

London Borough of Enfield

Schools' Minibus Safety Policy and Guidance

Durants School

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This page is for Schools Health & Safety Team document control only.

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CONTENTS

ASSISTANT DIRECTOR FOR EDUCATION’S POLICY STATEMENT	3
POLICY	4
PREFACE	4
INTRODUCTION	5
COVERAGE, SCOPE APPLICATION AND DEFINITIONS	5
PURPOSE AND OBJECTIVES	5
DRIVER TRAINING	6
REQUIREMENTS AND LICENSING FOR MINIBUS DRIVERS–	6
NON UK DRIVING LICENSES	7
MEDICAL FITNESS TO DRIVE	8
TAX AND MOT	8
GUIDANCE	9
HEAD TEACHERS RESPONSIBILITIES	9
MINIBUS DRIVER RESPONSIBILITIES	9
PRE DRIVE SAFETY CHECK	11
REPORTING ACCIDENTS	11
RISK ASSESSMENT	12
MINIBUS PERMITS (PERMIT 19)	12
INSURANCE	13
MAINTENANCE	13
ADVICE	14
ADVICE FOR MINIBUS DRIVERS	14
DURING THE JOURNEY	14
DRIVING TECHNIQUES AND FUEL EFFICIENCY	15
SECURITY	15
ADDITIONAL GUIDANCE AND RESPONSIBILITIES	16
OTHER GUIDELINES & FURTHER DETAILS	16
• MANAGEMENT OF THE MINIBUS	17
• DRIVER FATIGUE	17
• SEAT RESTRAINTS	17
OTHER SAFETY MEASURES	18
APPENDIX 1	19
APPENDIX 2	20

Assistant Director for Education's Policy Statement

SCHOOLS AND CHILDREN'S SERVICES HEALTH AND SAFETY POLICY STATEMENT

As Assistant Director for Education, I, along with the director of Children's Services, have overall responsibility for all health and safety matters within schools. As such I am committed to the continuous improvement in health and safety standards for staff, clients, pupils, and visitors and a better working environment for everyone.

It is essential to the achievement of our Strategy for Health and Safety to ensure that access to the right knowledge, skills, and support is available to staff when they need it, and that this is widely communicated and understood.

I am committed to the continuous improvement in health and safety management by setting clear objectives and monitoring performance through health and safety management plans and proactive audit programmes. All managers, including the Department Management Team and Service Managers must lead by example by demonstrating best practice in health and safety management and ensuring whenever possible, that all management decisions further health and safety objectives.

Effective partnerships between managers and staff are crucial to successful health and safety management. Poor health and safety management is rarely the result of malicious intent. Education and training in health and safety skills and risk management are key to achieving a strong health and safety culture which benefits all staff, clients, pupils, visitors and contractors who work in our premises, and improves the quality of our service.

James Carrick



Assistant Director for Education

POLICY

Preface

The original Vehicle Safety Policy was written in 1996, some 13 years ago. At the time this policy was written there were many questions raised regarding; seat belts, licence entitlements to drive, and over what constituted hire and reward. These issues are addressed in this document, as well as other aspects of safety connected with providing transport for schools.

Furthermore, over the past 19 years since 1996, legislation has changed and guidance issued on use of vehicles for schools by the Department of Transport, Driver Vehicle and Licensing Agency (DVLA), and Department for Education; this policy has therefore been amended to both meet with statutory requirements and ensure good practice.

With regard to minibuses; legislation is constantly changing and the expectation is that the driver licensing requirement for minibus driving will become category D1 PSV; therefore, it is recommended that Headteachers aim to have designated drivers trained to this level over the longer term. Additionally, in the shorter term where this standard is achieved it would enable drivers to drive larger minibuses in excess of 3.5 tons who cannot do so at the moment

As time goes on and due to the changing demographic profile of teachers etc, there will be progressively less staff with 'D 1' licenses. Where reliance is to be made on staff with only 'B' licenses then consideration on purchase of minibuses should be given to the 3.5 ton limit for these category drivers.

Introduction

Head teachers, governors and the Local Authority have a responsibility for ensuring that staff and pupils are able to work and learn in a safe environment,

Use of minibuses requires reference to other legislation and guidance from Department of Transport, Driver Vehicle and Licensing Agency (DVLA), and Department for Education; this policy has therefore been amended to both meet with statutory requirements and ensure good practice.

In addition to specific legislation with respect to use of vehicles the duty of care is more generally expressed by Section 2 of the Health and Safety at Work Act 1974, this requires that; employees are not placed at risk, and section 3 requires employers to prevent people not in their employment from being placed at risk from activities that are a part of the employers undertaking.

Coverage, Scope Application and Definitions

This policy applies to any use and drivers of Minibuses which are either, loaned, leased, hired, or owned by schools, or the council, for use on School business.

The Policy applies only to minibuses, which are defined as vehicles “constructed or adapted to carry more than eight, but not more than sixteen passengers, in addition to the driver”.

The Policy should be read in conjunction with the Schools’ Health and Safety Framework Policy and other related policies.

Purpose and Objectives

The purpose of this policy is to instruct and provide information and guidance to schools and where employees are required to drive on School business. Furthermore, the policy is designed to help to ensure that all employees are able to operate within statutory requirements, good practice and use vehicles safely. It is written to be used, and is in accordance with, the Schools and Children’s Services Health and Safety Framework policy and associated safety policies and guidance.

Driving a minibus requires additional skills in order to be able to handle the vehicle safely as the weight and the size of the vehicle are considerably greater than a family car. In addition the driver takes on the responsibility for the safety of passengers. Although rare, serious, sometimes fatal, accidents have occurred when educational establishments use minibuses. It is in order to minimise the risk of such accidents occurring that this policy has been produced.

This policy and guidance will enable staff to appreciate the particular risks associated with driving a minibus and to ensure that they are aware of, and understand the legal requirements and safety precautions necessary to reduce risks when making arrangements for, and driving minibuses.

Driver Training

All employees who drive a minibus must have undertaken a theoretical training and assessment course for example Minibus Driver Awareness Scheme (MiDAS) certificates, awarded on a 4-yearly cycle of training and assessment. The Department for Education and Skills also recognises there are other training arrangements provided by the Royal Society for the Prevention of Accidents (RoSPA). There are no "grandfather rights" for existing drivers who must also complete the course.

The theoretical training covers driver attitude, competent driving, planning, vehicle checks and control, customer care, and luggage and equipment. The assessment involves a demonstration of the driver's practical ability.

Any driver with a current Passenger Carrying Vehicle (PCV) licence is exempt from undertaking both aspects of the training but may do so if they or their head teacher/manager consider it to be beneficial.

On completion of the initial course and subsequent reassessments, the head of establishment concerned will be provided with an Assessment Report. It is the head of establishment's responsibility to decide on the appropriate response to the report.

Requirements and licensing for Minibus Drivers–

All employees who drive a minibus must have undertaken, as a minimum, a theoretical training and assessment course-see 'Driver Training' above.

All drivers, who are expected to use or drive Council or School minibuses for school purposes must hold as a minimum, a valid and current driving licence for the type of vehicle being driven and have held it for at least 3 years. The Driver is required to be 21 years old or over, and be medically fit. **After discussion with the Head Teacher, drivers are required to be 25 years old and over to drive a minibus for Durants School. All minibus drivers must be employed by the London Borough of Enfield.**

In most circumstances, minibus drivers must hold a D1 PCV (Passenger Carrying Vehicle) licence. However, school staff that hold a car (Class B) licence can legally drive a school minibus without a D1 PCV licence as long as certain conditions are met. The most significant requirement is that staff are not specifically remunerated for driving through their contract of employment or otherwise. However, please note: the exemption does not apply where a driver's employment contract expressly states that driving a PCV vehicle is part of the job. Head teachers, should check the contracts of those staff that may drive minibuses on school business to ensure they do **not** specifically state that they require minibus driving.

Ideally drivers of minibuses will have completed and passed on a D1 (PSV) training course. However, at this time this is not always achievable for schools, hence this may have to be a longer term aim and the following alternative licensing requirements are described on the next page:

Requirements and licensing for Minibus Drivers– continued

The different options for licensing requirements are shown below:

A. For Drivers who hold a current car licence issued before 1 January 1997 (category D1)

1. Entitlement to drive a minibus of 8 or more passengers (not for hire or reward) is unchanged.
2. If a driver needs to renew their licence for any reason the minibus entitlement can only be renewed by making a special application. Details will be available as part of the renewal process.
3. If entitlement is renewed it will be valid for 3 years for UK and temporary visits within EC countries.

B. If the driver's current car licence is a category 'B', which does not have minibus entitlement (category D1)

1. It is permissible to drive a minibus with up to 16 passengers if:
 - The minibus driven on behalf of a non commercial body for social purposes and not for hire or reward (i.e. school)
 - The driver is over 21 (**25 years old or over for Durants School**)
 - They have held a car licence for 3 years
 - They are providing their services on a voluntary basis
 - The minibus weight is not more than 3.5 tonnes excluding any specialist equipment for the carriage of the disabled
2. They may not tow a trailer of any kind.
3. They may not drive the minibus outside of the UK.

Non UK Driving Licenses

The regulations, about which non-British licences are valid in Britain, for which vehicles and for how long, vary considerably depending on the country from which the licence was issued. Although a driver with a non-British licence may be legally entitled to drive a car in Britain, this does not necessarily mean they are legally entitled to drive a minibus. Drivers who hold a driving licence from another European country are allowed to drive on their licence in the UK. If they become a resident (more than 185 days in one year) they should obtain a UK 'counterpart' section for recording penalty points. Holders of EU licences who have a 'B' entitlement are able to drive a minibus under the UK's rules as long as they meet the entire requirement in Paragraph '**B**' above.

Medical Fitness to Drive

It will be a requirement of the theoretical training and assessment course that the driver provide evidence of their medical fitness to drive. The Occupational Health Service provider must provide this evidence for staff.

Initial medical screening will take place prior to undertaking the theoretical training and assessment course and subsequently at the age of 46, at 5 yearly intervals thereafter, and at the age of 62.

Heads of establishments should consider referring drivers for re-examination in any of the following circumstances:

- If driver suffers any serious illness or injury which may affect fitness to drive, e.g. heart disorder, visual impairment, diabetes, vertigo, 'blackout', or epilepsy
- Any period of sickness exceeding 28 consecutive days
- Where there is any doubt about the individual's ability to drive
- Where the manager requires reassurance of fitness to drive following the individual being involved in a blameworthy collision, or if complaints have been received

Heads of establishments and drivers are also reminded that some prescriptive and non-prescriptive medication (such as hay fever tablets) can affect the ability to drive safely.

Drivers must commence driving duties with a zero level of alcohol and must not consume any alcohol until driving duties are completed. Drivers are reminded that it is possible to be over the legal limit for alcohol up to 24 hours after drinking.

Tax and MOT

Check that the vehicle you are driving has been taxed. You can do this online at: <https://www.gov.uk/check-vehicle-tax> Tax discs are no longer required to be displayed in the windscreen of the vehicle.

Every minibus must have a valid MOT certificate, if more than one year old. The drivers of the minibus should satisfy themselves that the minibus has a current MOT certificate and carry a copy.

GUIDANCE

Head Teachers Responsibilities

Head teachers should ensure that every driver:

- has the appropriate licence entitlement to drive the minibus,
- undergoes initial and periodic re assessments of ability to drive a minibus,
- receives practical driver training, as necessary, under the conditions in which they are likely to drive the minibus, but should at least meet the standards required by MiDAS (or equivalent) training,
- understands his or her responsibilities,
- has a clean driving licence (at the discretion of the Head teacher)*
- is medically fit to drive
- drives for limited periods to avoid fatigue
- where possible the driver is accompanied by a second driver, who is also fully qualified and meets the same conditions as the first driver, on appropriate journeys (i.e. school trips). A second driver will be nominated on the class risk assessment for shorter every day out and about trips of they are unable to accompany the outing. They will remain at school but will be on emergency call out if a group needs support.
- makes sure there is appropriate supervision on the bus
- always carries a suitable form of identification (e.g. driving licence)

**head teachers who use drivers with penalty points on their licence should set criteria (number of points and types of offence) for what is acceptable, and consult their Insurers.*

Minibus Driver Responsibilities

Drivers must have the express authorisation of the Head Teacher to use a school minibus to conduct School business. Authorisation must be obtained prior to use of the vehicle.

Employees carrying out driving for school purposes must be prepared to produce all parts of their driving licence for inspection, as and when requested by the headteacher. The details of the inspections will be documented and recorded and maintained on file for audit purposes. Such inspections should take place at least twice a year at the head teacher's discretion with January and July being a guideline. Failure to provide a valid driving licence will result in further action against the employee such as disciplinary or demotion to a job that does not involve driving duties.

All drivers who drive Minibuses will need to sign a declaration form (appendix 2) and the school may check their licence details with the DVLA if required.

All drivers required to do so for school purposes must inform their head teacher if they are convicted of **any** motoring offence immediately. This includes offences attained when driving for personal purposes or on School business.

It is the driver's responsibility to notify their head teacher of any changes in circumstances including all medical conditions, which may affect their ability to drive.

Where a driver is prescribed a course of medication that may impair their judgement, when driving he/she should inform the line manager immediately. The head teacher should arrange to withdraw the employee from driving duties for the duration of such medication or until the effects subside. In the event of uncertainty concerning the effects of any medication then advice should be sought from the School's occupational health service.

Minibus Driver Responsibilities-continued

All employees who are required to drive for business purposes must comply with both the Council's No Smoking whilst at work, and Alcohol & Substance Misuse Policies. In addition employees must also observe all legislation regarding the use of mobile phones whilst driving.

The engine oil, water levels, and wiper blades should be checked at regular intervals with a maximum of 3 days being between each check. Levels should be topped up and worn out parts should be replaced if required. Check tyre tread depth for legality. The legal tyre tread depth is 1.6mm for minibuses up to 8 seats and 1.0mm across the whole original tyre pattern of tread for minibuses with more than 8 seats.

The vehicle should also be kept in a clean and serviceable condition as it portrays both your and the School's image.

Under no circumstances should any form of additional Payment/Tips be accepted for driving a School operated Minibus.

Pre Drive Safety Check

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. He or she should walk around the vehicle, including the trailer if applicable, to check for visible defects, and check the items listed at appendix 1.

Reporting Accidents

If a driver has an accident or a significant near miss whilst on business purposes they must report the accident or near miss to the appropriate manager immediately, by completing an Accident Report form. The employee must provide as many details as possible about the accident/incident. All signatures required on the form must be supplied in order to complete the insurer's requirements.

The manager must then complete details of the accident or incident using the online ANT Web Based Accident/Incident Recording/Reporting System in order to comply with Health and Safety regulations.

Risk assessment

Head teachers/ managers must ensure that suitable risk assessments are made in connection with driving activities, both at School premises and on the public highway. Employees who are required to drive for business purposes will be informed of the outcome of any risk assessment concerning them.

Risk assessments will also assist the head teacher to evaluate whether the employee requires additional training to enable him/her to carry out duties safely. It is intended that all the elements required in undertaking driving duties will be assessed, including any that are stress related.

Following on from the risk assessments a Safe System of Work will be documented, and communicated to drivers, in order to ensure they follow the correct procedures.

The head teacher may decide that a driver should attend a driving assessment with an independent assessor where:-

- he/she has had two or more accidents in a rolling year whilst conducting Council business.
- the head teacher considers it appropriate in order to maintain safety standards.
- the head teacher has concerns about the employee regardless of whether an accident record is recorded in the drivers name or not.

The result of any such assessment will be documented and communicated to the employee. If the assessment deems that the employee is not fit to conduct driving duties the manager should refer to Human Resources for advice.

Minibus permits (Permit 19)

Schools are expected to operate under the Permit 19 rules for the passenger carrying services and as such all drivers in order to drive a minibus must meet all the criteria listed under the permit scheme.

Schools can apply to the local Traffic Commissioner (for non-profit making schools - usually registered charities) for a permit issued under Section 19 of the Transport Act 1985. Permit holders are exempt from the need to hold a PSV operators' licence and, in certain circumstances, from meeting all the driver licensing requirements. Section 19 Permits cannot be used outside the UK and separate rules exist for all those wishing to take minibuses abroad. Department of Transport can provide advice – <http://www.dft.gov.uk/about/>

Guidance Notes for Permit 19 application link

https://www.gov.uk/search?q=permit+19+guidance+notes&show_organisations_filter=true

PSV 372 (permit 19) Application form link

https://www.gov.uk/search?q=PSV+372+%28permit+19%29+Application+form+link&show_organisations_filter=true

Traffic Commissioner Enquiries Tel: 0113 254 3209 Insurance

Insurance

Schools should obtain written confirmation that their insurance policy applies to all the people using the minibus and all the activities and journeys that are conducted.

Each school/establishment must make its own insurance arrangements for the use of minibuses, either hired or owned by themselves. Some insurance companies impose age restrictions and experience standards above the legal minimum. The driver of the minibus should check the insurance details before using the vehicle, and a copy of the current insurance certificate should be kept on the vehicle at all times.

Maintenance

All minibuses should be serviced and maintained in accordance with a set schedule. A pre-drive safety check should be conducted every day the vehicle is used and repeated whenever another driver takes over. See checklist at appendix 1.

ADVICE

Advice for Minibus Drivers

On journeys the items below should be divided between the escort and the driver, if appropriate, with the driver concentrating on those tasks which directly relate to driving the vehicle.

Before setting off

- Allow sufficient time for the journey.
- Plan breaks. Avoid long spells of driving when children might get bored and restless.
- Conduct a pre-drive safety check before every journey.
- Never allow passengers to board until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic-free area.
- Ensure children are supervised when boarding vehicle, especially if using rear door. Plan which passengers will sit in the front seats and by the doors.
- Do not exceed the carrying capacity of the minibus.
- Make sure everyone is sitting, one to a seat and are using seat belts.
- When school bus signs are used, make sure they are in position only while children are being transported, and that they do not obstruct your vision.
- Ensure ambulant disabled passengers are seated safely and comfortably and passengers travelling in wheelchairs are safely restrained. Securely store wheelchairs not in use.
- Carry a complete list of passengers with notes of special needs. Keep list with other relevant documents in place where can be readily found in event of an accident.
- Comply with manufacturers instructions when using passenger lifts and other specialist equipment.
- Check that no bags or clothing are caught in doors, that all luggage is secure and gangways and exits are clear.
- Check all mirrors every time before moving off in case latecomers are approaching the vehicle.

During the journey

- Do not allow boisterous play of any kind.
- Try to keep children occupied give something to do beforehand.
- Enforce "No Smoking" and "No alcohol" rules.
- Do not allow passengers to operate doors.
- Approach each stop slowly and with care
- Use Hazard Warning Lights on school trips where children are boarding or leaving vehicle.
- If serious delay during journey, inform school so that information can be passed to parents. A mobile telephone is useful for this purpose (although it should not be used whilst driving the vehicle).
- Children must not be left unaccompanied on the minibus.

If there is a risk of fire, evacuate vehicle and move occupants to a safe place.

- If you have to stop in an emergency or break down while on a motorway, only stop on the hard shoulder and as far away from the carriageway and passing traffic as possible.

Journey's end

- Supervise children when leaving vehicle, especially if using rear exit.
- Never allow passengers to leave until vehicle is at a complete standstill and safely parked.
- Always park so that passengers step onto the footway and not the road.
- Take care when reversing if children are nearby. If you have to reverse, get adult help in directing you.
- Do not leave children alone if no one has come to collect them.
- Report problems or incidents that occurred during the trip to the operator.

Driving Techniques and Fuel Efficiency

By using certain driving techniques and following a few simple rules, it is possible to reduce fuel consumption significantly. If the actions outlined below are followed then Council drivers can play their part in reducing green house gases and save the Council money.

- a) Avoid aggressive driving and the participating in the “jackrabbit effect” of fast acceleration and sharp braking. This will also lead to less stress and lower maintenance costs.
- b) Drive steadily, with smooth gear changes and not allowing the vehicle to exceed 2000 rpm (Petrol) or 2500 rpm (Diesel) before changing up a gear.
- c) Avoid excessive idling. Even in the cold weather – new vehicles do not require time to warm up before moving from rest.
- d) Ensure tyres are properly inflated to the manufacturer’s recommendations.
- e) Use cruise control where possible and keep to speed limits.
- f) Have the vehicle serviced regularly in accordance with the manufacturer’s instructions. This will avoid the issue of blocked fuel and air filters.
- g) Make sure the fuel cap is fitted correctly and that it is tight on the neck of the fuel tank. This will avoid evaporation and spillage. Do not waste fuel by overfilling the fuel tank.
- h) Use the air conditioning sparingly or on the eco setting if it has one. Air conditioning significantly reduces vehicle fuel consumption.
- i) Plan your journey if possible by trying to incorporate several journeys into one. Therefore reducing stem mileage. Try to avoid congestion by altering timings or routes. Avoid unnecessary mileage.
- j) Report badly running engines and vehicles suspected of high fuel consumption.

Security

All possible precautions should be taken to avoid the vehicle or its contents being stolen or tampered with. If a vehicle is left unattended then, it should be parked where it can be clearly seen, have the alarm set, with all doors locked and windows closed. Do not leave valuables or possessions on display.

Additional Guidance and responsibilities

All vehicles used for School business must be “fit for purpose” and safety critical information must be given to all drivers before driving a vehicle for the first time. Appropriate schedules of vehicle maintenance must be put in place and adhered to.

When reversing, drivers where appropriate should engage the assistance of a Banksman to prevent avoidable accidents caused by blind spots.

Drivers have a duty to comply with legislation and regulations when driving vehicles on a public highway. This includes abiding by the Highway Code and Road Traffic Acts at all times, and that a valid Road Fund Licence is correctly displayed. Failure to adhere may render the driver liable for prosecution and possibly a penalty fine. Payment of such a fine will be the entire responsibility of the driver and not the School.

In the event of an accident or a likely delay to journey time or task completion, then the driver should contact his/ her head teacher/line manager as soon as possible and explain the circumstances and likely outcome. The manager should issue further instructions on how to deal with the situation to reach a satisfactory conclusion.

In poor weather conditions particularly in the winter, drivers should take extra care when driving.

- a) Watch your speed. In rain, snow and ice stopping distances are increased at any given speed.
- b) Use your headlights in fog.
- c) Make sure all lights are working and are clean before starting out.
- d) Use winter screen wash in the windscreen washer bottle

All employees who are required to drive for business purposes have a responsibility to ensure that they drive safely, maintain the vehicles in a roadworthy condition and make every effort to promote their safety and that of others for the benefit of the environment.

Other Guidelines & Further Details

The Department for Transport is publishing its own guidance for incidental drivers of minibuses, which addresses the generality of PCV driving situations. It focuses on the PCV test – both as a legal requirement and as the good practice option for exempted drivers – and does not discuss the wider range of good practice options available for school staff. The Driver and Vehicles Licensing Agency provides advice (0870 240 009 or <http://www.dvla.gov.uk/drivers/drvmibus.htm>) on D1 PCV or section 19 requirements, and the Driving Standards Agency (0115 901 2500) on the PCV test. Schools and local authorities can ‘shop around’ the PCV training providers; anyone who has had a D1 licence for three years can be an instructor for the PCV test; and there is no requirement to attend a full-time course. For details of other training/assessment contact, for example, RoSPA at www.rospace.com or MiDAS at <http://www.communitytransport.com/midas/midas.htm> Schools may wish to discuss exemption from holding a D1 PCV licence with their insurer.

For further information on minibus safety please consult Minibus Safety: a code of practice by The Royal Society for the Prevention of Accidents (RoSPA). This is available by the following link:

<http://www.rosipa.com/search-results/?s=minibus&searchsubmit=>

- **Management of the Minibus** – If you are unsure who the legal owner of your vehicle is, the information is held on the Vehicle Registration Document (“logbook”).

The head of the establishment should nominate an individual member of staff as the Appointed Person with responsibility for the maintenance and upkeep of the vehicle. The Appointed Person should ensure that the tax, MOT, and insurance requirements of the vehicle are kept up to date and that the vehicle is maintained in a roadworthy condition at all times. The Appointed Person should maintain a register of authorised drivers for the establishment, ensuring they have attended theoretical training course and have been subjected to a practical assessment of their driving capabilities in a mini-bus by an authorised assessor.

- **Driver Fatigue** – These requirements are to ensure that drivers do not drive for excessive periods and that suitable arrangements are provided for the supervision of the passengers during the journey. It is recommended that the driver consults with the Appointed Person to discuss their journey plan prior to making their final arrangements.

In the Primary and Special Education Sectors there must always be a minimum of two adults on every journey. In all other sectors the Head of Establishment will carry out a risk assessment on the number of adults/drivers necessary to undertake the journey safely. The assessment should include consideration of the nature of the trip, age of passengers, experience of driver, and number of vehicles undertaking the journey. The driver must rest from driving duties as often as they feel necessary, and in any case a break is recommended after 2 to 2½ hours, depending on the availability of facilities. This should be investigated before the journey commences and added into the risk assessment.

- **Seat Restraints** – Seat belt wearing is already compulsory in minibuses. If available, an appropriate child seat must be used in these vehicles but operators are not required to provide them. It is the Schools and Children’s Services policy that 3 point seatbelts be fitted to new and existing minibuses owned by any establishment within the Service. Lap belts will not be permitted. Minibuses specifically used in the Special Education Sector will be fitted with seat restraints appropriate to the needs of the pupil.

Other Safety Measures

Side facing (bench) seating is not permitted and must be replaced by forward facing seats, or at the very least, use only the forward facing seats, with the side facing seats left empty

Minibuses intended to take wheelchairs must be fitted with the appropriate anchorage points which must be used at all times. Such minibuses should also be fitted with a tailgate mechanism to reduce the manual handling requirements on the adults responsible for the pupils. A travelling first aid kit and fire extinguisher should be maintained in the minibus at all times. The storage of equipment and luggage needed for the journey should, wherever possible, be outside of the passenger area, i.e. on a roof rack or separate luggage compartment. Any luggage stored within the passenger area must be made as secure as is reasonably possible.

Appendix 1

Exterior Check

	OK	NOT OK
Oil level (once only at start of day)		
Coolant Level (once only at start of day)		
Wind screen 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		
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 is recommended by ROSPA		
Any cuts and bulges		
Lift (if fitted) works safely		
Ramp (if fitted) fits and works safely		
Roofrack or trailer is properly fitted, and all luggage is securely held		
Doors open and close properly		
Trailer break lights and indicators work, if applicable		
Damage or sharp edges		

Interior Check

	OK	NOT OK
Mirrors are correctly adjusted, clean and unobstructed		
Position and function/purpose of all the dashboard controls can be operated comfortably		
Check for pressure on brake pedal		
Wipers and washers are working properly		
Fuel level (and type of fuel: diesel or petrol)		
Seat belts, where fitted, are undamaged and working properly		
Location of wheel brace and jack		
Location and contents of first aid kit and fire extinguisher(s)		
Location of relevant paperwork (permit disc, insurance, road tax disc, MOT, emergency numbers and driving licence)		
Change for parking or the telephone (or mobile phone or phone card)		
Luggage is securely stowed and aisles and exits are clear.		
Damage or sharp edges.		

Appendix 2

Declaration:

I have read and understood the contents of the policy regarding the Safe Use of Motor Vehicles (Mini Buses) on Council Business and have familiarised myself with the contents.

I will inform the head teacher if I am convicted of **any** motoring offence immediately. This includes offences attained when driving for personal purposes or on School business.

It is my responsibility to notify the head teacher of any changes in circumstances including all medical conditions, which may affect my ability to drive.

If I am prescribed a course of medication that may impair my judgement, when driving, I will inform my line manager immediately. The head teacher will arrange to withdraw me from driving duties for the duration of such medication or until the effects subside. In the event of uncertainty concerning the effects of any medication then advice should be sought from the School's occupational health service.

I have read and understood the contents of the School's Minibus Policy and have familiarised myself with the contents.

I have read and understood the contents of the School's Minibus Policy and have familiarised myself with the contents.

Signed _____

Print Name _____

Payroll Number _____

Location, Department or Area _____

Licence Number _____

Date _____

