

## CHARLES DARWIN SCHOOL SCHOOL MINIBUS POLICY

**This policy applies to the use of school minibuses in the UK. The school minibuses are not to be used abroad.**

### CONDITIONS FOR USE

- Drivers must be over the age of 21
- Drivers must have held a car licence for at least 2 years
- A copy of the Driving Licence must be made available
- Drivers must have passed a minibus awareness test
- Drivers must have received specific health clearance from Occupational Health
- Drivers to be named on school's insurance policy
- Drivers to be on nominated list
- Details of any accidents must be made available
- Drivers must inform the school immediately if they incur penalty points on their driving licence
- Details of any convictions other than minor must be made available
- There must be a minimum of 2 authorised drivers for all trips other than local
- Drivers should not drive for hire nor reward
- Drivers must agree to abide by the terms of this policy

Drivers/co-drivers must not consume alcohol whilst in charge of the minibus. Governors expect all drivers/co-drivers not to have consumed alcohol 10 hours prior to driving the minibus.

Note: A minibus is a vehicle with more than 9 seats but no more than 17 (including driver's seat). A vehicle fitted with 9 seats or fewer, including the driver's seat, is considered to be a car.

Charles Darwin School currently operates 3 minibuses weighing 4.25 tonnes with wheelchair access allowing them to be driven by staff without a D1 on their licence. Each minibus has 16 seats in addition to the driver. One of these minibuses is used to pick up/drop off pupils from outreach areas before and after school each day.

### **Drivers with Category D1**

Staff wishing to drive a minibus and holding a car driving licence obtained before 1<sup>st</sup> January 1997 may do so provided it is not for **hire** or **reward**.

## **Drivers without Category D1**

Staff wishing to drive a minibus and holding a car driving licence obtained after 1<sup>st</sup> January 1997 must meet the following criteria:

- Must not drive the minibus for **hire** or **reward**
- Must provide the service on a **voluntary** basis
- Be aged 21 or over
- Have held a car (category B) licence for at least 2 years
- Must not tow a trailer
- Must only drive a minibus with wheelchair access or a minibus with a maximum weight of not more than 3.5 tonnes

## **Minibus Tests**

Staff wishing to drive the minibus should arrange for the appropriate checks to be carried out via the school's Personnel & Administration Manager.

## **Driver Checks**

To be completed before departure:

- Tyre pressures (visual check)
- All lights
- Door locks
- Seat Belts
- Body condition

Report any defects to the designated Assistant Headteacher (currently Mr. Jones) before departure to ensure the bus is roadworthy.

All passengers and drivers must wear seat belts and remain in their seats. Seat belts must be worn at all times and it is important not to set off until all passengers are wearing their seatbelt. The driver has a legal responsibility for enforcing this requirements and ensuring that seatbelts are worn, except in the case of adults and children aged 14 and over who are personally responsible for the wearing of their seatbelt. Each child must occupy one seat with a seatbelt. No more passengers should be carried than seats/seatbelts available.

A complete list of passengers should be carried along with notes of special needs. The list should be kept with other relevant documents in a place where it can be readily found in the event of an accident.

At the end of the journey complete and sign the journey log book, noting any defects. This must be filled in for every journey. Report any faults to the Designated Assistant Headteacher in writing as well as logging the problem in the journey log book. To purchase fuel use the Nat West One Card located in the glove box. Fill out the fuel log book with your staff mnemonic, date and cost of fuel. The receipt must be handed to

the Finance Office upon return with your staff mnemonic clearly written. The log book is checked weekly by the designated Assistant Headteacher.

Each minibus has an information wallet, first aid kit, fire extinguisher, reflective triangle and reflective waistcoats. **These items must be checked at least once a week by the Designated Assistant Headteacher and a record kept of the checks being carried out. The first aid kit should be checked and sealed.**

The First Aid Box should contain:

- Antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5 cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15 cm x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustless blunt-ended scissors

### **Evacuation Procedures**

These should be clearly understood. Gangways and aisles must be kept clear and not be obstructed by luggage or equipment.

### **Supervision of Children**

There should be adequate supervision of children when boarding, travelling and leaving the minibus. The behaviour of passengers should not distract the driver. In the event of more than one member of staff or other responsible adult being on the minibus, the second adult (i.e. not the driver) should sit in the back of the minibus to supervise children. Drivers and their helpers are responsible for checking that all rubbish is removed at the end of the journey.

### **Fire Extinguisher**

Minibuses must be equipped with a fire extinguisher conforming to current legislation. This is kept under the front passenger dashboard. This fire extinguisher is to be checked as part of the school's Health and Safety policy.

### **Booking**

The PE Department hold sets of keys for the minibuses. Booking is based on first come, first served. Please book with PE as far ahead as possible. The buses are available for school visits, outings etc. Please note that one of the wheelchair access minibuses is used before and after school each day for collecting and dropping off pupils in outreach areas.

*Approved by the Finance & Audit Committee on 15<sup>th</sup> June 2020*