



SCHOOL MINIBUS POLICY

Responsibilities

The Governing Body of Bartley C of E Junior School is responsible for ensuring that the school minibus operated on behalf of the school fully complies in every respect, with all legal transport and health and safety requirements. This responsibility is delegated to the Headteacher to ensure its appropriate implementation.

Legal Requirements

The law requires that a minibus must:

- Be correctly licensed
- Display a valid tax certificate
- Be adequately insured
- Be well maintained
- Have a valid MOT certificate (if more than one year old)

The Governing Body and the Headteacher will ensure that the school has appropriate safety procedures for the minibus in line with the ROSPA Advice for Minibus Safety and their code of practice. A copy of the full code of practice is available at www.rposa.com.

The Governing Body and the Headteacher will ensure that all drivers of the minibus comply with the requirements issued in April 2006 by the DfES in their statement, "Licensing incidental drivers of the school minibus". This states that teachers or other school staff are mostly exempt from having to hold a D1 PCV driving licence to drive the school minibus because they are not being paid specifically to drive, i.e. driving is not mentioned in the contract of employment. For **the exemption to apply**, the following conditions from section 7(6) of the Motor Vehicles (Driving Licences) Regulations 1999 must be met:

- Drivers are aged 21 years or over.
- They have held their category B driving licence for at least 2 years.
- The minibus is being used by a non-commercial body for social purposes, but not for hire or reward .

- Drivers are not being paid to drive the minibus other than out-of-pocket expenses
- No trailer is towed.

Applying the above exemptions therefore limits the staff at Bartley C of E Junior School who are able to drive the minibus to those with Category D on their licenses. This is also a requirement of the HCC Insurance Policy arranged by Hampshire County Council Fleet Management.

The Governing Body and the Headteacher will ensure that the minibus carries, at all times, a fire extinguisher and a suitably equipped first aid box. (see appendix 1 for details).

Management of the Minibus

The School Business Manager, who reports to the Headteacher, will have responsibility for the management of the minibus.

The minibus will be maintained by the Local Authority and inspected approximately every 12 weeks, but not less than once per term. Defects and record sheets have been provided and must be completed each time before the bus is used. Telephone numbers for breakdown recovery are supplied within the defects book.

The Management system, detailed below, will be monitored by the Site Manager to ensure that both organisers and drivers are complying with all requirements. Records will be kept for a minimum of 15 months.

Mini Bus Procedures

The following procedures are in line with the ROSPA guidance and further information can be obtained from www.rospsa.com/roadsafety/advice/minibus/ifo/Minibus_Code_2008.

Management System

The School Business Manager will ensure the following:

- All compliant drivers must hold D1 on their license and have successfully completed full/ refresher MIDAS Training.
- That the licences of all drivers are checked to ensure that they are permitted to drive a minibus. A copy is retained on file and the check repeated every 12 months.
- Staff follow the proper booking procedures for use of the school minibus.

All drivers must check for visibly defects (as outlined on the defect sheet), before each journey and complete the log reporting any faults to either the School Business Manager or Site Manager immediately.

All staff are made aware of the personal legal implications if procedures are not adhered to *"it is the driver's licence that will suffer if the vehicle is found to be defective. It is also the driver's responsibility to ensure the safety (including the use of seat belts) and welfare of all passengers"*. ROSPA February 2008

All drivers are aware that no journey must take place if any faults that might affect the vehicle's or passengers' safety are found.

All drivers complete the mileage log for all journeys. The log should include the date of the journey, start and finish mileages, purpose of the journey and the driver name.

The Site Manager will refuel the minibus on a weekly basis and complete a visual check on the condition.

That the log is checked at least half termly to ensure it is correctly completed and all mileage is accounted for.

The Site Manager will ensure :

- That the minibus is securely parked and the keys held securely.
- Insurance cover, MOT and tax is kept up to date.
- Vehicle registration documents are held securely.

The School Business Manager will ensure:

- Access to the minibus keys are restricted to authorised users.
- Fuel usage is regularly checked to ensure fuel purchases are for legitimate school use and agree with the mileage recorded in the log.
- That a Section 19 permit is displayed

Familiarisation training should be provided for all new users of the minibus.

Monitoring

The School Business Manager will report to the Headteacher termly on the operation of this policy.

Review

Date of Policy Approval : July 2016
Date of Policy Review : July 2019
Policy Approved : July 2016

**APPENDIX 1
FIRST AID BOX CONTENTS**

- 10 antiseptic wipes, foil packed;
- 1 conforming disposable bandage (not less than 7.5cm wide);
- 2 triangular bandages;
- 1 packet of 24 assorted adhesive dressings;
- 3 large sterile un-medicated ambulance dressings (not less than 15cmx20cm);
- 2 sterile eye pads with attachments;
- 12 assorted safety pins;
- 1 pair rustproof blunt-ended scissors;
- Disposable gloves;
- Mouth mask for resuscitation.

FIRE EXTINGUISHER

- At least one fire extinguisher which complies with BS 5432 (or equivalent, e.g. BSEN3)
- Has a minimum test rating of 8A or 21B
- Contains water or foam (Halon extinguishers are no longer permitted in vehicles)