



St. Aloysius Federation of Schools

School Minibus Policy

Person Responsible: Mr N Conway

Head Teacher signature:

Chair of Governors signature:

Date: October 2016

Review: Autumn 2017

The school operates one 17 seater minibus (including driver) which is owned by St Aloysius Catholic Federation and is managed by South Tyneside MBC Fleet Management.

It is used to:-

- Extend our curriculum into the environment.
- Ensure access to appropriate places and events that otherwise would be inaccessible.
- Enable pupils to access a wider learning environment.

RESPONSIBILITIES / REGULATIONS

The Governing Body is responsible for ensuring any school minibus operated on behalf of the school fully complies with all legal transport and health and safety requirements. This responsibility is delegated to the Headteacher to ensure its appropriate implementation. The safety of the passengers is paramount.

School Responsibilities

- Ensure a copy of all drivers' licences, details of any claims within the previous 3 years, and minibus training certificates are on file with an annual review.
- Ensure that a current Insurance certificate is held on file and a copy is stored in the vehicle.
- Ensure that a current MOT certificate is held on file.
- Ensure that a BS fire extinguisher and a first aid box is carried at all times.
- Ensure that a weekly vehicle check is carried out – the Site Manager will carry out the ROSPA pre-drive safety check as attached in **Appendix 1** on a weekly basis.
- Our contract with the local authority Fleet Management includes all routine services – the Site Manager will ensure the vehicle is booked in and taken for its required maintenance and service at the appropriate intervals.
- Any charges are to cover running costs only and are not for profit.

Drivers Responsibilities

To be eligible to drive any school vehicle the driver must:

- Be 21-70.
- Have held a full UK driving licence for at least 4 years and have no more than one speeding offence.
- Have successfully completed a valid minibus assessment test.
- Not be taking any medication which may affect their fitness to drive.
- Have been resident in the UK for at least 5 years.
- Not drive a vehicle for longer than 4 hours without a minimum of a 45 minute break.
- Ensure that there is a group leader with the driver and children in the minibus at all times.
- Drive on a voluntary basis.
- Be in possession of a fully working charged mobile phone with working camera.

The driver is at all times responsible for (i) the condition of the vehicle he/she is driving, (ii) the passengers. The pre-drive safety check (see Appendix 1) must be completed before every journey. (iii) any motoring offences which occur whilst driving the minibus (iv) the minibus is left secure i.e. safely parked, windows closed and doors locked.

Both the driver and employer may commit an offence if an unsuitable vehicle is used to transport children.

Breakdown Procedures

In the event of a breakdown you should:-

- Remember that passengers are more important than the vehicle.
- Unless on a motorway, keep the passengers on board unless they are at risk.
- If on a motorway, evacuate the vehicle unless the dangers are greater. Once away from the vehicle, keep the passengers at the far side of the crash barriers (or 10 metres ahead of the vehicle, away from oncoming traffic, in the event of no crash barriers).
- Inform the school so that arrangements can be made to attend the vehicle and parents/carers can be made aware of the delay.

Management System

The Site Manager, in liaison with the School Business Manager, will have responsibility for the management of the vehicles to ensure that both organisers and drivers comply with all requirements. Records should be kept for a minimum of 18 months.

The School Business Manager and Site Manager will ensure the following:-

- All staff use the proper booking procedures for the use of the vehicle (Appendix 2).
- All drivers are familiar with, and adhere to, the contents of Appendix 1.
- Insurance cover, MOT, tax and service are up to date.
- Vehicle registration documents are held securely.
- All drivers complete the mileage log for all journeys (Appendix 3). The log should include the date of the journey, start and finish mileage, purpose of the journey and the driver's name.
- The mileage log is checked at least termly to ensure the log is correctly completed and all mileage is accounted for.
- The vehicle is parked appropriately and the keys held securely.
- Access to the minibus keys are restricted to authorised users.
- A copy of all drivers' licences, details of claims with the previous 3 years, and minibus training certificates are on file with an annual review.
- Familiarisation training is provided for all new users of the minibus by the Site Manager.

HIRING OF THE SCHOOL MINIBUS TO THIRD PARTIES / FOR PRIVATE USE

The school minibus is NOT to be hired to third parties or used for private use. The minibus must only be used on school business, as outlined in the Variety Club terms and conditions.

MONITORING

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

REVIEW

The policy will be reviewed annually by the Resources Committee (Health & Safety) during the summer term.

ROSPA: ADVICE AND INFORMATION: MINIBUS SAFETY

Advice for Minibus Drivers

On journeys where a group leader is present, the items below should be divided between the group leader and the driver, with the driver concentrating on those tasks which directly relate to driving the vehicle.

Before setting off

- Allow sufficient time for the journey.
- Plan breaks. Avoid long spells of driving when children might get bored and restless.
- Conduct a pre-drive safety check before every journey.
- 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.
- Ensure children are supervised when boarding vehicle, especially if using rear door. Plan which passengers will sit in the front seats and by the doors.
- Do not exceed the carrying capacity of the minibus.
- Make sure everyone is sitting, one to a seat and are using seat belts.
- When school bus signs are used, make sure that they are in position only while children are being transported, and that they do not obstruct your vision.
- Ensure ambulant disabled passengers are seated safely and comfortably.
- Carry a complete list of passengers with notes of special needs. Keep list with other relevant documents in a place where they can be readily found in event of an accident.
- Comply with manufacturer's instructions when using specialist equipment.
- Check that no bags or clothing are caught in doors and that all luggage is secure and gangways and exits are clear.
- Check all mirrors every time before moving off in case latecomers are approaching the vehicle.

During the journey

- Do not allow boisterous play of any kind.
- Try to keep children occupied. The group leader on board should give them something to do beforehand.
- Enforce "no smoking" and "no alcohol" rules.
- Do not allow passengers to operate doors.
- Approach each stop slowly and with care.
- Use Hazard Warning Lights on school trips where children are boarding or leaving vehicle.
- If serious delay during journey, inform school so that information can be passed to parents. A mobile telephone is useful for this purpose (although it should not be used whilst driving the vehicle).
- Children must not be left unaccompanied on the minibus.
- If there is a risk of fire, evacuate vehicle and move occupants to a safe place.
- If you have to stop in an emergency or break down while on a motorway, only stop on the hard shoulder and as far away from the carriageway and passing traffic as possible.

Journeys end

- Supervise children when leaving vehicle, especially if using rear exit.

- Never allow passengers to leave until vehicle is at a complete standstill and safely parked.
- Always park so that passengers step onto the footway and not the road.
- Take care when reversing if children are nearby. If you have to reverse, get adult help in directing you.
- Do not leave children alone if no one has come to collect them.
- Report problems or incidents that occurred during the trip to the operator.

Advice for Parents and Carers

Teaching road safety is one of the most important duties of a parent. It must include teaching children to behave properly when they use public transport. Minibuses are not places for play. Please read these guidelines before allowing your child to make a minibus journey.

On the minibus

- Behaviour: teach your child to act sensibly on or around minibuses. Make sure your child knows that boisterous and other poor behaviour is dangerous as it may distract the driver's attention and lead to an accident. Children need to listen to the driver's and escort's (if applicable) instructions and carry them out.
- Contact details: make sure that the person responsible for the minibus has up-to-date information about your child, including contact details for emergencies.
- Medical details: if your child has any special requirement, make sure the person responsible for the minibus has all relevant medical information.
- Other details: advise the group leader (and the driver) if there is a particular difficulty with your child on the day of the trip, e.g. is upset. Consider whether your child should go on the journey in such circumstances.
- Damage: any vandalism caused by your child whilst on a journey is your responsibility. Persistent offenders may not be accepted on future journeys. Damage to the minibus could endanger your own, or someone else's child.
- Concerns: report any worries you may have to a responsible person, such as the Headteacher or group leader.

Advice for children on the minibus

Here are some helpful hints to keep you, and others, safe while on a minibus journey.

- Arrive on time and wait for the group leader's instructions for boarding the minibus
- Don't push or rush towards the minibus when it arrives
- Find a seat quickly and quietly without pushing. You may have already been allocated a seat
- Stay seated when the minibus is moving and always wear your seat belt
- Avoid kneeling in your seat as this is dangerous
- Make sure your bags do not block the gangways and exits, or take up seats
- Only speak to the driver when he or she is not driving, or in an emergency. Distracting the driver can be very dangerous
- Never throw things or play about in the minibus; never ever throw things out of the minibus window as you could cause other drivers to have an accident
- Wait until the minibus has stopped completely before leaving your seat
- Take your belongings with you when you leave the minibus, except in an emergency when you should leave them behind
- Take care if returning to the minibus after getting off as the driver may be pulling away

- If you have to cross the road after getting off the minibus, wait until you have been given instructions from the group leader. Use the Green Cross Code.
- Go to the toilet before you get on the minibus. If you need to use the toilet or you feel unwell during the journey, tell the group leader, or the driver if the group leader is not present

The Green Cross Code

1. First find a safe place to cross, then stop. It is safer to cross at subways, footbridges, pedestrian islands, zebra and pelican crossings or where there is a police officer, school crossing patrol or traffic warden. If you can't find one of these, choose a place where you can see clearly along the road in all directions.
2. Stand on the pavement near the kerb.
3. Look all around for traffic and listen. Traffic may be coming from any direction. Sometimes you can hear traffic before you can see it.
4. If traffic is coming, let it pass. Look all around again.
5. Where there is no traffic near, walk straight across the road. Do not cross unless there is a safe gap and you are sure that you have plenty of time to get across. If in doubt, don't cross. Always walk across, don't run.
6. Keep looking and listening for traffic while you cross.

THE SCHOOL MINIBUS PRE-DRIVE SAFETY CHECKS

Do this before every journey. Walk around the vehicle, including the trailer if applicable, to check for visible defects, and then check the items listed below.

Exterior checks (check OK or NOT OK)

- Oil level
- Coolant level
- Windscreen washer fluid level
- Brake fluid level
- Windscreen & windows clean and undamaged
- Lights including brake lights and indicators are clean and working
- Tyre pressures, including spares
- Tyre tread, including spares. At least 3mm across centre $\frac{3}{4}$ is recommended. Any cuts and bulges?
- Doors open and close properly
- Roof rack or trailer properly fitted, if applicable, and all luggage securely held

Interior checks (check OK or NOT OK)

- Mirrors correctly adjusted, clean and unobstructed
- Position & function of all dashboard controls
- Position of driving seat so all pedals can be operated comfortably
- Pressure on brake pedal
- Lights & indicators are working
- Wipers & washers working properly
- Fuel level (and type of fuel)
- Seat belts are undamaged and working properly
- Location of wheel brace and jack
- Location and contents of first aid kit and fire extinguisher(s)
- Location of relevant paperwork (permit, MOT, etc)
- Change for parking or telephone (mobile/phonecard)
- Luggage securely stowed; aisles & exits clear

Brake checks

- Check brakes before loading passengers. With engine running, check handbrake is working properly & brake pedal is firm when pushed
- Conduct a moving brake test, off the road, if possible. Reach a speed of not more than 15mph, 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 passenger's safety are found, the vehicle must not be used until they are all remedied.

Signature: Date:

**ST ALOYSIUS PRIMARY FEDERATION
MINIBUS BOOKING FORM**

Please complete this form and return to Gill Hood at least TWO weeks prior to the date of the trip

I have read and will comply with St Aloysius' School Minibus Risk Assessment and Minibus Policy

Name.....

Signature

Date

Date received

Signature

ST ALOYSIUS FEDERATION SCHOOL DRIVERS REGISTRATION FORM

SCHOOLS USERS

Confidential

Personal Details

Full Name:

Date of birth:

Job title:

Driving details

If you answer 'yes' to any of the following questions, please give details in the space provided

Have you ever been disqualified from driving? **YES / NO**

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Have you ever had a motor insurance policy declined, cancelled or been refused renewal, or had any special conditions 'imposed'? **YES / NO**

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Have you been involved in a collision in the last five years, regardless of fault? **YES / NO**

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.....

Have you currently, or have any history of, any conditions or disability which may affect your ability to drive safely now or in the future? If in doubt, declare any condition or disability. **YES / NO**

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Are you currently taking any medication which may affect your ability to drive? **YES / NO**

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Please give details of Minibus Qualification (e.tg. MIDAS)

Authority Date obtained:

I give permission for the School Business Manager to access my licence details from the DVLA online portal **YES / NO**

I have provided a photocopy of my Driving Licence card **YES / NO**

Please read and sign the following declaration

I declare that the details given are correct and that, within my knowledge, there is no other material fact that I should disclose. I agree to exercise all due care for the safety of my passengers and security of the vehicle whilst it is in my charge. I also undertake to advise of any collision or accident that occurs whilst I am responsible for the vehicle. I understand that it is an offence under the Road Traffic Act 1988 to knowingly make a false statement to obtain insurance cover.

I undertake to advise any subsequent illness, condition or event that might affect my suitability as a driver, including any subsequent refusal of motor insurance or any driving convictions. I understand that failure to do so and any false declaration made above may render the insurance cover for the vehicle invalid and that I may then be held personally responsible to pay costs or damages. I understand that I will be held personally responsible for any driving offences that occur whilst I am driving the minibus. I understand that all information will be treated in the strictest confidence.

Signature of driver: Date:

CHANGE OF CIRCUMSTANCES

Details

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Signature of driver: Date: