



# Mini-bus Policy

## BASE Academy Trust

Policy Reviewed:	September 2019
Next Review:	September 2020
Signature of Chair of Trust Board: Craig Graham	Signature of Executive Headteacher: Lisa Whittaker

# **BASE ACADEMY**

## **MINI-BUS POLICY**

### **Responsibilities**

The mini-bus was purchased by, and is the property of, Red Lane Primary School.

Governors are responsible for ensuring any vehicles operated on behalf of the academy fully comply in every respect, with all legal transport and health and safety requirements. This responsibility is delegated to the Executive Head teacher to ensure its appropriate implementation.

The policy covers vehicles owned by the academy and hired by the academy.

### **Legal Requirements**

The law requires that a minibus must:

- Be adequately insured.
- Be well maintained.
- Have a valid MOT certificate (if more than one year old).
- Have the correct seating with correctly fitted seat belts.

### **Management System**

The Executive Head teacher will ensure the following:

- All staff use the proper procedures for use of the minibus.
- All drivers are familiar with, and adhere to, this policy.
- Insurance cover, MOT and tax are up to date.
- Vehicle registration documents are held securely.

### **Permitted Drivers**

All drivers must:-

- Be over 25 years old.
- Have held a full UK licence for over two years. This should be recorded and the check repeated every 12 months and copies of the licenses kept on file.
- Have been a permanent UK resident for 5 years.
- Be claim free in past 5 years and conviction free in the past 5 years.
- A register of permitted drivers will be kept in the School Vehicle & Drivers file. Each entry in the register must be completed every 12 months.
- Drivers must have no more than 6 penalty points. Drivers must inform the school if they receive any further penalty points. This information will be recorded.
- Drivers must notify the academy about any medical condition or defect that might affect their driving and restrictions applied by DVLA including courses of prescribed medicine and eyesight.
- The Executive Head teacher should monitor the performance and safety record of all who drive minibuses. If there is any doubt about a driver's competence, regardless of the type of licence

they hold and their previous record, steps must be taken to investigate. The driver should not be allowed to drive school vehicles until any doubts have been satisfactorily resolved.

(The underwriter requires that these checks are to be done for anyone drives the vehicle).

Drivers must inform the Academy immediately if charged with any motoring offence, regardless of whether the offence was committed in their own vehicle or the academy mini-bus. Similarly, any previous convictions should be made known to the Executive Head teacher before a new/prospective minibus driver is allowed to drive.

If a driver is convicted, with the licence endorsed and penalty points imposed, the Executive Head teacher must consider whether the nature and severity of the offence pose any risk to minibus passengers. It may be appropriate to reconsider that individual's position, and at the very least arrange for their minibus driving skills to be reassessed. The Governing Body must be consulted before a decision is made about allowing a convicted driver to continue driving a minibus.

If, on conviction, a driver is disqualified from driving then clearly they must desist from all driving with immediate effect.

On disqualification of up to six months duration, drivers will be banned from driving the mini-bus for a period of two years from the end of the disqualification period. They must undergo minibus driver training and assessment before driving again.

Where a disqualification is for a period of more than six months, the driver will be banned from driving the mini-bus for a period of five years from the end of the disqualification. They must undergo minibus driver training and assessment before driving again.

Before a disqualified driver is allowed to drive a minibus again, care must be taken to ensure that there are not restrictions on the category of vehicle they are allowed to drive subsequent to the offence. The imposition of these bans over and above the disqualification period is not arbitrary, but conforms to the potential pattern of re-offending for serious driving offences. Given the enormous responsibility of conveying passengers in a minibus, the Academy's prime concern must be passenger safety. Conviction for a serious driving offence must give cause to doubt an individual's judgement and driving ability. Such doubt can only be dispelled after a reasonable period of time has elapsed in which the driver has demonstrated that they are not likely to re-offend.

## **Supervisors**

- On all minibus journeys and visits taking place within the hours of a normal school day, 9.00am – 3.30pm, the driver will be accompanied by another staff member. Should this not be possible a further Risk Assessment, to cover all contingencies, will have taken place.

## **Driver's Hours & Breaks**

- Drivers must take at least a 15 minute break from driving after 2 hours.
- Longer journeys must be considered as they arise, a risk assessment should be completed taking into account the length and time of the journey, the number of drivers on longer trips, safe driving hours, and regular breaks for passenger and driver comfort.
- If the trip takes place after the usual working day, special attention must be given to the issue of driver fatigue.

- Where journeys are likely to last longer than 2 hours, or the working day including driving time exceeds 8 hours, a second driver must be taken to share the work and reduce the risk of driver fatigue.

## **Contents**

- All School vehicles will carry a First Aid Box and a Fire Extinguisher at all times. The fire extinguisher must be a British Standard fire extinguisher.
- The vehicle information file will contain emergency contact phone numbers for the school, along with details of breakdown and accident procedures and phone numbers. Copies of current insurance certificates are also kept in this file.

## **Seatbelts**

- Seatbelts must be worn at all times. It is the driver's responsibility to ensure that all passengers are wearing seatbelts properly before a journey commences.

## **Reversing**

- The reversing of vehicles is an important part of driving a vehicle and is potentially the most hazardous. In order to protect the driver from unnecessary accidents and for the protection of any person in the vicinity the vehicle is fitted with reversing beepers.

## **Vehicle Security**

- Drivers should ensure that school vehicles are securely parked and the keys held securely.
- Under no circumstances should a vehicle be left unlocked whilst unattended.

## **Maintenance of Vehicles**

- Daily upkeep and maintenance of the mini-bus will be the responsibility of Red Lane Primary.
- Staff members must not attempt any repair and maintenance which needs specialist equipment or where there is a risk of physical harm (eg. changing tyres and wheels).
- The School Finance Manager is responsible for ensuring that all vehicle documents are kept and stored for a period of 15 months.
- The Site Supervisors will ensure that the school vehicles are booked in for MOTs in a timely manner and that insurance and tax discs are kept up to date.
- All repairs and maintenance will be carried out by a professional garage.
- If a staff member becomes aware of a defect or fault they must inform the Site Supervisor as soon as possible who will ensure that the fault or defect is repaired. The vehicle must not be used until the repair has been completed satisfactorily.
- Copies of invoices relating to repairs will be kept in the Vehicle File.
- Oil and other consumables must be kept on the school premises.

## **Hiring**

- The mini-bus will not be available for hire from outside the MAT
- All usage by Masefield Primary School will be re-charged at:-
  - o £15 / half day
  - o £30 / day**plus** £1 for each mile travelled.

**SCHOOL MINIBUS PRE-DRIVE SAFETY CHECKLIST**

	Registration: DK66 ATU
Driver:	Date:
Supervisor:	Journey Details (destination):
Start Mileage:	End Mileage:

**SCHOOL MINIBUS PRE-DRIVE SAFETY CHECKLIST**

	Registration: DK66 ATU
Driver:	Date:
Supervisor:	Journey Details (destination):
Start Mileage:	End Mileage:

**SCHOOL MINIBUS PRE-DRIVE SAFETY CHECKLIST**

	Registration: DK66 ATU
Driver:	Date:
Supervisor:	Journey Details (destination):
Start Mileage:	End Mileage:

**SCHOOL MINIBUS PRE-DRIVE SAFETY CHECKLIST**

	Registration: DK66 ATU
Driver:	Date:
Supervisor:	Journey Details (destination):
Start Mileage:	End Mileage:

## **Mini-bus Checklist** (for reference only)

Walk around the vehicle to check for visible defects	OK	NOT OK
Oil level	OK	NOT OK
Coolant level	OK	NOT OK
Windscreen washer fluid level	OK	NOT OK
Brake fluid level	OK	NOT OK
Windscreen & windows clean and undamaged	OK	NOT OK
Lights including brake lights and indicators are clean and working.	OK	NOT OK
Tyre pressures, including spares (and inner tyres and tyres on trailer if applicable)	OK	NOT OK
Tyre tread, including spares (and inner tyres as above). At least 3 mm across centre $\frac{3}{4}$ is recommended. Any cuts and bulges?	OK	NOT OK
Doors open and close properly	OK	NOT OK
Mirrors correctly adjusted, clean and unobstructed	OK	NOT OK
Position & function of all dashboard controls	OK	NOT OK
Position of driving seat so all pedals can be operated comfortably	OK	NOT OK
Pressure on brake pedal	OK	NOT OK
Lights & indicators are working	OK	NOT OK
Wipers & washers working properly	OK	NOT OK
Fuel level (and type of fuel)	OK	NOT OK
Seat belts are undamaged and working properly	OK	NOT OK
Location and contents of first aid kit & fire extinguisher(s)	OK	NOT OK
Location of relevant paperwork (permit, MOT, Tax disc, etc)	OK	NOT OK
Change for parking	OK	NOT OK
Luggage securely stowed; aisles & exits clear	OK	NOT OK
Hi visibility jackets/vests (2) present	OK	NOT OK
Location of emergency warning triangle	OK	NOT OK

### **Brake Checks**

- Check brakes before loading passengers. With engine running, check handbrake is working properly and brake pedal is firm when pushed.
- Conduct a moving brake test, off the road, if possible. Reach a speed of not more than 15 mph check mirrors and, if safe, apply brakes fairly firmly. Brakes should work efficiently; vehicle should not pull to one side; luggage should remain secure.

If faults that might affect the vehicle's or passengers' safety are found, the vehicle must not be used until they are all remedied.