

School Drivers / Minibus Policy



Formby High School
Determined To Achieve

The Aims of this Policy

- To ensure that Formby High School complies with current legislation and guidance concerning the maintenance and driving of the school minibuses.
- To ensure that the safety of minibus users (both drivers and passengers) and other road users and pedestrians is paramount at all times.
- To ensure that Formby High School is meeting its health and safety and safeguarding obligations towards all members of the school community.

Policy Statements

- The school follows guidance contained within *Driving School Minibuses – Advice for Schools and Local Authorities* (September 2013) which was published jointly by the Department for Education, Department for Transport and Association of Chief Police Officers.
- This policy and the procedures contained within it have been written to provide any members of staff who may need to drive vehicles on behalf of the school with the necessary knowledge and information in the light of growing legislation regarding the qualifications, insurance, operating, servicing and inspection requirements to safely operate our minibuses and carry passengers.
- The behaviour and competence of the minibus drivers will be fully assessed to ensure the safe operation of the minibuses and to keep employees and others free of harm.
- This policy extends to the use of hired vehicles that are used by the school.
- A copy of this policy will be provided to all minibus drivers and will be kept in the Staff Handbook and retained by the Health and Safety Coordinator.
- This policy and the procedures contained within it will be reviewed regularly as part of the school's Health and Safety review.

Roles and Responsibilities

The Governing Body

- The Governing Body of Formby High School is responsible for ensuring that minibuses operated on behalf of the school fully comply, in every respect, with all legal transport and health and safety requirements. This responsibility is delegated to the Headteacher to ensure its appropriate implementation.
- To monitor the implementation of this policy through the Link Governor for Health and Safety and review it on a regular basis.

Headteacher

- The Headteacher will ensure that the school has appropriate safety procedures for the minibus based on the ROSPA Advice for Minibus Safety and their code of practice (in addition to the DfE guidance). A copy of the full code of practice is available at www.rospa.com and is also available in the T:Drive/Health and Safety/Minibus folder.

Premises and Facilities Manager (PFM) and School Business Manager

The PFM will:

- Ensure that mini-checks (fuel, water, oil and battery levels, tyre pressures and lights) are conducted by a trained member of the caretaking team on a weekly basis. Any issues identified should be brought to the attention of the PFM.

- Review weekly the 'Vehicle Check Lists' returned by drivers, identify any issues and act accordingly.

The School Business Manager will:

- Arrange for appropriate insurance cover and for the payment of annual road tax.
- Ensure that servicing of the minibuses is performed at the correct mileage and that the service book kept is ready for inspection at any time.
- Ensure that the annual MOT is carried out within the necessary timeframes.

Minibus Drivers

- Follow and comply fully with the requirements outlined in 'Procedures and Practices' section below.
- Ensure that pre-use checks of the vehicle are conducted and pass the completed Vehicle Check List to the Premises and Facilities Manager when returning vehicles keys (see Appendix One).
- Report any concerns about the safety and/or condition of the minibus to the PFM immediately.
- Familiarise themselves with the relevant ROSPA guidance: <T:\HEALTH AND SAFETY\Mini Bus\minibus-code-of-practice 2015.pdf>
- Understand the personal legal implications if procedures are not adhered to. For example, 'It is the driver's licence that will suffer if the vehicle is found to be defective. It is also the driver's responsibility to ensure the safety (including the use of seat belts) and welfare of all passengers'. (ROSPA, August 2015)
- Comply fully with all road traffic laws, respecting speed limits and ensuring use of seatbelts at all times. For longer journeys, frequent rest breaks are to be taken.
- Inform a member of the Senior Leadership Team immediately if unfit to undertake a journey in order for alternative arrangements to be made.
- Never use a mobile phone (hand held or hands free) as the driver of the vehicle unless it is parked in a safe place with the engine switched off. Making genuine emergency 999 or 112 calls whilst driving is legal.

Procedures and Practices

Driver Eligibility

Persons Entitled To Drive the Minibus

- Only those named on the approved drivers list (a copy of which is held by the Premises and Facilities Manager) will be eligible to drive the school minibus. Minibus drivers must meet the driver licence requirements set out in *Driving School Minibuses – Advice for Schools and Local Authorities* (September 2013).
- Drivers must be medically fit, legally qualified to drive a minibus and are required to complete and sign a driver declaration form to that effect before driving the school minibus. The form will be kept on file in the HR office.
- Staff with a medical condition that needs to be declared to insurers or have any changes to their driving licence must advise HR and the PFM accordingly.
- Drivers will be required to give consent for their licence to be checked every 12 months via the online 'Check someone's driving licence information' tool on the DVLA website. The driver will need to obtain the code at View Your Driving Licence Information on the DVLA website (<https://www.gov.uk/view-driving-licence>). The code must be provided to the HR department within 21 days. The HR department will use this code to check the driver's eligibility to drive.

- Before being authorised to drive the minibus, staff must undergo a Minibus Driver Awareness Scheme (MIDAS) training course and pass an assessment. The assessment and training will be carried out by an external MIDAS Driver Assessor Trainer.
- Additionally, staff will have MIDAS refresher training every four years to ensure that they maintain the necessary level of proficiency to drive the school minibus safely.
- Drivers will be required to report any changes to their licence (including the acquisition of penalty points) to the PFM and the HR department.

Persons who use their own vehicle for Occasional Business Use

- Staff who wish to use their own vehicle for 'Occasional Business Use' to transport students, parents or other staff, must inform the School Business Manager two days prior to the travel date, providing the purpose of use, who will be transported and where. The staff member's vehicle will be insured during this period of travel by the school's 'Occasional Business Use' insurance policy. If the use is due to an emergency then you must inform the School Business Manager as soon as is reasonably possible.
- In some instances a staff member maybe required to use another organisation's vehicle. In these cases the School Business Manager should be informed within five working days in advance of the trip. A copy of the vehicle's MOT certificate, service history and insurance documents should be provided to the School Business Manager, along with the dates of use, person(s) driving the vehicle and and confirmation of the make, model and vehicle registration. The School Business Manager will arrange for this vehicle to be added to the school's insurance policy if required.
- Drivers must be medically fit, legally qualified to drive and are required to complete and sign a driver declaration form to that effect before driving their own vehicle for occasional school business use. The form will be kept on file in the HR office.
- Staff with a medical condition that needs to be declared to insurers must advise the School Business Manager accordingly.
- Drivers will be required to give consent for their licence to be checked via the online 'Check someone's driving licence information' tool on the DVLA website. The driver will need to obtain the code at View Your Driving Licence Information on the DVLA website (<https://www.gov.uk/view-driving-licence>). The code must be provided to the HR department. The HR department will use this code to check the driver's eligibility to drive.

Penalty Points on Driving Licences

Where a driver informs the school that he/she has acquired penalty points on his/her licence the Headteacher will determine whether he/she is permitted to drive the school minibus. This will also apply to use of the driver's own vehicle or a vehicle owned by another organisation for school business purposes.

Vehicle Readiness and Maintenance

Servicing, MOT, Insurance and Taxation

- Servicing and MOT testing will be carried out at the appropriate intervals, and in accordance with the manufacturer's recommendations.
- Trained members of the Caretaking team as directed by the Health and Safety Coordinator will conduct weekly mini-checks on fuel, water, oil and battery levels, tyre pressures and lights. A signed record will be maintained to demonstrate that these checks have been undertaken.

Minibus Bookings and Administration

- All bookings should be made using the booking diary in the Premises and Facilities Manager's Office.
- A list of students and staff on the journey, and journey details (to include departure and return times) is to be left with the school office prior to departure. The office should be provided with relevant contact numbers for staff using the vehicle(s).
- Drivers must sign for the vehicle in the booking diary when collecting the minibus keys from the Premises and Facilities Manager (failure to do so may render the journey unauthorised for insurance purposes), and collect the Minibus File, which contains a copy of the Highway Code, the Minibus Policy, spare checklists, a notepad and pen.
- If leaving or returning out of hours the Premises and Facilities Manager should be informed in advance to ensure access to the site if required.
- Drivers must return the vehicle's keys and the Minibus File to the Premises and Facilities Manager on returning to school along with the Vehicle Check List. If the minibus is being returned out of school hours, the keys, and minibus file should be either brought to the school first thing in the morning or put in the Finance tray in the staff room.

Pre -Use Vehicle Checks

- The school minibus must be maintained to high levels. As well as MOT, servicing and half termly checks, drivers should satisfy themselves that the vehicle is safe to drive. If the serviceability of the vehicle is in doubt, it is not to be used until it has been repaired.
- Pre-use checks are to be recorded on the Vehicle Check List found in the Minibus File which must be signed for on collection and return of keys from the PFM. Completed Vehicle Check Lists are to be given to the PFM on return of the minibus who will take any action necessary. These lists will be retained by the School.
- Pre-use checks must include lights (headlights, hazards, brakes, reversing, side and indicators), horn, mirrors, doors (open, close and lock correctly), steering, seatbelts and windscreen wipers (including windscreen wiper wash). A walk around the vehicle should occur to check for damage / defects and to assess tyre condition.
- If the driver has concerns about the condition of the vehicle it must not be used and these concerns must be reported to the Premises and Facilities Manager.
- Mileage records should be used to help monitor fuel consumption.
- Prior to the start of each journey, the driver is to go through a brief talk with students regarding the wearing of seatbelts, journey time, being seated at all times, behaviour, noise levels and escape procedures. The journey is not to commence unless the requirements of the driver are complied with.

Fuel

- The School Minibuses has a fuel card that enables fuel to be purchased and charged to the School's account.
- A member of the Caretaking team will regularly check the school minibuses to ensure that the vehicles are fully replenished for the intended known journeys each day. It may, however, be necessary for the minibus driver to refuel whilst on a journey.
- The diesel level should not go below a quarter and would preferably be filled up when it is half full. This helps prevent primer damage and fuel tank sediment entering the engine.
- It is the drivers responsibility to check there is sufficient fuel for the intended journey.

Equipment

It is recommended that the following equipment is carried on board the Minibus. If items are used during a journey, please inform the First Aid team at school who will replenish supplies:

- **First Aid Box containing**
 - 10 antiseptic wipes, foil packed;
 - 1 conforming disposable bandage (not less than 7.5cm wide);
 - 2 triangular bandages;
 - 1 packet of 24 assorted adhesive dressings;
 - 3 large sterile un-medicated ambulance dressings (not less than 15cmx20cm);
 - 2 sterile eye pads with attachments;
 - 12 assorted safety pins;
 - 1 pair rustproof blunt-ended scissors;
 - Disposable gloves;
 - Mouth mask for resuscitation.
- **Fire Extinguisher**
 - At least one fire extinguisher (which complies with BS 5432 or equivalent and has a minimum test rating of 8A or 21B) that contains foam.
- **Warning Triangle**
 - This should be used in the event of breakdown and carefully positioned 50m behind the vehicle to warn other road users of the broken down vehicle.
- **Hi-Visibility Vest**

Tidiness

- The Minibus should be left tidy. Eating and drinking on it should be discouraged (exceptions can be made in circumstances of long delay).
- Bin bags are to be carried and made available for rubbish.
- Dirty/muddy kit (especially boots and shoes) must not be worn in the minibus.
- Clean tracksuits and / or footwear should be taken if students are likely to get muddy.

Vehicle Operation

Capacity

- No more than 16 passengers and a driver may be carried in the school minibus.

Seat Belts/Luggage

- Before setting off, the driver and/or driver's assistant must ensure that passengers are wearing seat belts and any luggage is securely stowed. Students are to be informed that seatbelts are to be worn at all times when the vehicle is in motion.

Driving Rules

- Drivers are responsible for driving within the law and in accordance with the Highway Code (a copy is held in the Premises and Facilities Manager's Office). The School will not refund fines or other costs incurred by drivers as a result of any road traffic or parking offence. Drivers must inform the Health and Safety Coordinator of any penalty points received whilst using the school minibus; failure to do so will result in disciplinary action.
- National speed limits apply to the school minibus.
- It is school policy that under normal road conditions, a minibus should not be driven in the third lane of a motorway.
- Vehicles are not to be driven by anyone who has consumed any amount of alcohol or illegal substance.
- Some medication may impair a driver's ability and employees who are taking medicines of this nature are not to drive vehicles.

- All accidents, whether or not they cause injury to persons or damage to property, are to be reported to the school as soon as possible after they occur.
- Keys must not be left in an unattended vehicle at any time.
- Due consideration must be given to parking in secure areas as much as possible, particularly where overnight stays are required.
- Vehicles must not be driven at any time if the load being carried exceeds the maximum allowable weight capacity.
- Smoking is prohibited on the minibus at any time.

Driver's Assistant

- With the exception of short journeys, a second member of staff or an adult volunteer will normally be on every journey as the driver's assistant.
- For short journeys of less than thirty minutes duration an assistant should not be needed unless circumstances require one – the minibus risk assessment will determine if a driver's assistant is needed.
- This person should be positioned near the back of the minibus to observe behaviour and maintain good order. They can also make and receive phone calls so the driver does not have to. They should also help with reversing and need to be visible at all times to the reversing driver. They should assist in a breakdown or accident and can act as a relief driver if they are trained and authorised to do so.

Reversing of vehicles

- Reversing vehicles can be particularly hazardous. The best way of avoiding a reversing accident is to avoid reversing a vehicle wherever possible.
- Always check behind your vehicle before reversing – if necessary, ask someone to watch the area into which you will be reversing.
- If you use a guide, ensure they can be seen at all times whilst manoeuvring – if two members of staff are present, one must at all times be the guide when reversing.
- Ensure rear view mirrors are clean and properly adjusted at all times.

Distraction during driving

- The use of mobile phones is strictly prohibited whilst operating the vehicle. There are other similar activities, which can be unsafe and thus may attract the attention of the police, such as drinking (soft drinks), eating, smoking, or even changing a radio channel. To this end, any action whilst driving, which could cause distraction must be avoided.

Tiredness

- Driving when tired greatly increases the risk of an accident. The Highway Code recommends that a driver takes a minimum break of at least 15 minutes after every two hours of driving. However, after a full working day, drivers **MUST NOT** drive for a continuous period of more than two hours without taking a suitable break.
- If an authorised relief driver is available to drive a journey can be continued without a break.
- Drivers should use common sense to ascertain their suitability to drive at a given time (consider tiredness, recent alcohol or medicine consumption, illness etc).

Safety

- Whilst driving the minibus, drivers should ensure that all doors are unlocked to assist with emergency egress if the need arises.
- Drivers should ensure that internal lights are off whilst driving so that their vision is not impaired by the internal light.

- Exits/gangways should be clear of obstructions (such as bags) at all times. Bags can go on spare seats and under seats.
- If a trailer is used, the back doors of the minibus need to be able to open fully to help students escape safely if necessary.
- Dealing with 'road rage':
 - If threatened by another driver, do not retaliate by flashing lights, sounding the horn or making offensive gestures; this only attracts a response and will often make a situation worse
 - If forced to stop, stay in the vehicle with windows closed and doors locked and be prepared to drive off
 - If necessary, use your mobile phone to contact the police for assistance
 - Note the registration number of the vehicle, and the make and colour, plus a description of the driver and occupants and give the police these details.
- Unsafe situations: if you feel that driving cannot be in complete safety, do not continue. Members of staff are not required to put themselves at risk at any time whilst driving on behalf of the school.

Security

- Whenever the vehicle is left unattended, all windows are to be closed and doors locked.

Accident and Breakdown Procedures

Breakdown Procedures

Standard breakdown procedures are to be followed where necessary:

- If on a public road, get out of the vehicle on the safe side – nearest the path or verge.
- If on a motorway, follow the instructions of the emergency operator, which may include staying in the vehicle, or getting out of the vehicle and not getting back into the vehicle again.
- Avoid going near the traffic flow and exercise extreme caution at all times.
- If possible, leave a motorway, dual carriageway or main road if a fault occurs, which will reduce the risk of collision, but park in a well-lit place so that the vehicle can be seen by other road users.
- In the event of breakdown contact QBE (membership card is kept in the vehicle):
 - QBE contact phone number: 0800 389 1708
 - Blue minibus policy number: M0000583MBPH
- It is best to use a roadside emergency telephone if possible as this will pinpoint your location.
- School should also be contacted, when practical, in the event of a breakdown.
- Staff should not change a tyre or attempt repairs. This should be carried out by a breakdown team.

Accident

In the event of an accident:

1. Deal with any injured persons.
 2. Ensure the safety of everyone involved.
 3. If necessary, call the emergency services.
- In all cases, stop at the scene and take the names, addresses and telephone numbers of people involved, including independent witnesses. Take photos of the accident scene from various angles if possible. Breakdown procedures should be carried out if necessary.

- In the event of a serious incident, emergency contact numbers are available in the Minibus File (carried on all journeys).
- School Contact numbers are:
 - Mr Ian Westall (H&S Coordinator) – 07789 159591
 - Main School Number – 01704 873100
 - Out of Hours Emergency SLT – numbers in the file

General

Any member of staff who has queries relating to the driving of the school minibus or the condition of the vehicle should bring them to the attention of **the Premises and Facilities Manager**.

Appendix 1



MINIBUS CHECK SHEET

Return This Completed Form to The Finance Office Before Setting Off

VEHICLE AND DRIVER DETAILS:

Date:

Driver 1:

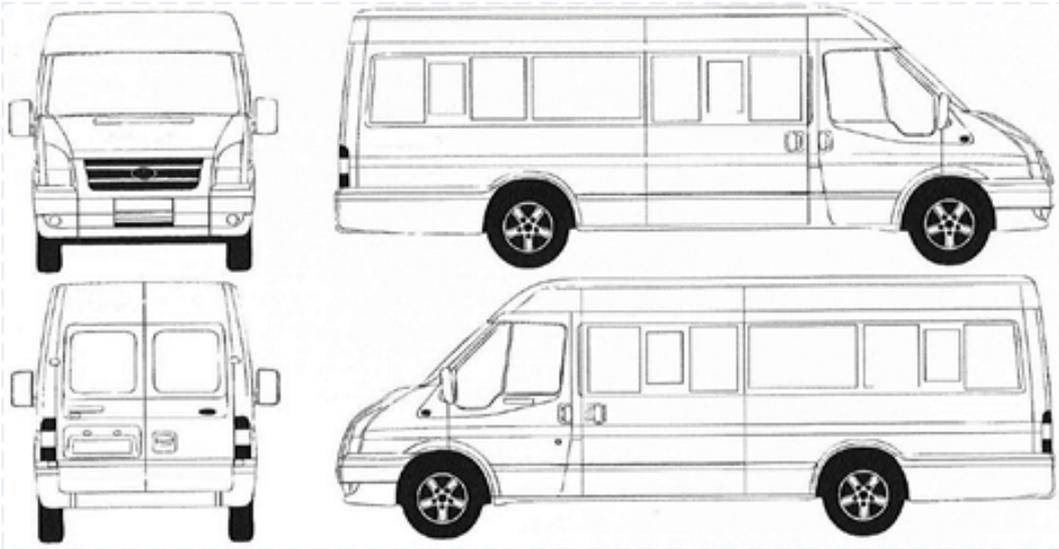
Vehicle Registration:

Driver 2:

Mileage:

Driver 3:

MARK DAMAGE



ARE THE FOLLOWING IN GOOD CONDITION?:

	Yes	No
Dipped beam		
Full beam		
Parking lights		
Front indicator(O/S)		
Front indicator(N/S)		
Rear Indicator(O/S)		
Rear Indicator(N/S)		
Brake lights		
Reversing light		
Reversing beeper		
Rear fog light		
Doors operate correctly		

	Yes	No
Horn		
Wipers		
Washer		
Mirrors		
Windscreen/Windows		
Wiper blades		
Check tyres for damage		
All seat belts		
First aid box		
Fire extinguisher and warning triangle		
Emergency paperwork		
Aisles and exits clear		

Fuel Level E _____ F

Name:

Sign:

Confirmation:

By using this vehicle on public roads the driver accepts responsibility for paying any parking tickets, fines and penalty points etc.

Using the minibus confirms your acceptance of the minibus policy.

All litter and personal items must be removed after use.



Formby High School Mini Bus Driver Declaration Form

Personal Details

Full Name (PLEASE PRINT): _____

Code Supplied by the DVLA: _____

Last 8 digits of your Driving License No: _____

MiDAS Certificate Number: _____

MiDAS Expiry Date: _____

Do you currently, or have any history of, any medical condition which may affect your ability to drive safely now or in the future? (Please provide details overleaf) YES NO

Are you currently taking any medication which may affect your ability to drive safely now or in the future? (Please provide details overleaf) YES NO

Do you have any additional licences e.g. PCV or LGV? (Please provide details below.) YES NO

Declaration

Please tick each box to confirm your agreement and consent:

- I declare that the details given are correct. I agree to exercise all due care for the safety of my passengers and security of the vehicle whilst in my charge and I also undertake to inform the Health and Safety Officer of any accident that occurs whilst I am responsible for the vehicle. I understand that it is an offence under the Road Traffic Act to knowingly make a false statement to obtain insurance cover.
- I undertake to advise of any subsequent illness, condition or event which might affect my suitability as a minibus driver, including any future refusal of motor insurance or 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 and damages. I understand that all information will be treated in the strictest of confidence.
- I give consent for the information provided on this form to be used to check my driver's licence details.

Signature of Driver: _____

Date: _____



Formby High School Mini Bus Driver Declaration Form

Additional Information:

CONFIDENTIAL

Documents checked by:	
Authorisation to drive the school minibus given by Premises and Facilities Manager:	
Date:	
Scheduled Review:	