

## 14d SCHOOL JOURNEYS / MINIBUS POLICY

### MINIBUS – BOOKING AND USE

#### **General Notes**

1. This policy applies to journeys in the school minibus and all other journeys undertaken on school business.
2. Any member of staff who intends to use a school minibus must contact the Bursar to ensure that he/she is included on the School insurance. You will need to take your driving licence with you.
3. Every member of staff is required to have a MIDAS Certificate of Competence before he/she can transport pupils by minibus. Please contact Chris Mortimer for details.
4. Minibus keys must be collected from, and returned to, Reception by the member of staff who will be driving the minibus. Pupils must never be used for this purpose.
5. The member of staff is responsible for the safety and the security of the vehicle whilst it is in his/her charge. Please notify Chris Mortimer of any damage or any defect that occurs, or is noticed, whilst the minibus is in your charge.
6. Monitoring of on-site vehicle movements and use of the car park are covered in the Car Park Risk Assessment.

#### **Supervision**

1. Supervision principles detailed in policies 14a and 14c apply to all school journeys.
2. Children in Nursery and the Preps who wish to use the school bus will need to have an accompanying adult with them to supervise them on the journey and to ensure their safe handover to teaching staff.
3. Girls in Lower II and below must be dropped off by and met by an adult at the beginning and end of the journey. Girls in Lower II and below who are uncollected on homeward journeys will return to school with the driver and will join the After School Club (there is a charge for this). An adult must then pick them up from school before 6.00 pm.

#### **Care of Minibuses**

##### **Members of staff are expected to:-**

- a) Check the condition of the vehicle upon takeover and notify Chris Mortimer of any faults.
- b) Check that the equipment which must be carried on the vehicle (fire extinguisher, first-aid box, red triangle) is there.
- c) Inform Chris Mortimer of any use of the first-aid box so that it can be quickly replenished.
- d) Regularly check the gauges whilst driving for any signs of overheating.
- e) STOP if there is a malfunction and ring for assistance.
- f) Leave the vehicle clean and tidy for the next user.
- g) If the fuel gauge reads **less than half-full, refill** as soon as possible.

- h) When you have completed your journey ensure that the minibus is left secure before you hand in the keys to Reception.

### **Safety**

1. The minibus has a maximum load capacity of 1491 kg, inclusive of passengers, fuel and luggage. This averages at approximately 13 stones for each person travelling, inclusive of luggage. This maximum load is not to be exceeded.
2. The maximum capacity for passengers is 17 (driver plus 16 passengers); this is not to be exceeded.
3. The vehicle is fitted with seat belts. It is the responsibility of the driver to ensure that these are worn at all times during a journey.
4. All doors must be unlocked and the side door free of any encumbrance whilst the vehicle is in motion. This is especially important if the rear of the bus is filled with baggage.
5. Members of staff must not drive or undertake a journey if they are tired. Although there are no Drivers' Hours Regulations for private buses in this country, drivers are expected to be realistic and responsible over this matter. If your journey is over 4 hours it is recommended that two drivers are used.
6. The Highway Code should be adhered to at all times.
7. At no time whilst you are driving should a mobile phone be used. If it rings do not answer it.
8. Pupil behaviour: pupils must be seated at all times. If pupils distract the driver stop the bus until they are settled.
9. The driver must have basic First Aid training.
10. Details of pupils/staff using the minibus to be kept in Reception and is to be updated daily.
11. For the daily minibus service: The minibus file must be taken on every journey. The file is to include:
  - Pupil names,
  - Parental contact numbers,
  - Medical information (pupils and staff),
  - Minibus checklist,
  - School contact numbers: Reception, Chris Mortimer.

### **Accident and Breakdown**

1. In the event of an accident all normal procedures should be followed. Details of time and place, road conditions, vehicles and drivers involved, damage or injury etc., must be noted. Chris Mortimer must be notified as soon as possible.
2. If you break down; the recovery telephone number is in the minibus glovebox and attached to the windscreen.
3. Use roadside emergency telephone if practicable. This helps to pinpoint location.
4. Contact the school: Chris Mortimer/Reception.
5. Pupils should **NOT** remain in the broken down vehicle on the motorway hard shoulder but are to stand at a safe distance behind the barrier.

6. Hazard lights are to be put on.
7. Staff are not to attempt repairs but should wait for expert help.

## HEALTH AND SAFETY - USE OF SCHOOL TRANSPORT

### **Introduction**

1. No person is allowed to drive the School minibus unless they are in possession of:-
  - a. a full British Driving Licence and are over 25 years of age; and
  - b. a valid PCV or equivalent licence;
  - c. an equivalent level of assessed competence as agreed, **in writing**, by the Bursar; and
  - d. have been accepted as competent minibus drivers by the School's Motor Insurance Policy.
2. Before journeys are undertaken, the School requires that the names of proposed drivers, driving times, rest stops and the proposed route are all planned. For outward journeys in excess of 50 miles these planning details must be documented and agreed with the Head of Support Services in advance of the proposed journey.
3. The School will establish a system for the booking of minibuses and which is required to incorporate evidence of compliance with the preceding paragraphs.
4. The School reminds any approved minibus driver that **they are legally responsible for the road-worthiness of the vehicle**. The School therefore requires that each approved driver, before commencing any journey, examines the minibus before departure. To assist in ensuring that drivers pay particular attention to 'key' factors, the appended checklist must be completed ([Appendix 1](#)).
5. The driver of any minibus must also ensure that they are equipped with the following items:-
  - a. an adequate first aid kit;
  - b. fire extinguisher;
  - c. torch;
  - d. means of summoning assistance, eg mobile telephone;
  - e. de-icer.
6. In order that drivers can demonstrate they have acted diligently during the loading of the minibus and immediately prior to commencement of the journey, there are a number of **minimum** checks that should be completed. The School *recommends* that the appended checklist ([Appendix 2](#)) is used for this purpose as a means of providing objective documentary evidence that the factors have been considered.
7. It is School's policy that **no alcohol is to be consumed by the driver or anyone else in the minibus during a driving period**. It is further strongly recommended by the School that a driver should not consume alcohol within 12 hours (preferably 24 hours) of the commencement of any driving period.
8. The School reminds drivers it is their responsibility to ensure that they are fit to drive at all times. *Guidelines* on driving and rest periods are appended ([Appendix 3](#)).
9. The Bursar will monitor these annually

**MINIBUS DRIVER CHECKLIST**

Name of Driver: .....

Date of Journey: .....

Time check carried out: .....

	YES	NO	DEFECT REPORTED TO:
Fuel level OK?			
Oil level OK?			
Windscreen wipers/washers working?			
Lights/brake lights working?			
Indicators working?			
Tyres in good condition?			
Brakes (hand and pedal) working?			
Fully stocked first aid kit?			
Fire extinguisher?			
Paperwork (insurance, driving licence)?			
Permit displayed?			
Seatbelts working properly?			
Mobile phone available?			

**ST AUGUSTINE'S PRIORY**

Matters **recommended** to be considered during loading and immediately prior to commencement of journey.

MATTER	YES	NO	ACTION/COMMENT
1. Has Minibus Checklist Sections A & B been completed?			
2. Is the number of passengers within the minibus seating capacity?			
3. Have all passengers been told to check their seat belt is in good working condition and that it must be worn at all times?			
4. Are all main and emergency exits unobstructed and easily accessible?			
5. Are doors unlocked and been checked to ensure they are secure (they should also be re-checked each time they are opened)?			
6. Other (specify)			

**ST AUGUSTINE'S PRIORY**

Guidelines on driving and rest/break periods

1. Drivers should take a rest stop of at least 20 minutes, OUT OF THE MINIBUS, after a maximum 2 hours continuous driving.
2. A driving session, by one individual, should not exceed 4 hours (including the 20 minute rest period) and there should then be at least a 1 hour break before commencing another driving period.
3. Drivers should not drive for more than 8 hours in any 18 hour period without a MINIMUM of 6 hours good sleep and rest.
4. Drivers should limit driving between 2200 hours (10 pm) and 0500 hours (5 am) to a MAXIMUM of 2 hours.
5. For outward journeys greater than 50 miles, two adult members of Staff are recommended to be present in the minibus. Where applicable, a tachograph disc record should be employed.
6. It is essential that adequate ventilation is provided.
7. All noise levels should be kept to a reasonable level and well below that which could distract the driver.

## **Minibus CHECKLIST**

**Your number:** 07715 631715

**Chris Mortimer's number:** 07941 001520

**Castle Minibus number:** 01869 253744

**School reception number (School hours):** 0208 991 7500 (press 4)

**School emergency contact number (out of hours)** 0208 997 2022 (press 5)

**QBE insurance: 0800 389 1708 (policy no. M0001023MBPH)**

**Minibus reg. no. BK18MXV**

### **In the case of an incident**

- Report to Chris Mortimer
- Agree with Chris whether SLT needs to attend the scene
- Agree with Chris whether Castle Minibus needs to be contacted
- Alert Jonathan Powell regarding insurance
- Alert School office regarding contacting parents

### **In the case of a child not at the bus stop on either leg**

- Phone parents for first two weeks
- Alert School office

### **If you are late**

- Phone reception and ask them to send an all staff email

### **Weekly checks**

- Check with girls their late bus requirements
- Check with School office weekly commitments
- Check with School office on any changes advised by parents

### **Daily checks**

- Return Minibus safety sheet