



THE
NEW GUILD
TRUST

Minibus Policy

POLICY

This policy has been adopted on behalf of all academy schools in The New Guild Trust:

**Moorpark Junior School
Jackfield Infant School
Alexandra Junior School
Alexandra Infants' School**

Approval and Review

Committee to Approve Policy	Trust Board
Date of Trustee Board / Academy Committee Approval	March 2023
Chair of Trustee Board / Academy Committee	Mrs L Eagle
Signature	<i>L Eagle</i>
Accounting Officer	Mrs K Peters
Signature	<i>K Peters</i>
Policy Review Period	12 months
Date of Policy Review	March 2024

Version Control			
Version	Date Approved	Changes	Reason for Alterations
Initial	July 2020		
	Feb 2021	No change	
	Feb 2022	No change	
	Feb 2023	No change	

CONTENTS

1. Rationale
 - 1.1 Aims
 - 1.2 Eligibility to Drive the School Minibus
2. Procedures
3. Maintenance/Licencing of the School Minibus
4. In the Event of an Accident
5. Health and Safety of Drivers and Passengers
 - 5.1 Other Considerations
6. Hiring/Borrowing of the School Minibus
7. Return of the School Minibus

Appendix 1: School Minibus Booking Form

Appendix 2: School Minibus Booking Form – Driver Form

1. Rationale

The School Minibus is a valuable school resource, which helps to provide Pupils with access to school and residential visits, as well as to numerous other extra-curricular activities. It is essential that all users of this resource are aware of all legal and procedural responsibilities pertaining to its use.

1.1 Aims

- To provide clear procedures relating to use of the School Minibus.
- To ensure that all users of the School Minibus are aware of their legal responsibilities.

1.2 Eligibility to Drive the School Minibus

- Those permitted to drive the School Minibus must be at least 21 years' of age with a full driving licence. Any endorsements incurred should be disclosed as these may affect eligibility to drive the vehicle.
- Only drivers who have passed an independently assessed LA Driver Assessment test will be eligible to drive the minibus. These tests can be arranged through the School Business Manager.
- It is recommended that all eligible drivers should be re-tested every 3 years to ensure high levels of competence and skill.
- Drivers who passed their driving test after January 1997 are required to hold a D1 PCV Driving Licence in relation to the use of the minibus UNLESS the licence has been held for 2 years, driving the minibus is not for hire and reward and they are receiving no payment directly for such driving. **However, if the minibus weighs over 3.5 tonnes, these exemptions do not apply.**

2. Procedures

The School Minibus should not be used unless the named driver meets the eligibility requirements above. Those wishing to use the School Minibus should book using the Minibus Booking Form via the School Business Manager/Administration Assistant.

The Headteacher/Head of School has overall responsibility for the School Minibus and final powers of authorization over its use. This responsibility may be delegated to the staff member with responsibility for the minibus.

Drivers of the School Minibus must complete a vehicle check/log sheet before every journey. These can be found aboard the minibus. This is to allow careful monitoring of the minibus, its condition and its general use.

The School Minibus should be collected from and returned to the minibus owner's school grounds and keys should be returned to the member of staff responsible (School Office/Site Manager) at the end of the journey, or as soon as is possible thereafter.

Any defects noted should be reported to the member of staff responsible IMMEDIATELY. However, if the driver is in any doubt the vehicle MUST NOT be taken onto the road.

3. Maintenance/Licencing of the School Minibus

Overall responsibility for ensuring that the School Minibus is properly maintained and licenced lies with the Head. However, this responsibility may be delegated to a member of staff responsible for the minibus. The School Minibus should be regularly serviced (at least annually/according to lease

hire agreement). The member of staff responsible for the minibus is responsible for arranging this servicing.

Minor checks of the vehicle (oil, water, tyres, etc.) will be completed at least every 21 days by the Site Manager.

Prior to any journey, the named driver must complete a visual check of the vehicle. This must be completed using a Vehicle Check Sheet kept in a Log Book on board the vehicle. They should remember that, as a driver, they will be held legally responsible if driving with any defect.

Licencing of the School Minibus is the responsibility of the Head and School Business Manager, who must ensure that all Road Tax, Insurance and MOT certificates are up to date. The current insurance is with Zurich Insurance Group Ltd.

4. In the Event of an Accident

The driver should inform the Head Teacher/Head of School as soon as is reasonably possible. Insurance details should be exchanged with a third party as soon as is possible. However, **NO LIABILITY** should be admitted.

Where it is safe and necessary to do so pupils should be removed from the vehicle and taken to a safe area away from the accident site, where they should be fully supervised.

Where possible, photographs should be taken of any other vehicles involved, any damage caused and the location of the incident.

5. Health and Safety of Drivers and Passengers

The driver should state the following to pupils:

- Seatbelts must be worn at all times. This is a legal requirement (it is the named driver's responsibility to check this).
- Everyone should remain seated at ALL times.
- Which entry and exit doors are to be used (it is recommended that side doors be used except in emergencies).

5.1 Other Considerations

- If at any time the pupils distract the driver, s/he should stop the minibus until the pupils are settled. Do not try to continue. Remember that they may also be distracting other drivers.
- Where possible park the minibus with the side doors to the curb. Where this is not possible, pupils should remain seated until staff are able to supervise them from the road.
- Drivers **MUST NOT** drive for longer than 2 hours without taking a break for at least 15 minutes. **Remember tiredness kills.**
- It is essential that all journeys in the School Minibus be staffed by the named driver and at least one escort. Under no circumstances should pupils be taken on a journey on the School Minibus accompanied by only one adult.

6. Hiring/Borrowing of the School Minibus

There may be instances whereby other schools would like to hire the School Minibus for the day.

The following rules will apply and must be adhered to:

- a. The receiving school must give prior notice to book the School Minibus and complete the School Minibus Booking Form, specifying the journey/venue and times, etc. (see Appendix 1 for School Minibus Booking Form).
- b. The schools must ensure their named driver has a full Driving Licence with D1 category. This will be checked by the staff who complete the key handover and noted on the Handover Form.
- c. The named driver will be escorted to the School Minibus by either the School Business Manager or Site Manager and **MUST** complete a check of the vehicle inside and out.
- d. Both parties must sign to confirm that a check has been completed and that both concur with the inspection. If any defects are seen, these must be agreed and noted **BEFORE** the School Minibus has left the owner school. (See Appendix 2 for School Minibus Booking Form – Driver Form.)
- e. Before the named driver leaves the owner school the Handover Form must be signed along with the owner school staff to confirm they are in agreement with the inspection. The current mileage and fuel level must be recorded by the staff members. The named driver must also complete the Check Sheet inside the School Minibus before leaving.

7. Return of the School Minibus

The driver responsible for returning the School Minibus must return it in the condition that it was taken.

- a. All Log Sheets are completed in the white folder and signed.
- b. Any defects/damage must be pointed out at handover. If any defects/damage are seen then the relevant paperwork is completed by the School Business Manager/Site Manager. Incident sheets are completed by the driver immediately with the support of the School Business Managers in the hire and owner schools.
- c. Any fuel used **MUST** be replaced by the hiring school prior to its return. The owner school will supply the School Minibus with a full tank, therefore the hiring school **MUST** return it with a full tank on the day of return.
- d. Upon the return of the School Minibus it should be parked in a parking bay and not illegally parked on any lines around the school.
- e. The keys should be handed over to the School Business Manager/Site Manager so that a relevant inspection of return can be completed and again both parties must sign to say they have inspected the School Minibus.

All schools who hire the School Minibus will be held liable for any costs to repair damage/ insurance excesses that are incurred whilst the School Minibus was in their care.

All schools in the New Guild Multi Academy Trust follow the Minibus Guidance as recommended by ROSPA. These guidelines can be found at the following link:

<https://www.rospace.com/rospaweb/docs/advice-services/road-safety/practitioners/minibus-code-of-practice.pdf>

SCHOOL MINIBUS BOOKING FORM

School Minibus Booking Details

Date Required: _____

Teacher Requesting: _____

Venue: _____

Venue Address: _____

Time to Depart School: _____

Time to Depart Venue: _____

Named Driver: _____

Other Comments:

Authorised By: _____ **Date:** _____

Risk Assessment has been Completed for Visit – Yes / No

Check EVC – Yes / No

SCHOOL MINIBUS BOOKING FORM – DRIVER FORM

School Minibus Hire Details - Driver Form

Date Required: _____

School Requesting: _____

Venue: _____

Named Driver: _____

Driver Licence checked for D1 - Yes/No - Copy to be obtained in the School Office.

Inspection Completed Outside/Inside of School Minibus Before it is Taken - Yes / No

Comments:

Current Mileage: _____

Return Check

Inspection of School Minibus: Any Damage / Defects Yes / No

Comments:

If yes, please get the driver's details and ask him to take the Incident Report Form back to their school to complete an incident claim.

Return Mileage: _____

Has Fuel Been Replenished: Yes / No

If no, contact the hiring school immediately to arrange for them to collect the School Minibus to top up fuel.

Authorised Off Site by: _____ **Date:** _____

Signed: _____

Named Driver: _____ **Print Name:** _____

Date: _____