

# Queensgate Foundation Primary School



## Minibus Policy

June 2018

Working together for a successful future



**MINIBUS POLICY**  
**Queensgate Foundation Primary School**

**Policy Review**

This policy will be reviewed in full by the Governing Board on an annual basis.

The policy was last reviewed and agreed by the Governing Board on 19<sup>th</sup> June 2018

It is due for review on June 2019 (up to 12 months from the above date).

Signature ..... *B. Little* ..... Head Teacher      Date ..... *20/6/2018* .....

Signature ..... *E. Williams* ..... Chair of Governors      Date ..... *20/06/18* .....

## USE AND MANAGEMENT OF THE SCHOOL MINIBUS

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## **DEFINITION**

A minibus is defined under the Road Vehicles (Construction and Use) Regulations 1986 as 'a Motor vehicle which is constructed or adapted to carry more than 8 but no more than 16 seated passengers, in addition to the driver'.

## **OWNERSHIP**

Queensgate Foundation Primary School is the owner of the vehicle. However, The Isle of Wight Council will be the 'Registered Keeper' of the minibus with regards to the Road Tax and Insurance of the vehicle.

## **REGISTRATION AND LICENSING**

It is the Head Teacher's responsibility to make the necessary arrangements for the minibus to be registered and licenced. A full annual licence should be obtained.

The vehicle is registered by the Isle of Wight Council as the registered keeper.

## **MOT CERTIFICATE**

It is the responsibility of the Head Teacher to ensure that, where it is required, a current MOT Certificate is held for the minibus (a minibus requires a current MOT certificate from its first birthday).

Due to certain special physical requirements related to the size of minibuses, vehicles of this class have to be taken to a testing station which is registered for Group 5 tests.

## **INSURANCE**

It is the Head Teacher's responsibility to make arrangements for the minibus to be insured on a fully comprehensive basis.

Cover will normally be restricted to authorised drivers over 21 years of age who are experienced at driving this type of vehicle, hold a full UK driving licence and who have no disability, recent motoring accidents or convictions.

Any unauthorised journey made in the school's minibus may render the driver liable to disciplinary proceedings. Should the incident involve that driver in a road accident, then the insurers may well refuse indemnity under their policy, leaving the driver liable not only for costs, but also open to prosecution for driving without insurance.

## **MAINTENANCE AND SERVICING**

It is the Head Teacher's responsibility to ensure that there is proper and adequate maintenance of the minibus in order that it meets in full the requirements of the Road Traffic Act and the vehicle manufacturer's recommendations for servicing and maintenance of the vehicle.

Records of all maintenance work must be kept.

General maintenance work should not be carried out within the school or by school staff. Should an accident result from faulty work carried out on the vehicle by any unauthorised personnel a claim against the school or Head teacher is a possibility.

Prior to any journey the driver will ensure that he/she has completed the Mini Bus Check List (Appendix AC) and handed it in to the school office before departure



The Site Manager will have overall responsibility to ensure the checks listed on the Mini Bus Check List (Appendix C) are carried out at the beginning of each week and that the Defects List Form (Appendix D) has been reviewed and any defects recorded have been rectified.

A Defects List form is kept in the vehicle in which any minor defects, which cannot be immediately corrected, should be recorded by the driver. The Defects List form will be inspected regularly to ensure that minor defects are dealt with promptly.

**N.B.** Any serious defect which affects the roadworthiness of the minibus should be reported to the School office as soon as possible. The vehicle must not be used to transport staff or pupils until the defect has been rectified.

## RECOVERY

The minibus should be covered by membership to the AA Recovery Scheme or another appropriate provider. This scheme should provide, in the event of a breakdown for the return of the vehicle, staff and pupils to the school concerned or the onward destination.

## DRIVERS

As a minimum all drivers must:

- Hold a full United Kingdom driving licence which includes categories B-D (The terms of the school's insurance policy should be checked to determine whether any endorsements on a member of staff's driving licence would disqualify him/her from driving the minibus).
- Have at least 3 years experience as qualified drivers (and be over 21)
- Hold a current MIDAS certificate  
Staff who have endorsements to their licences for reckless driving, or for offences involving drink or drugs, are disqualified from undertaking the minibus familiarisation and assessment test
- Have obtained the insurer's consent in writing to their driving if they have any illness or disease which may affect their driving capabilities
- Have read the Royal Society for the Prevention of Accidents publication: Essential Minibus Driving and the manufacturer's handbook for the minibus owned by the school.
- Undertake the Council's familiarisation and assessment test at three year intervals. It is recommended that those staff who do not drive a minibus frequently should re-familiarise themselves with the controls and undertake a brief drive before taking children on board.
- All new drivers who have qualified since January 1997 must take a PCV Licence.

## DRIVERS RECORDS TO BE MAINTAINED IN SCHOOL

All minibus drivers should be requested to produce their driving licence at least annually. This should be photocopied and the copy retained by the school.

Drivers should also be informed that they must notify the Head Teacher if they receive an endorsement to their driving licence as a result of a conviction for a traffic offence.

If drivers do not have at least 3 years driving experience they should not be permitted to drive a minibus unless they hold a PSV licence.

The names of new drivers should be notified, in writing to the insurers if this is a requirement of the insurance policy. Copies of such correspondence should be retained.

All drivers must be assessed by the LA prior to transporting pupils in the minibus. Drivers must submit the following documents which will be photocopied and held on file in the school office:

- Driving Licence – including paper counterpart
- Authorised LA Permit

## **MINI BUS PERMIT**

The School will hold a Mini Bus Permit issued under the “Minibus and Other Section 19, Permit Bus Regulations 1987” and this will be displayed in the minibus at all times.

## **DOCUMENTS**

Photocopies of the following documents should be kept in the vehicle:

- Current MOT certificate
- Insurance certificate
- Registration documents

In the event of an accident the appropriate Guidance Notes for Drivers and accompanying IWC Motor Claim/Incident Report form can be found in the glove compartment or document wallet.

## **DRIVING TIME**

There are no statutory regulations concerning driving time and rest periods for drivers of minibuses covered by permits issued under the Transport Act 1985. It is also very difficult to provide precise guidelines which would cover every eventuality. However, a number of factors are relevant when considering appropriate driving time and rest periods for drivers.

These include

- The age and experience of the driver concerned
- The nature and length of the journey to be undertaken (driving in the local area is very different from driving on a motorway, or in an unfamiliar environment)
- The timing of the journey (a journey undertaken during daylight hours is very different to a journey undertaken at the end of the day in darkness)
- The number, ages and level of responsibility of the passengers (a minibus full to capacity with excited children can be very distracting to the driver)
- The number of hours already worked by the driver prior to the start of the journey. Without providing hard and fast rules regarding driving times, it is strongly recommended that:
- For journeys which take place at the end of the school day and which are anticipated to return late at night and for long journeys of 50 miles or more, careful consideration should be given to the provision of two drivers who can share the journey.
- Staff who have experienced a heavy teaching load during the course of the day should not be expected to start a journey at the end of the school day without first having taken some refreshment.
- All drivers should take regular short breaks during the course of long journeys.

## **EQUIPMENT/DOCUMENTS TO BE CARRIED IN THE VEHICLE**

The minibus must carry at least one fire extinguisher which complies with BS5423. Extinguishers will be checked annually as part of the whole school fire check.

Fire



These will either contain:

- a) Water with a minimum test fire rating of 8A or,
- b) Foam with a minimum test fire rating of 8A or 21B

## **FIRST AID KIT**

A fully stocked First Aid Kit, which will be checked on a regular basis by a suitably qualified member of staff, will be stored in the glove compartment for easy accessibility in the event of an emergency. There will be a prominent sign displayed inside the mini bus to indicate where the First Aid Kit is stored.

## **FUEL CANS**

The carrying of spare fuel cans inside the vehicle is prohibited

## **SEATED PASSENGERS**

It is the responsibility of the driver and any accompanying adult to ensure all passengers are wearing a seatbelt prior to the start of any journey.

## **ACCESS TO DOORS**

Drivers should ensure that all passengers have unobstructed access to at least two doors, one of which must be on the nearside of the vehicle and one of which must be either at the rear or on the offside of the vehicle. Gangways to these doors should not be blocked by luggage.

## **GENERAL ADVICE TO THE DRIVER**

It is best practise for the driver to:

- Be satisfied that the vehicle is in a roadworthy condition before and throughout the journey
- Be clear about the route to be followed
- Ensure that all pupils are wearing seat belts and remain seated whilst the minibus is in motion
- If the minibus is not full to capacity with passengers, ensure that the rear seats of the vehicle are left unoccupied
- Always park so that pupils alight on the footway and not on the carriageway
- If pupils have to exit by the rear of the minibus, then ensure that an adult supervises this operation
- Instances of indiscipline must not be tolerated. Offenders should be firmly dealt with at the time so that they are left in no doubt as to the unacceptable nature of their behaviour. The Head Teacher, or a senior member of staff, should be kept fully informed about any serious instances of indiscipline
- Ensure that you know how to use the fire extinguisher
- Ensure that there is no smoking in the vehicle
- Ensure that no alcohol is drunk by anyone involved in the journey prior to, or during, the course of the journey

## **PUPILS WITH SPECIAL EDUCATIONAL NEEDS**

Adequate supervision, including the use of escorts, should be provided for all journeys.

Drivers and escorts should be made aware of any disability a student has and any difficulty he/she might have as a result.

## **HIRING OUT**

At the Heads absolute discretion the mini bus may be loaned to other schools on the Island, whose drivers hold the appropriate MiDAS qualification and can provide the necessary driver documentation. Only appropriate charges to cover costs may be made. These will be reviewed from time to time and advised at the time of booking.

**Hiring out will be restricted to use on the Island only, unless prior agreement has been sought from the Headteacher.**

£20.00 hire per half day £40.00 hire per day, plus 20p per mile. These costs will be reviewed on a regular basis in line with national fuel charges. Any change of cost will be advised prior to hire.

Booking will only be accepted on completion of appropriate paperwork – Appendix A/B and provision of requested documentation.



## APPENDIX A



# Queensgate Foundation Primary School



## MINIBUS DRIVER'S INFORMATION SHEET

Driver's Full Name			
Date of Birth			
Driving Licence No.		Date Driving Test passed:	
Date of MIDAS test			
CVDA Date of Expiry:		ADP No.	
		Date of Expiry:	
Details of any known medical condition/s which may affect your driving capabilities and that which are reportable to DVLA			
Do you have any endorsements on your driving license? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If Yes, please provide full details below:			
Have you ever been convicted of reckless driving or offences involving alcohol/drugs?         Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, please provide full details below:			
I certify that the information provided is correct and agree to provide the Head Teacher/Office with details of any endorsements to my licence which I may receive from the date given below:			
Signed:		Date:	
Print:			

**N.B.** A photocopy of the driver's Driving Licence, CVDA and Minibus Drivers Permit is required annually and will be kept with this form.

## APPENDIX B





# Queensgate Foundation Primary School



## MINIBUS BOOKING/HIRE FORM

NAME OF HIRER/ORGANISATION:

NAME OF DRIVER:

DATES HIRE REQUIRED:

FROM:

TO:

PICK UP TIME:

A.M.

P.M.

RETURN TIME:

A.M.

P.M.

DESTINATION:

NO. OF ADULTS:

NO. OF CHILDREN:

MILEAGE START:

MILEAGE FINISH:

MILEAGE DIFFERENCE:

I/WE AGREE TO PAY THE SUM OF £20 PER HALF DAY HIRE/ £40 PER DAY, PLUS 20p PER MILE AND TO PAY THESE COSTS, ON INVOICE, WITHIN SEVEN DAYS OF RECEIPT

I/WE UNDERSTAND AND AGREE THAT, IN THE EVENT OF AN ACCIDENT, WILL BECOME LIABLE TO PAY QUEENSGATE FOUNDATION PRIMARY SCHOOL THE EXCESS CHARGE OF £500.00

I/WE AGREE TO COMPLETE THE MINIBUS CHECK LIST TO ENSURE THAT THE VEHICLE IS IN A ROADWORTHY CONDITION PRIOR TO USE AND WILL REPORT ANY FAULTS OR INCIDENTS THAT OCCUR DURING HIRE OF THE VEHICLE.

I/WE AGREE TO ENSURE THERE IS NO CONSUMPTION OF FOOD/DRINK ON BOARD DURING HIRE AND TO RETURN THE MINIBUS IN A CLEAN AND TIDY MANNER.

I/WE CONFIRM RECEIPT OF QUEENSGATE PRIMARY SCHOOL MINIBUS POLICY.

I CONFIRM THE DRIVER HAS NO CURRENT ENDORSEMENTS ON HIS/HER LICENSE

DATE:

PLEASE RETURN COMPLETED FORM WITH ACCOMPANYING DOCUMENTS TO THE SCHOOL OFFICE





# APPENDIX C



## Queensgate Foundation Primary School



### MINIBUS CHECK SHEET TO BE COMPLETED BEFORE START OF JOURNEY

Vehicle checks undertaken		YES	NO
	Handbrake/Brakes tested		
	Indicators		
	Lights		
<b>Under the Bonnet</b>			
	Engine Oil		
	Wiper Water		
	Radiator Water		
	Brake fluid		
	Clutch fluid		
	Power steering fluid		
<b>External</b>			
	Tyre pressure		
	Tyre condition/including spare		
	Vehicle exterior		
	Roof rack storage		
	Wing Mirrors		
<b>Internal</b>			
	Fire Extinguisher		
	Seatbelt cutter		
	Jack/Wheel brace		
	First Aid Kit		
	Spare bulb kit		
	Torch		
	High Viz vest		
	Warning Triangle		
	Seatbelt condition		
	Booster seat required		
	Luggage stowed securely		
	All seatbelts fastened		

**What about children travelling in a minibus, bus or coach?** All passengers in a minibus (which is up to 2.54 tonnes unladen weight) have been required to use seat belts for some years. A child who is required to use a child seat or booster seat in a car must do so in a minibus **only if one is available**. A typical child car seat isn't suitable for a typical minibus seat – which is narrower and less deep. A seat is not considered to be available if it is not suitable. As a general rule, therefore, children will use the belts provided, which are usually adjustable. The operator does not have to provide suitable seats. The new rules don't yet apply to children travelling in bigger coaches and buses but they will eventually be in the same as those for minibuses. Passengers in all minibuses and coach, where seat belts are fitted, must be told that seat belt wearing is required by law.

I confirm I have carried out all the above required checks prior to travel.



Signed:..... Date: .....

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## APPENDIX D

	<h1>Queensgate Foundation Primary School</h1>	
<b>DEFECTS FORM</b>		
<b>Date Defect Noted:</b>		
<b>PLEASE GIVE FULL DETAILS OF DEFECT</b>		
<b>Signed:</b>	<b>Date:</b>	

**IF YOU HAVE NOTED ANY DEFECTS PLEASE COMPLETE THIS FORM AND RETURN IT TO THE OFFICE ON RETURN OF THE MINIBUS**