name:
Registration of Vehicle:	
Start Mileage:	End Mileage:

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, to check for visible defects, and check the items listed below:

Exterior Check			Interior Check		
	OK	Not OK		OK	Not OK
Windscreen and windows are clean and undamaged			Mirrors are correctly adjusted, clean and unobstructed		
Wiper blades are clean and undamaged			Position and function/purpose of all the dashboard controls		
Lights, including brake lights and indicators are clean and working			Position of driving seat so that all controls can be operated comfortably		
Tyre pressures, including the spare			Check for pressure on brake pedal		
Tyre tread, including the spare and inner tyres. At least 1.0mm across centre 3.4 is recommended			Wipers and washers are working		
Any cuts and bulges			Fuel level		
Doors open and close properly			Seat belts, are undamaged and working properly		
Damage or sharp edges			Location and contents of first aid kit and fire extinguishers		
Other			Location of relevant paperwork, emergency numbers, driving licence		
			Luggage is securely stowed and aisles and exits are clear		
			Damage or sharp edges		
			Other		

If faults that might affect the vehicle's or passengers' safety are found, the vehicle must not be used until they are all remedied. Please report the faults immediately to the Site Supervisor/Headteacher.

Details of defects here:-

If no defects found please write NIL here: .....

**Driver's Signature:**

**Date:**

*All Springfield School minibuses are equipped with emergency equipment (high visibility jacket, torch warning triangle, and disposable camera). In the event of a puncture, accident or breakdown please contact :*

*When it is safe to do so, please contact Samaira Nasim at school 01282 437277 or 07830047974*

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**Office use:**

Confirm how defects were rectified:

Confirm when defects were rectified:

Other Comments:

**Signed:** .....

**Date:** .....

**Name:** .....

Appendix C

**MINI BUS DRIVING  
REGULAR MAINTENANCE SAFETY CHECK**

Date:	Driver's Name:
Registration of Vehicle:	

Exterior Check			Interior Check		
	OK	Not OK		OK	Not OK
Oil level			Mirrors are correctly adjusted, clean and unobstructed		
Coolant level			Position and function/purpose of all the dashboard controls		
Windscreen washer fluid			Position of driving seat so that all controls can be operated comfortably		
Brake level fluid			Check for pressure on brake pedal		
Windscreen and windows are clean and undamaged			Wipers and washers are working		
Wiper blades are clean and undamaged			Fuel level		
Lights, including brake lights and indicators are clean and working			Seat belts, are undamaged and working properly		
Tyre pressures, including the spare			Location and contents of first aid kit and fire extinguishers		
Tyre tread, including the spare and inner tyres. At least 1.0mm across centre 3.4 is recommended			Location of relevant paperwork, emergency numbers, driving licence		
Any cuts and bulges			Luggage is securely stowed and aisles and exits are clear		
Doors open and close properly			Damage or sharp edges		
Damage or sharp edges			Other		
Other					

If faults that might affect the vehicle's or passengers' safety are found, the vehicle must not be used until they are all remedied. Please report the faults immediately to the Site Supervisor/Headteacher via School Reception.

Details of defects here:-

If no defects found please write NIL here: .....

Site Supervisor's Signature:

Date:

---

**Office use:**

Confirm how defects were rectified:

Confirm when defects were rectified:

Other Comments:

**Signed:** .....

**Date:** .....

**Name:** .....

Appendix D

**General Driver Guidance**

**Before Setting Off**

- Allow sufficient time for the journey, avoid long spells of driving and plan breaks
- Never allow passengers to board until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic free area
- Plan which passengers will sit in the front seats and next to doors
- DO NOT overload the capacity of the minibus and ensure that all passengers are wearing seatbelts
- Always ensure that disabled passengers are seated safely and comfortable and that passengers traveling in their wheelchairs are safely restrained. Wheelchairs not in use must also be securely stored.
- Make sure there is a complete list of the passengers being carried with a note of any special medical or other needs.
- Take care when using passenger lifts and other specialist equipment. Always comply with the manufacturer 'instructions

**During the Journey**

- DO NOT allow any horseplay
- DO NOT allow passengers to operate the doors
- DO NOT leave students unaccompanied in the minibus

- If you have to stop for an emergency or breakdown whilst on a motorway, only stop on the hard shoulder and as far away from moving traffic as possible

#### At the End of the Journey

- Never allow passengers to disembark until the vehicle is at a complete standstill and safely parked
- Always park so that passenger step onto the footway and not onto the road
- Report any problems or incidents that occurred during the trip to the School
- Return mobile phone and minibus pack to reception

## Appendix E

### Driver Guidance on Accidents/Incidents

#### If a breakdown/accident or incident occurs

##### Care of the Group

- Ensure the safety of the group from further danger
- Arrange search, rescue, medical care or hospitalisation as necessary
- Ensure welfare of all concerned

##### Next Steps

- Inform the **Breakdown Service Provider** as soon as possible (a **Breakdown Recovery** card listing all numbers to be used in the event of a breakdown is in the minibus pack)
- **All School minibuses are covered by Breakdown Recovery Service for roadside assistance and relay.**
- The person you will contact will need to know what has happened and the current situation.
- Try to give a telephone number/destination where you can be contacted.
- In case of a serious incident, notify the police.
- Do not interfere with any equipment etc, which could be relevant to the subsequent investigation.

##### A SERIOUS ACCIDENT OR INCIDENT is described as:

- An accident leading to a fatality, serious or multiple fractures, amputation or other serious Injury
- Serious illness
- Circumstances in which one or more party members might be at serious risk
- Any situation in which the presence or possible involvement of the press or media could have significant implications

##### WARNINGS AND ADVICE

- Without the approval of the establishment head or appointed authority, politely decline to comment to the media
- Avoid making any statement admitting liability
- Those involved in an accident need not communicate with anyone other than those in an official capacity
- Be compassionate with anyone involved
- Keep a written record of all relevant facts and preserve any vital evidence.

## Appendix F

### Driver Guidance on Breakdowns

#### If the minibus breaks down:

- Get the vehicle off the carriageway, if possible.
- Use hazard warning lights and other lights as necessary.
- Do not spend very long trying to find the problem.
- Call for assistance, without leaving the vehicle, if possible. Use the radio or mobile phone on the vehicle if you have one, or ask a passenger to do so on your behalf. If you have to leave passengers in the vehicle in order to summon assistance, always instruct them to stay in or with the vehicle until you return.

#### Minibus Breakdown on the Motorway

- If practicable leave the motorway at the next exit and seek assistance.
- Otherwise pull safely off the carriageway onto the hard shoulder. Park as far to the near side of the hard shoulder as possible.
- Try to stop near an emergency phone, which is a mile apart, or use your mobile phone when stationary. Red and white posts positioned every 100 meters have an arrow indicating the direction of the nearest telephone. The emergency phones are free and connect you directly with the Motorway Police Control Room. They will arrange any help you need. The emergency phones are coded so your exact location is known.
- Switch on the vehicle's hazard warning lights and at night switch on all other lights except headlights including saloon lights.
- If possible get all the passengers out of the vehicle using near side exits. Then keep passengers well away from the carriageway, preferably on the embankment. In the case of passengers in wheelchairs, it may not be practicable or safe to do so.
- **NEVER CROSS THE CARRIAGEWAY**
- If your vehicle carries an emergency triangle, position it on the hard shoulder 150 meters behind the vehicle.

#### 4. Fire

- Stop and switch off the engine
- Leave the gear lever in neutral in case the engine re-starts due to an electrical short circuit.
- **GET THE PASSENGERS OUT OF THE VEHICLE** and away from it. Always evacuate the vehicle if possible **BEFORE** tackling the fire.
- **CALL THE EMERGENCY SERVICES**
- Tackle the fire, **ONLY IF IT IS SAFE** to do so. If you suspect an engine fire, release the bonnet catch from the inside of the minibus if possible. **DO NOT OPEN THE BONNET.**
- Use the fire extinguisher through the aperture between bonnet and grill.
- When the emergency services arrive, inform them if all passengers are out of the vehicle, and if there are any hazardous containers on board, i.e. gas cylinders.

#### 5. If a Passenger is Taken Ill

- Stop in a safe place.
- Administer first aid if you feel able to do so.
- Call for an ambulance if required, either by mobile phone or by stopping passing traffic, to get them to call for help. If near a hospital or Health Centre it may be appropriate to drive there directly.
- Contact the School with details of the circumstances.
- Offer reassurance to the other passengers.

## Appendix G

### Driver Guidance on mobile phone use

Mobile phones are for School use and should only be used in emergency situations.

As from December 2003 it is a criminal offence to use a mobile phone whilst driving

The Law in the Highway Code regarding mobile phones must be complied with by all staff: -

“You **MUST** exercise proper control of your vehicle at all times. Never use a hand held mobile phone or microphone when driving. Using hands free equipment is also likely to distract your attention from the road. It is far safer not to use any telephone system while you are driving - find a safe place to stop first”.

### Guidelines

1. Only use the mobile phone when it is necessary to do so and do not use for longer than is strictly necessary and **never** whilst driving.
2. Leave a gap between the phone and your ear. Do not press it to your ear or the side of your head.
3. Where possible make calls using hands-free equipment in the vehicle. Make sure the vehicle is stationary while doing so.
4. When calling another mobile phone user, always ask whether it is safe to speak.
5. Ensure that the phone is removed from the vehicle when it is unoccupied.
6. Before switching a phone on, consider whether being in touch is so essential that you need to compromise your safety and that of others.
7. When driving, never initiate calls, even in traffic queues and at traffic lights.
8. Only acknowledge incoming calls with a short response indicating that you will call back when it is safe to do so.
9. Never look up numbers or attempt to take notes while driving.
10. Encourage colleagues to consider your safety first and to place non-urgent calls to an answering service or to take messages on your behalf rather than giving your number to a third party.

### Hand-held Mobile Phones

- This type of phone should never be used to make or receive calls when driving a vehicle, unless it is stationary, i.e. parked correctly according to road traffic regulations.
- The one exception to this is clear that the jam situation where it is clear that the jam will not clear itself for some appreciable time.
- The phone should not be used at traffic light queues or in other situations where the traffic queue is likely to clear within a matter of minutes.
- At all other times, the phone should be turned off and a message answering facility employed.
- When calls are made they should be of as short duration as possible and the phone should always have its aerial extended.
- Users should be encouraged only to make essential calls from the mobile unit, with the majority being made via the landline system.

### General Recommendations

- Outgoing calls should only be made from a mobile phone when the vehicle is stationary.
- The person using the mobile phone must always be allowed to be in control of the call, even when speaking to a more senior member of staff, so that they can instantly terminate the call should it prove necessary for reasons of safety.

### The Driver

Drivers are legally obliged to have proper control of their vehicle at all times. Examples of existing maximum penalties for unsafe driving offences are:

1. Failure to have proper control - Maximum Fine £2500.

2. Careless and inconsiderate driving - Maximum fine £2500, endorsement of three to nine penalty points and discretionary disqualification.
3. Dangerous driving - Maximum penalty of two years in prison, unlimited fine, minimum one year disqualification and extended re-test.

Policy Approved June 2017

To be reviewed