



St Anne's School and Sixth Form College

Minibus policy

This policy was adopted in the 2014 and updated September 2018

1. INTRODUCTION

This policy has been produced under the Driving for Work guidance from the Local Authority and the Educational Visits guidance for travel by Minibus. The document outlines the arrangements at this school for ensuring compliance with the L.A's Policy, and where appropriate highlights the specific responsibilities of individual employees to ensure that this is achieved.

A copy of the L.A's Driving for Work Policy and the Educational Visits can be found on the East Riding website.

Employees are responsible for following the standards of conduct laid down in this policy and should understand how this relates to the school ethos, safeguarding policy and the off-site activities protocol that is located in the school and residence entrance.

2. FUNDAMENTAL PRINCIPLES

The governing body and head teacher will take all reasonable and appropriate steps to ensure that the legal responsibilities of all persons associated with this school are met. Therefore, all activities must be carried out in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff and pupils.

St. Anne's staff recognise the restrictions imposed on visits if adhering to the local authority guidelines of mileage, therefore the head teacher and governors support the change to a distance of 40 miles (one way) providing the following:

- i. The driver is comfortable with the proposed journey.
- ii. The driver (residence staff only) is not the group leader, and working a 24 hour shift. If the driver is the group leader and working a 24 hour shift, the previous limit of 20 miles distance (one way) will apply.
- iii. The driver is allocated a pupil who is not known for displaying challenging behaviour.

Should the planned trip exceed 40 miles one way, a second driver will be required to accompany the group.

3. ROLES AND RESPONSIBILITIES

The driver will be:

- MiDAS trained (with an in-date licence).
- Responsible for vehicle checks before use, this includes checking the fuel levels, oil, water and tyre pressure.
- Responsible for all making sure all passengers wear a seat belt at all times whilst travelling.
- Responsible for securely fastening of wheelchairs, equipment or luggage.
- Responsible for reporting of any accidents, damages or faults to the minibus, before or during travel.
- Responsible for the minibus during the off site visit.
- Responsible for completing the paperwork (as per the bus)
- Responsible for leaving the minibus clean and tidy and with fuel.
- Responsible for returning the keys to their allocated place.

The group leader (which may also be the driver) will be:

- Responsible for notifying the school or residence of any delays or changes to the planned trip or route (this may involve delegating another person to do this).
- Responsible for all making sure all passengers wear a seat belt at all times whilst travelling.
- Responsible for reporting of any accidents, damages or faults to the minibus, before or during travel.
- Responsible for leaving the minibus clean and tidy.

Admin team will:

- Keep records of checks of driving licences.
- Update tacograph cards (as per the local authority policy)

In addition all staff will be:

- Aware of how to turn off the ignition, put on the hand brake and switch on the hazard lights, in case of an accident.
- Responsible for leaving the minibus clean and tidy.

4. RISK ASSESSMENT

Prior and during the trip, the off-site activities protocol will be adhered to at all times.

5. IN THE CASE OF AN ACCIDENT

In minor breakdown, the driver will be responsible for dealing with the problem, while other staff are responsible for the pupils.

A rigid procedure cannot be laid down for evacuating the minibus, as this will alter depending on the pupil group, location and situation. A general rule would be to remove those who can be moved quickly first (as like with the fire protocol), however it may be necessary to remove a wheelchair or immobile pupil first to clear exits.

When evacuating the bus, removal to a safe area must be ensured.

Should the driver be injured, the nearest adult should switch off the ignition and activate the hazard lights.

Injured passengers must only be removed if they are more at risk by being left in the vehicle. Implement emergency aid procedures and summon for help.

6. REVIEW OF THIS POLICY

A review of the policy will be undertaken through minibus driver meetings and any amendments or updates will be reported to the Governing Body.