



## **SCHOOL MINI BUS POLICY**

**This Policy includes the Junior School and Senior School**

### **Links to other policies:**

Safeguarding Policy, Staff Code of Conduct, Anti-Bullying Policy,  
Building Better Behaviour Policy

### **Aim**

- 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.
- To provide information about who can drive minibuses and the times that they may do so.
- To include details about what actions to take in case of a breakdown or an accident.

### **Driver Training**

It is essential that the School is 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 are required to undertake a vehicle familiarisation session with the Transport Co-Ordinator.

These sessions 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

Staff who pass the test to drive a car after 01.01.98 are required to successfully complete a PSV test to drive the school minibuses.

## **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**

It is the driver's responsibility to ensure that the bus under their control is locked whenever it is left unattended. This includes transport drivers whenever they leave their bus in the compound, following a school run. Transport drivers are also responsible for looking after their bus key, and all other drivers must return the spare key to the school office at their earliest convenience.

Whilst the School will ensure a weekly check of the condition of the minibuses, drivers are responsible for the following checks before embarking on their trips:

- Do a visual inspection of the minibuses which includes tyre pressure checks 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 lock and make the vehicle secure.

## **Passenger Responsibilities**

Passengers:

- 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

## **Morning and Afternoon School Transport**

The School offers a morning and afternoon school bus service. There are 8 mini bus routes (see Appendix I), with a specific driver assigned to each route.

Details of the route and the driver's contact details are communicated to parents and carers by ClarionCall at the beginning of each term. Parents and carers are asked to notify the driver if their child will not require the minibus (due to illness, medical appointment, school event etc).

Minibuses arriving at School will stop outside the Woodlands building as they arrive on the school premises. Drivers will assist the Woodlands children alighting from the bus and see them safely into the Woodlands building and into the care of the staff member on duty.

The bus will then travel on to the bus park where senior pupils will alight before making their way to morning registration.

At the end of the day, senior children make their way to the bus park to board their mini bus for home. Woodlands children are taken to the bus park by a member of staff. A member of senior staff is on bus park duty every afternoon from 4pm until the buses depart.

Drivers will take a register of pupils on the bus for each morning and evening journey. Registers are handed in to the school office for filing.

In case of serious delay, adverse weather or breakdown, drivers will immediately contact the Office Manager who will alert parents to any changes to collection or drop off arrangements, using the ClarionCall system or by telephone.

### **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 School Office (01200 423833) and Transport Co-ordinator.

### **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 Transport Coordinator.

### **First Aid**

All minibuses contain first aid boxes. 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 School Office as soon as possible thereby maintaining a full kit at all times.

### **Purchase of Fuel**

The school holds an account with a local garage. Should you need fuel for your journey, please ask the Transport Coordinator or Accounts Manager. The card must be returned with the fuel receipt. Please remember the fact that all minibuses operate on diesel (black hose). When filling with fuel ensure that the ignition is turned off and that there are no naked lights in the vicinity.

## **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. You must check on the condition of the interior of the bus at the end of each journey. 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, please complete a mini-bus request form, available from the School Office, or email your request which will be passed on to the Transport Coordinator.

## **Weekly Checks**

The transport team has responsibility for conducting weekly checks of the minibuses and passing on findings to the Transport Coordinator, or in his absence the Business Manager). Any defects in the minibuses noted by staff should be notified immediately to the School Office/Transport Coordinator who will then determine whether or not the vehicle should be taken off the road and repairs carried out. The minibuses are serviced in line with the manufacturers' recommendations. The service schedule is monitored by the Transport Coordinator.

## **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 the minibuses through incorrect use may result in the driver being asked to contribute fully or partially to any 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

## **Final Comment**

Driving a minibus safely and in a professional manner is not difficult, but it does demand greater responsibility. Preparation is essential and you must always present the highest standards to your passengers and other road users.

*Reviewed by Deborah Frost, Assistant Principal, September 2020*

*Review Date: September 2021*