



The John Roan School

The best in everyone™

Part of United Learning

MINIBUS POLICY

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Introduction

Minibuses are a valuable asset and the John Roan Foundation have very kindly provided four minibuses for school use. Although the minibuses are used extensively to transport students to and from the school playing fields in Kidbrooke they also allow students access to the many benefits of out-of-school activities.

Principles

- To provide guidance on how best to use the school minibuses.
- To detail safe operating procedures for their use which details the checks that should be carried out before and after use by drivers.
- Provides information about who can drive minibuses and the times that they may do so.
- Includes details about what actions to take in case of a breakdown or an accident.

Purpose

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

Driver Training

It is essential that the school are satisfied that all persons authorised to drive are competent to drive a school vehicle containing students safely. The absolute minimum requirements to comply with our insurance are that the drivers: -

- are over the age of 21
- have category D1 on their licence
- have at least two years' experience as a qualified driver
- hold a current full driving licence with no more than 6 penalty points. If a driver has less than 6 points, the driver may still be precluded if the points are for dangerous driving

To comply with the above, the school has gone further in its quest to ensure that students are driven in safety.

Prior to transporting students for the first time, all drivers will be given the opportunity of either a vehicle familiarisation session with a member of the Site Team or a more formal training session with a driver training company if required. The overview will include: -

- Daily vehicle checks
- Pre-journey checks
- General driving safety
- Road testing

- Emergency stop
- Use of mirrors and indicators
- Reversing using mirrors only
- Passenger safety
- Passenger comfort

All new drivers will be added to the list of authorised minibus drivers which is held in the Cluster Facilities Manager's office. Staff who pass the test to drive a car after 01.01.97 may also drive a minibus with up to 16 passenger seats that is not being used for hire and reward if the following conditions are met:

- You are over 21 and have held a category B licence for at least 2 years
- The minibus is used by a non-commercial body for social purposes
- You receive no payment other than the recovery of your out-of-pocket expenses (e.g. fuel and parking costs)
- You provide the service on a voluntary basis
- The maximum unladen weight of the minibus is not more than 3.5 tonnes (or 4.25 tonnes if including any specialist equipment to carry disabled passengers) and
- You do not tow a trailer.

Drivers Hours

It is the school's policy that if there is a school trip which involves a driver being in charge on an extended day, then a second adult should accompany the party and that person should be competent to share the driving to reduce the possibility of driver fatigue. An extended day is anything beyond 7.00 pm when the teacher started work at 8.45 am. **This requirement is non-negotiable.**

Driver's Responsibilities

Prior to setting out and at the end of every journey the minibus keys should be collected and returned to reception at Westcombe Park. Reception staff will complete the minibus log to include

- Minibus registration number
- Driver's name
- Time out
- Time returned and name (if another driver has returned the vehicle)
- Details of any faults, damage, accidents or injury

It is essential that when minibuses are returned that they are parked in the designated parking bays in the Westcombe Park car park and that the keys returned promptly to reception and signed back in. Keys must not be retained and passed directly to other members of staff. In order to ensure that the minibuses operate safely and are maintained to the highest level it is essential that any faults, damage, accidents or injury are reported to reception upon the return of the keys.

Whilst the school will ensure daily/weekly checks of the overall condition and roadworthiness of the minibuses, drivers are also responsible for the following checks before embarking on their trips:

- Do a visual inspection of the minibuses including tyres and that the windscreen and glass is clean and can be seen through
- Check brakes to see that they are functioning correctly
- Ensure that mirrors and seat are in the correct driving position
- Check that all lights are functioning correctly
- Ensure that all seat belts are being worn. This includes all passengers, who must wear a seat belt
- Ensure that the windscreen washer system works and that wipers are functioning correctly
- Ensure that the vehicle is correctly loaded and that no more than sixteen passengers are being carried
- Emergency exits must not be blocked
- Ensure that all doors are correctly closed
- Check that you have enough fuel for your journey
- As soon as possible after moving off, the driver should carry out a running brake test and at the same time, check the operation of the seat belts
- At intervals throughout the journey, all instruments and warning lights should be checked and necessary action taken if a fault is indicated
- 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 to the interior of the vehicle

At the end of the journey the driver must ensure that all windows are closed, lock and make the vehicle secure. Keys should only be collected just prior to making use of the minibuses and returned promptly to reception immediately after use.

Passenger Responsibilities

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

Accident Procedures

If an accident occurs and any personal injury or damage to third party property is involved, then the driver must stop. He/she must be prepared to give his name and address and details of the owner of the vehicle to a Police Officer or any other person having reasonable grounds to ask. If for any reason the driver is not able to give these details then he/she must report in person to a

Police Station as soon as practically possible, otherwise an offence is committed, and in any event not later than twenty-four hours afterwards.

Report your accident immediately to the Cluster Facilities Manager who will let you have the appropriate forms to complete for onward transmission to our insurers.

Breakdown and Recovery

The school minibuses are covered for breakdown and recovery. Details of how to contact them and our membership numbers are attached to the minibus windscreens. Any issues should be reported to the Facilities team.

First Aid

All minibuses contain first aid boxes which are checked regularly by the First Aid Lead. 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 Cluster Facilities Manager as soon as possible thereby maintaining a full kit at all times.

Purchase of Fuel

The Deputy Facilities Manager refuels minibuses on a weekly basis or as needed.

Care and the Cleaning of Minibuses

Minibuses involve a great expense when purchasing. Please help to ensure that their working lives are extended for the maximum possible period. One of the main problems with school minibuses has been that the inside wears out before the body and mechanics. The condition of the interior at the end of each journey must be checked.

Students 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.

Booking of the Minibuses

If you need to book a minibus you must email the Cluster Facilities Manager and/or the Deputy Facilities Manager to make that request. The CFM/DFM will then check availability.

If you require a driver, the CFM/DFM will request a volunteer from the list of authorised drivers.

Drivers are not covered by the school's insurance if their journey is for private use. Minibuses must not be used for private use.

Daily/Weekly Checks

The Facilities team has responsibility for conducting daily/weekly checks of the minibuses and passing on findings to the Cluster Facilities Manager/Deputy Facilities Manager.

Any defects in the minibuses noted by staff should be notified **immediately** to the Cluster Facilities Manager/Deputy Facilities Manager who will then determine whether or not the vehicle should be taken off the road and repairs carried out.

The minibuses are inspected and serviced in line with the manufacturers recommendations. The service schedule is monitored by the Facilities Team.

Incorrect Use of the Minibuses

A driver who breaks the speed limit will be responsible for paying his/her own fines. Similarly fines imposed for incorrect car parking or negligent driving will be the responsibility of the driver. Any damage caused to or by the minibuses through incorrect use, may result in the driver being asked to contribute fully or partially to any costs/excess payable by the school.

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

Keys

Keys are kept at the Westcombe Park FM office. They can be picked up at any time between 8.00 am and 4.00 pm. When you have finished using the minibus, please return the keys **immediately**. Do not collect the keys too far in advance of using the vehicle, as this prevents use in the intervening period.

Use of the Trailer

The trailers are the property of the Hope Memorial Trust. Where a trailer is required for a journey, it is the responsibility of the member of staff running the journey to organise the fitting of the trailer and for ensuring it is promptly stored away at the end of the journey.

No student should be responsible for the fitting of the trailer. If students are assisting they must be supervised and the attachment checked.

List of Authorised Drivers

The Cluster Facilities Manager will keep a list of drivers who have been authorised to drive the minibuses. All staff that are eligible to drive the bus will be asked to sign a copy of this policy and an annual declaration before they can drive the minibus.

Authorisation may be withdrawn at any time by the Headteacher. Any member of staff who has been advised not to drive their own vehicle for medical reasons must advise the Headteacher immediately.

Annual Driver's Declaration

In order to be covered under the school's insurance policy to drive the school minibuses all authorised drivers must complete the driver's declaration on an annual basis. Forms are available from the Cluster Facilities Manager's office and you will be required to produce your driver's licence for photocopying.

Final Comment

Driving a minibus does demand great responsibility. Preparation is essential and drivers must always present the highest standards to their passengers and other road users.