



Name of policy: MINIBUS POLICY

Version	Date	Approved by governors	Description
1	March 2020	13.07.20	New policy
2	February 2023	23.2.23	Reviewed

This policy is due for review on: February 2024

The school operates one 17 seater minibus (including driver) on contract hire from Bentley Walker School Minibus Leasing. It is used to:

- Extend our curriculum into the environment
- Ensure access to appropriate places and events that otherwise would be inaccessible
- Enable pupils to access a wider learning environment

Responsibilities and regulation

The Governing Body is responsible for ensuring the minibus operated on behalf of the school fully complies with all legal transport and health and safety requirements. This responsibility is delegated to the Headteacher to ensure its appropriate implementation. The safety of the passengers is paramount.

School Responsibilities

- Ensure a copy of all drivers' licences, details of any claims within the previous 3 years and minibus training certificates (Midas) are on file with an annual review
- Ensure that a current Insurance certificate is held on file and a copy stored in the vehicle
- Ensure that a current MOT certificate is held on file
- Ensure that a BS fire extinguisher and first aid box is carried at all times. A prominent sign will be displayed inside the minibus to indicate where the First Aid Kit is stored.
- Ensure that weekly vehicle checks are carried out
- Obtain a Mini Bus Permit as issued under the "Minibus and Other Sections 19, Permit Bus Regulations 1987"
- The contract includes all routine services and the School Business Manager will ensure the vehicle is booked in and for its required maintenance and service at the appropriate intervals
- Any charges are to cover running costs only and are not for profit

Drivers Responsibilities

To be eligible to drive the school minibus the driver must:

- Be over the age of 25 years with 3 years' experience as qualified drivers
- Hold a full UK driving licence with no points and produce it when requested by the school
- Complete the Minibus Drivers information sheet (Appendix A)
- Complete the Minibus Check List and Journey Log (Appendix C) and pass to the School Business Manager at the end of the journey
- Have successfully completed a valid minibus assessment test i.e.MIDAS
- Not be taking any medication which may affect their fitness to drive
- Have been resident in the UK for at least 5 years
- Not drive a vehicle for longer than 2 hours without a minimum of a 45 minute break
- Ensure there is an escort with the driver and children
- Ensure all passengers are wearing a seatbelt prior to the start of any journey 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 kept unoccupied
- Always park so that passengers alight on the footway and not on the carriageway
- Drive on a voluntary basis
- Inform the School Business Manager if they receive an endorsement to their driving licence as a result of a conviction for a traffic offence

The driver is at all times responsible for (1) the condition of the vehicle he/she is driving, (ii) the passengers. The pre-drive safety check (appendix 1) must be completed before every journey. (iii) the minibus is left secure i.e.: safely parked, windows closed and doors locked.


Both the driver and employer may commit an offence if the above is not adhered to.

Management System

The School Business Manager will ensure the following:

- All drivers are familiar with and adhere to the contents of Appendix A
- All staff use the proper booking procedures for the use of the vehicle (Appendix B)
- Insurance cover, MOT, tax and service are up to date
- Vehicle registration documents are held securely
- All drivers complete the journey log (Appendix C).
- The mileage log is checked at least termly to ensure the log is correctly complete and all mileage accounted for
- The keys are held securely
- Access to the minibus keys are restricted to authorised users
- A copy of all drivers' licenses, details of claims within the previous 3 years and minibus training certificates are on file with an annual review
- Familiarisation training is provided for all new users of the minibus (MIDA's)

Appendix A

 Highwood Primary School MINIBUS DRIVER'S INFORMATION SHEET	
Driver's Full Name	
Date of Birth	
Driving Licence No.	
Date Driving Test passed	
If you answer 'yes' to any of the following questions, please give details in the space provided:	
Have you currently, or have any history of, any conditions or disability which may affect your ability to drive safely now or in the future? If in doubt, declare any condition or disability. YES/NO	
.....	
Have you ever been disqualified from driving? YES/NO	
.....	
Do you have any endorsements on your driving licence? YES/NO	
.....	
Have you ever had a motor insurance policy declined, cancelled or been refused renewal, or had any special conditions 'imposed'? YES/NO	
.....	
.....	
Have you been involved as a driver in a collision in the last 5 years, regardless of fault? YES/NO	
.....	
Have you ever been convicted of reckless driving or offences involving alcohol or drugs? YES/NO	
.....	
Are you currently taking any medication which may affect your ability to drive?	

YES/NO

.....
.....
Please give details of Minibus Qualification (i.e. MIDAS or KCC)

Authority Date Obtained

I give permission for the School Business Manager to access my Licence details from the DVLA online portal. YES/NO

I have provided a photocopy of my Driving Licence card YES/NO

Please read and sign the following declaration

I declare that the details given are correct and that within my knowledge, there is no other material fact that I should not disclose. I agree to exercise all due care for the safety of my passengers and security of the vehicle whilst it is in my charge. I also undertake to inform of any collision or accident that occurs whilst I am responsible for the vehicle. I understand that it is an offence under the Road Traffic Act 1988 to knowingly make a false statement to obtain insurance cover.

I undertake to advise of any subsequent illness, condition or event that might affect my suitability as a driver, including any subsequent refusal of motor insurance or any 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 or damages. I understand that all information will be treated in the strictest confidence.

Signature of driver Date

NB. A photocopy of the driver's Driving Licence required annually and will be kept with this form.

**Highwood 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 & PURPOSE:

NO. OF ADULTS:

NO. OF CHILDREN:

MILEAGE START:

MILEAGE FINISH:

MILEAGE DIFFERENCE:

I 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 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 CONFIRM RECEIPT OF HIGHWOOD PRIMARY SCHOOL MINIBUS POLICY.

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

SIGNED:

DATE:

**PLEASE RETURN COMPLETED FORM WITH ACCOMPANYING DOCUMENTS
TO THE SCHOOL OFFICE.**

Appendix C



This form must be completed for every journey no matter how short and returned to the School Business Manager after the completion of your journey.

Journey Date:

Name of driver:

Travelling to:

Start Mileage: **End Mileage:**

Vehicle Checks Undertaken		
Items	Driver Checks	Comment or Faults Noted
Tyres	Do all tyres appear to be fully inflated and in good condition?	
Lights and indicators	Do all lights work?	
Brakes	Please try a simple brake test before you get out onto public roads.	
Windscreen and windscreen wash	Any major cracks, stone chips; is the washer fluid working?	
Oil Level	No warning lights displaying low oil?	
Mirrors	Are mirrors adjusted and clean?	
Horn	Does it work? Go on, have a go	
Driver's seat	Have you adjusted your seat sufficiently?	
First Aid Equipment	Is the first aid kit on board?	
Torch	Is the torch present and operational?	
Hi-vis Vest/Warning Triangle	Are the hi-vis vest and warning triangle present for use in an accident and breakdown	

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

Signed **Date**

PLEASE LEAVE THE MINIBUS SECURE WITH ALL WINDOWS SHUT, CLEAN AND LITTER FREE. THE VEHICLE MUST BE LEFT WITH AT LEAST HALF A TANK OF FUEL AT THE END OF YOUR JOURNEY.



**Highwood Primary School
Mini bus Defects Form**

Date Defect Noted:

PLEASE GIVE FULL DETAILS OF DEFECT

SIGNED:

DATE:

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