



# Minibus Policy

Version 1.0

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<b>Name of Responsible Committee/Individual:</b>	Board of Directors
<b>Implementation Date:</b>	September 2020
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<b>Target Audience:</b>	All Employees
<b>Related Documents:</b>	Trust staff Code of Conduct Trust Health and Safety Policy School's/UTC's Behaviour Policy Royal Society for the Prevention of Accidents (ROSPA)
<b>Date Policy Agreed</b>	September 2020
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## INTRODUCTION

This policy has been drawn up to ensure, as far as reasonably practical, the safety of all persons using a Brighter Futures Learning Partnership Minibus, (including all school/UTC minibuses) and to also ensure that expensive assets are kept in a good and safe condition.

This policy applies to ALL journeys in the school/UTC minibus, leased in the name of The Brighter Futures Learning Partnership Trust as well as those purchased directly from any company or those donated by Charity to the Trust and its schools/UTC.

## The Aims of the Policy

- To ensure that the Brighter Futures Learning Partnership Trust complies with current legislation and guidance concerning the maintenance and driving of minibuses owned or leased by the Trust
- To ensure that the safety of the minibus users (both drivers and passengers) and other road users and pedestrians is of paramount importance, at all times
- To ensure that the Brighter Futures Learning Partnership Trust is meeting its health and safety obligations to all members of its school/UTC community

## Roles and Responsibilities

- **The Local Governing Body** for each school is responsible for ensuring that the school/UTC minibuses are operated on behalf of their school/UTC fully comply in every respect, with all legal transport and health and safety requirements outlined in this policy. **The responsibility is delegated to the Headteacher/Principal** to ensure its appropriate implementation.
- To monitor the implementation of this policy. (This should be done as part of the governor health and safety link checks and reported into the Board)
- The **Trust's Director of Finance** will ensure that the Trust has appropriate safety procedures for the minibuses based on the Royal Society for the Prevention of Accidents (RoSPA) Advice for minibus safety and their code of practice (in addition to the DfE guidance). A full copy is available at [www.rospace.com](http://www.rospace.com). He/She will also arrange for appropriate insurance cover and for the payment of road tax and liaise with the school/UTC to ensure all documentation is in place before driving.
- Each school/UTC must designate a **minibus co-ordinator** who will be responsible for the following:
  - Maintaining the minibus log file which will be given to the driver before each journey
  - Keep the driver declaration form and associated paperwork
  - Obtain driver declarations at the beginning of each year
  - Ensure that each driver has completed the declaration form before driving the minibus
  - Retain all minibus records and documentation

- Notify the Headteacher/Principal, who will inform the CEO/CFO of any changes if a driver notifies them of any change to driving status
- Notify the Headteacher/Principal of any concerns raised by the Driver
- Ensure that the Driver displays a Section 19 permit in the minibus widescreen for all journeys

## Minibus usage

The minibuses must:

- Be used on behalf of a non-profit organisation
- Be used only for school/UTC educational purposes (i.e. on behalf of the community)
- Not be used for hire or reward
- Be used without a trailer attached
- Have a maximum of 16 passengers
- Not exceed their maximum load wight (as per the vehicle handbook)

## Driver Eligibility

1. In order to drive the minibus, the driver must meet the following criteria:

### Car Driving Licence obtained before 1 January 1997

- Drivers who obtained their full car (category B) driving licence before January 1997 may drive a minibus in the UK because their licence included category D1. Such drivers will be older than 21 which is the minimum age for driving a minibus.
- If their licence has the code 101 next to D, they cannot drive a minibus for hire or reward unless it is operated under a section 19 permit
- The entitlement to drive the minibus remains valid until their licence expires. However, if they have renewed their licence, for example if they have changed address or renewed their photocard licence, they should check that the D1 (101) entitlement has been retained on their new licence. Drivers should have no restrictions on their licence.

### Car Driving Licence obtained after 1 January 1997

- Be over the age of 21 and under the age of 70 (unless they have passed the PCV Medical Test)
  - Held a full category B driving licence for over 2 years
  - Drivers must have no restrictions placed on their licence
2. The drivers driving license should be inspected every 6 months and should be free from any conviction for drunk, reckless or dangerous driving. These can be reviewed using the DVLA's website <https://www.gov.uk/check-drivinginformation> . It is the responsibility of the Headteacher/Principal to set up a system for checking.

3. Every member of staff/school volunteer who drives the minibus must have a MiDAS (Minibus Driver Aware Scheme) Certificate of Competence before they can drive the bus. This must be renewed every 4 years or in line with current MiDAS/Community Transport Association guidelines.
4. Must have permission from the Headteacher/Principal to drive the bus or, in their absence, the Deputy Headteacher/Principal
5. At no time must the driver drive a vehicle under the influence of either alcohol or other drugs which might impair driving ability. It should be noted that there are many “over the counter” medicines which would fall within this category. Any driver taking prescribed drugs should heed any warning given with the prescription. If any driver is found to be driving under the influence of alcohol or drugs where they are recommended not to drive, they could be investigated under the Brighter Future’s Learning Partnership Trust’s Disciplinary Policy. The Trust may also inform/liaise with, any necessary law enforcement agency as required.
6. Are personally liable for any parking or speeding fines (payment and penalties). If any member of staff is found to be driving over the legal speed limit, they could be investigated under the Brighter Futures Learning Partnership Disciplinary Policy. If any school volunteer is found to be driving over the legal speed limit, they could be prohibited from driving the minibus. The Brighter Futures Learning Partnership Trust may also inform/liaise with, any necessary law enforcement agency as required. Any subsequent driving endorsements may (where necessary) be passed on to the driver.
7. Any staff who are authorised to drive a minibus must complete **Appendix 3** (Declaration of Fitness to Drive a Minibus) BEFORE driving. This will be retained by the school/UTC.
8. Notify the Headteacher/Principal of any endorsements they receive on their driving licence immediately upon receipt, who must in turn immediately notify the CEO, or CFO in his/her absence. The CFO will contact the insurers to check if the driver is still insured to drive.
9. Immediately notify the Headteacher/Principal of any health conditions (or change in any health conditions) that may affect their ability to drive.
10. Are responsible for the safety and security of the vehicle whilst it is in their charge.
11. Notify the Headteacher/Principal of any damage or defect that occurs, or noticed whilst the minibus is in their charge. The Headteacher/Principal must then notify the CEO/CFO.

### **Care of the Minibus**

1. Member of staff are expected to:-
  - a. Complete a checklist **Appendix 1** (Minibus Check List - Post Journey Central Record) to check the condition of the vehicle upon takeover and notify the Headteacher/Principal of any faults.
  - b. Check that the equipment which must be carried on the vehicle (fire extinguisher, first aid box, red triangle etc...) are there.
  - c. Inform the office of any use of the first aid box so that it can quickly be replenished.
  - d. Regularly check the gauges whilst driving for 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 is less than half-full, refill as soon as possible

- h. When the driver has completed the journey he/she will ensure that the minibus is left secure before handing the keys back. The minibus must not be left unattended at anytime with the keys in the ignition.
- i. When the driver has completed the journey, they must ensure that the minibus is left clean and tidy

### Safety

1. Maximum load and passenger capacity must not be exceeded
2. Seatbelts must be worn at all times
3. The Highway code must be adhered to at all times
4. Student/Pupil behaviour: students/pupils must be seated at all times. If students/pupils distract the driver stop the bus must be stopped until they are settled.
5. At least one member of staff travelling on the minibus must have basic First Aid Training.
6. A file must be taken on every journey and contain the following:-
  - a. A copy of the emergency during an offsite activity policy
  - b. Pupil names
  - c. Parental contact numbers
  - d. Medical information
  - e. School contact numbers
  - f. Minibus Useful information sheet
7. Eating, drinking or using a mobile phone are strictly prohibited whilst driving
8. All drivers must adhere to the following guidelines regarding drivers' hours

	<b>Domestic Rules</b>	<b>EC Rules</b>
Maximum length of working day	16 hours	13 hours
Daily driving period	10 hours	9 hours
Time driving without a break*	5 1/2 hours	4 1/2 hours
Minimum length of break	30 minutes	45 minutes
Daily rest period	10 hours	11 hours
Weekly driving limit		56 hours

The break is a period of time during which the driver may not perform other work and is exclusively for recuperation. The break may be split into smaller periods and distributed through the 4 ½ hours. With each breaktime the period should be extended.

Drivers should not be required to supervise children during their break, as this would not be a rest for the driver.

### **Pre Use Vehicle Checks**

The minibuses must be maintained to a high level. As well as MOT, servicing and regular checks, drivers should satisfy themselves that the vehicle is safe to drive. A pre-use checklist (Appendix B) should be completed before the start of each new journey. A walk around the vehicle should occur to check for damage/defects and to assess tyre condition.

Prior to each journey, the driver must go through a brief talk with passengers about wearing seatbelts, behaviour code, being seated at all times, noise levels and escape procedures. Before setting off, the driver should check that all passengers are wearing seatbelts.

The minibuses should be left tidy and clean after each journey with nothing left under seats or in exit routes at all times.

### **Accident or Breakdown**

1. In the event of an accident all normal procedures should be followed. Details of time, place, road conditions, vehicles, drivers involved, damage, injury, photos taken (if possible), must be noted.  
The school Headteacher/Principal must be notified as soon as possible. The Headteacher/Principal will then notify the CEO/CFO.
2. If you breakdown; the recovery telephone number is on the Minibus Useful information sheet **Appendix 2** (Minibus Driver Useful Information Sheet) that can be found in the glovebox.
3. Contact the school
4. Students/pupils should NOT remain in the broken down vehicle on the motorway/dual carriageway hard shoulder but are to stand at a safe distance behind the barrier.
5. Staff are not to attempt repairs. They must wait for help.
6. All accidents and breakdowns must be reported to the school and the accident reporting form **Appendix 4** (Accident Report Form).

### **Admin - School**

1. Ensure keys to the minibus are kept secure at all times when the minibus is not in use.
2. Ensure that the driver completes **Appendix 1** (Minibus Check List - Post Journey Central Record) before starting the journey and that the mileage is completed at the end of the journey.
3. Ensure that the above checklists are completed accurately and are kept in date order available for inspection by as required.
4. Ensure that their drivers report any new license endorsements to Headteacher/Principal immediately. This must in turn be reported to the CEO/CFO who will report it to the insurance company and ensure that the driver is still legally able to drive the minibus

5. **Once every half term submit to the CFO the current mileage of your vehicle.**
6. Develop a system for “booking out” the minibus, including times for routine servicing, 12 weekly safety inspections and MOTs these must be booked in consultation with the CFO and logged accordingly.
7. Each school/UTC must nominate a dedicated person as a point of contact for the CFO
8. Familiarise themselves with this policy and all the appendices
9. Advise the CEO/CFO of any faults, breakdowns or accidents
10. The school must keep accurate records for servicing by ensuring that the dealer affixes an appropriate stamp in the service book provided.
11. Arrangements for purchase and payment of fuel
12. Arrangements for cleaning the minibus both inside and out.

### **School/UTC Admin and Central Trust**

1. Whilst the school’s/UTC’s insurance contract is maintained via Central Trust, the school/UTC will be responsible for ensuring that relevant insurance is in place.
2. The school/UTC will remain responsible for applying for the relevant S19 permits. This should be communicated to the CFO who will retain a central log.
3. The school/UTC will ensure all MiDAS certification for all drivers remains up to date and will update the CFO, who will update the central log.
4. The Headteacher/Principal will ensure all driving license checks are undertaken as detailed above. These checks should be free from any conviction for drunk, reckless or dangerous driving. All licences must be ‘clean’. **If there are any points on a license it must be referred to the CEO/CFO for further consideration. Guidance will be sort from the insurance company and the Trust’s legal services.**
5. The school/UTC must periodically inspect school minibus records to ensure adherence to this policy and any minibus contracts.
6. The Central Trust will oversee all banking and payments in regard to the lease contract (as per the Scheme of Delegation) but it is the school’s/UTC’s responsibility to ensure prompt payment.

### **Recommended Reading**

Community Transport Association - <http://www.ctauk.org/>

ROSPA Minibus Safety Code of Practice - <http://www.rospa.com/rospaweb/docs/advice-services/roadsafety/practitioners/minibus-code-of-practice.pdf>



Policy Agreed: September 2020

Signed CEO of BFLPT – Helen-Redford-Hernandez:

*H. Redford-Hernandez*

Date: 30 September 2020

Signed – Chair of BFLPT – Marus Isman-Egal:

*Marcus Isman-Egal*

Date: 30 September 2020

Policy to be reviewed : September 2022

Created: September 2020 (Version 1)

Revised:

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**Appendix 1****Minibus Check List - Post Journey Central Record**

School: (School to insert details)

Vehicle Registration Number: .....

Every day the minibus is used, the driver should conduct a pre-drive safety check. This should be repeated whenever another driver takes over the vehicle. Walk around the vehicle, including the trailer if applicable, to check for visible defects, and the items listed below:

<b>Exterior Check</b>	<b>OK</b>	<b>Not OK</b>	<b>Defect Reported To</b>
Oil level (once only at start of day)			
Coolant level (once only at start of day)			
Windscreen washer fluid level (once only at start of day)			
Brake fluid level (once only at start of day)			
Windscreen and windows are clean and undamaged			
Wiper blades are clean and undamaged			
Exterior mirrors are correctly adjusted, clean and unobstructed			
Lights, including brake lights and indicators, are clean and working			
Tyre pressures, including the spare (and inner tyres and tyres on a trailer, if applicable)			
Tyre tread, including the spare and inner tyres and tyres on the trailer, if applicable. At least 3.0mm across centre 3/4 or 3.0mm is recommended			
Any cuts and bulges?			
Doors open and close properly			
Trailer brake lights and indicators work, if applicable			
Lift (if fitted) works safely and is securely stowed			
Ramp (if fitted) works safely and is securely stowed			
Roof rack or trailer is properly fitted, and all luggage is securely held			
Damage to bodywork or sharp edges			
Fluid leaks			
Passenger lift or ramp is working and securely stowed (if fitted)			

Interior Check	OK	Not OK	Defect Reported To
Section 19 Permit is displayed in the windscreen			
Mirrors are correctly adjusted, clean and unobstructed			
Position and function/purpose of all the dashboard controls			
Position of driving seat so that all controls can be operated comfortably			
Pressure on brake pedal			
Check Minibus Folder for all relevant paperwork			
Wipers and washers are working properly			
Fuel level (and type of fuel: diesel or petrol)			
Heating and ventilation systems working			
All seats are fixed and secure and all seat belts are undamaged and working properly			
Location of wheel brace, jack and high visibility jacket			
Location and contents of first aid kit and fire extinguisher(s)			
Relevant paperwork (permit, disc, insurance, MoT, emergency numbers and driving licence)			
Change for parking or the telephone (or mobile phone or phonecard)			
Luggage is securely stowed, and aisles and exits are clear			
Damage or sharp edges			
Emergency equipment (eg, high visibility jacket, torch, warning triangle, webbing cutter)			
All doors are unlocked			
Horn is in working order			
Interior lights are working			
Equipment for wheelchair users (wheelchair tie-downs, passenger safety belts and harnesses) is available) if wheelchair passengers present			
No warning lights lit on the dashboard			
No safeguarding issues to report			

Don't forget to now sign the record in Reception/Admin Office.

Date	Driver's Name	All Checks Complete and No Safeguarding Issues Signature	Mileage at Start	Mileage at End

**IF FAULTS THAT MIGHT AFFECT THE VEHICLE OR PASSENGERS' SAFETY ARE FOUND, THE VEHICLE MUST NOT BE USED UNTIL THEY ARE ALL CONFIRMED AND REMEDIED**

**Appendix 2**  
**Minibus Driver Useful Information Sheet**

School Emergency Contact's telephone Number:

**(School to insert details):**

Trust Finance Chief Officer (CFO):

Teresa Ladley telephone 01302-892937

**24 Hour Service for maintenance, servicing, breakdown, tyres, glass:**

Rivervale:

Sharon Gilpin – Account Manager for Education :

Telephone: 01273 433 480

Email: [sharon@rivervale.co.uk](mailto:sharon@rivervale.co.uk)

Insurance Details:

BD Elite:

Telephone: (to report a new claim) 01204 567 567

Alternatively report the claim on [www.bdelite.co.uk](http://www.bdelite.co.uk)

Minibus Registration **(School to insert details)** :

In the case of an Incident/Accident :

Report to **(School to insert details)**, who will report to the Trust's CEO/CFO immediately



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**Appendix 3**

**Declaration of Fitness to Drive a Minibus on behalf of the Trust**

Any member of staff who has queries relating to the driving of a Trust minibus or the condition of the vehicle should bring them to the attention of the Minibus Co-ordinator.

**To be completed upon first use and annually at the start of each academic year**

**Driver Declaration**

**Name of Driver:**.....

I declare that:

1. I hold a current vehicle licence which has D1 entitlement shown on it which permits the holder to drive a minibus *or (delete the one that doesn't apply)*  
I hold a current vehicle licence with a D1 (101) category and I hold a MIDAS certificate.
2. I am aware of the need to declare any illness that would impair my ability to drive the minibus in a safe and controlled manner.
3. I am aware of my responsibility to inform the Minibus Co-ordinator if I receive penalty points.
4. I am responsible for notifying the Minibus Co-ordinator of any change in my circumstances.
5. I have read and agree to adhere to the Trust Minibus Policy.
6. I agree to follow all Trust protocols and procedures when driving the minibus.

I agree that the Minibus Co-ordinator can view my driving licence information on line and have generated the following code to do so:

DVLA Driver Code: .....

Licence Number: .....

If the licence held is a D1 (101) category:

MIDAS Certificate Number: ..... Renewal Date: .....

(attach a photocopy of both sides of the current licence and MIDAS certificate to the declaration)

Signature of Driver: .....

Date: .....

**Appendix 4**  
**Accident Report Form**

The driver of the vehicle involved in the accident should complete this form. It must be completed in detail as soon as possible after the accident and provided to the Minibus Co-ordinator.

Driver name:				
Vehicle registration:	Make:	Model:	Colour:	Trust owned or hire vehicle Trust / Hire (please circle)
Number of persons (including driver) in Trust vehicle:				
Date and time of the incident:      __/__/20__ : ____ am / pm				
For what purpose was the vehicle being used?				
Was a trailer attached: Yes / No				
Where did the accident occur (e.g. road name, town)?				
Estimated speed of the vehicle:				
Weather conditions / visibility			Condition of road surface:	
Name and contact details of any independent witnesses:				
Was there police involvement: Yes / No		Provide details:		
Was damage sustained to another person's property or vehicle: Yes / No				
Owner's name and address:				
Insurance Details:		Make:	Model:	Registration:

Description of damage sustained:

Did anyone sustain an injury: Yes / No  
If yes please give details (e.g. name, address, nature of injury, hospitalised)



The information provided is for internal use by the Trust. No admission of liability or blame should be made to any third party.

Driver's signature: \_\_\_\_\_

Date: \_\_\_\_\_

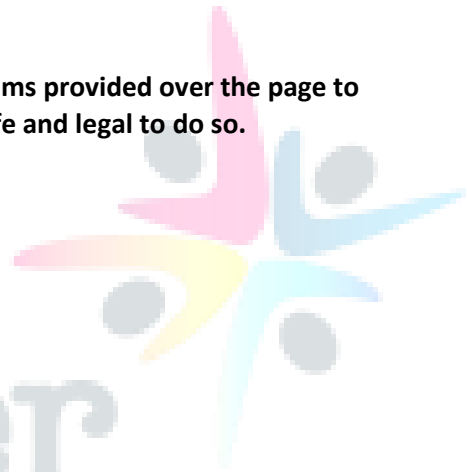
If you have any queries regarding the completion of this form, please contact the Minibus Co-ordinator.

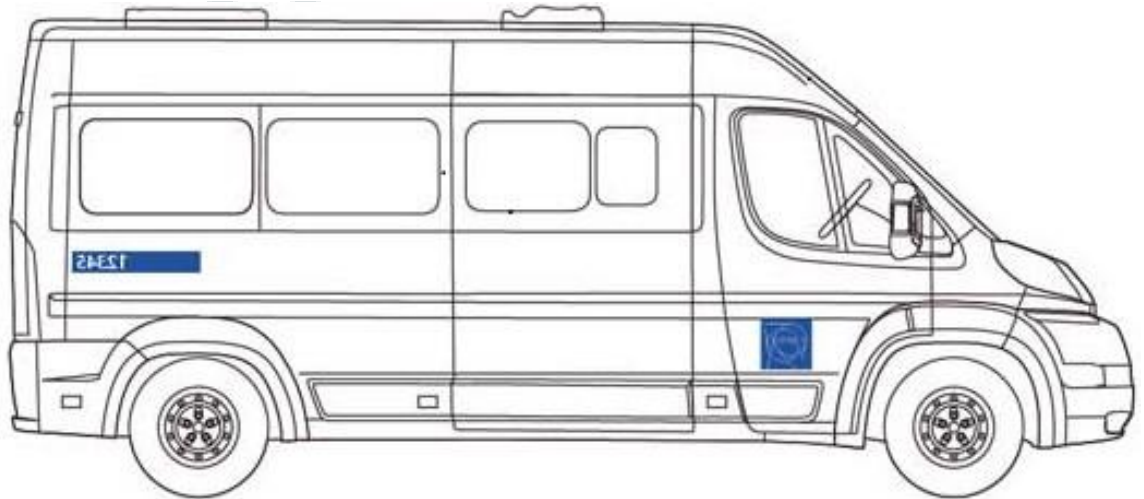
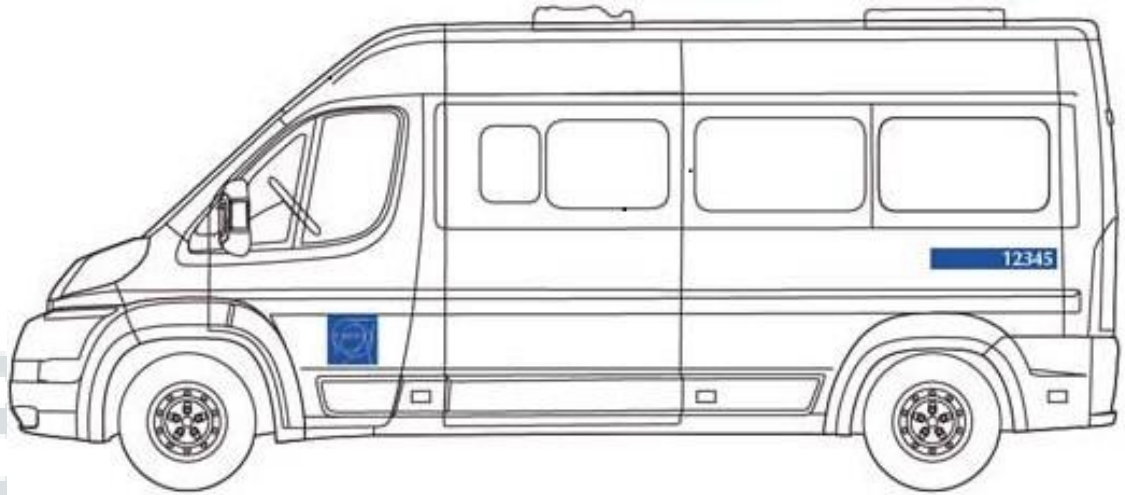
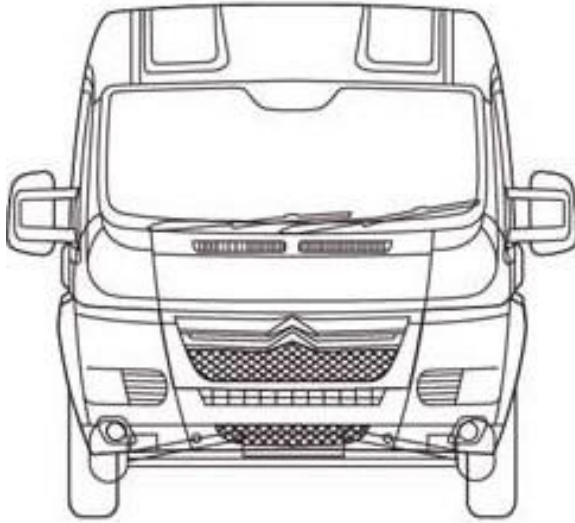


Please provide a description of the accident below (use additional sheets if required). Give as much detail as possible (include road markings, signals given and who you think is at fault for the accident):

Please provide a sketch plan of the accident. Use the diagrams provided over the page to indicated damage to Trust vehicles. Take photographs if safe and legal to do so.

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