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Daubeney Academy



Minibus Policy

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1. Statement of Intent

- 1.1. The Trustees of Challenger Multi Academy Trust recognise their responsibilities under the Health and Safety at Work Act 1974 (HASWA) to ensure that arrangements are in place to carry out our activities in such a way as to ensure so far as is reasonably practicable, the Health, Safety and Welfare of our employees, pupils and all persons likely to be affected by our activities, including the general public where appropriate.
- 1.2. This policy governs the safe use of minibuses throughout the Trust and should be read by all staff with responsibility for health and safety governance, those who are responsible for maintenance of minibuses, those who organise or are involved in trips and activities involving minibuses, and those who may drive the minibuses.
- 1.3. A “minibus” in this instance is a motor vehicle with between 9 and 16 passenger seats. It is described as a category D1 vehicle by the Driving Vehicle Licensing Authority (DVLA).
- 1.4. For further information, see also:
 - CMAT Health & Safety Policy
 - DVLA www.dvla.gov.uk Select ‘Online leaflets’, INF28 ‘Driving a minibus’
 - ROSPA ‘Minibus Safety: A Code of Practice’
 - MiDAS (Minibus Driver Awareness Scheme) via Community Transport Association UK. This also contains information on PCV licences, weight limits and towing.

2. Driver Eligibility

- 2.1. Members of staff aged 25 and over are allowed to drive the Academy minibus if they are on the Approved Minibus Driver List. Only those named on the Approved Minibus Driver List are eligible to drive a minibus on behalf of the Academy.
- 2.2. Approved Minibus Drivers must meet the conditions stipulated by the DVLA in order to drive a minibus in the UK. Drivers must have a full current driving license which they have held for two years.
- 2.3. Drivers must be medically fit and legally qualified to drive a minibus and are required to sign and complete a driver declaration form (Appendix A) to that effect before driving the minibus.
- 2.4. Approved Minibus Drivers must inform the Designated Minibus Coordinator of any changes to their health, eyesight or driving license status (including any penalty points) which may affect their ability to drive the minibus.
- 2.5. If the minibus is to be driven abroad, it is the responsibility of the minibus driver to check local regulations.

- 2.6. Further information can be found at <https://www.gov.uk/government/publications/driving-school-minibuses-advice-for-schools-and-local-authorities/driving-school-minibuses-advice-for-schools-and-local-authorities>

3. Site Manger Responsibilities

3.1. The Site Manager is responsible for:

- Arranging MOTs and servicing for Academy minibuses at appropriate intervals and in accordance with the manufacturer's instructions;
- Ensuring all minibuses are taxed and insured;
- Completing monthly checks of the vehicles (see Appendix D)
- Ensuring any faults are remedied before the minibus is used.

4. Designated Minibus Coordinator Responsibilities

4.1. The Designated Minibus Coordinator (DMC) is often, but not always, the Academy Site Manager.

4.2. The DMC is responsible for:

- Maintaining a minibus folder containing details of tax, insurance, MOTs, service history and vehicle checks
- Ensuring conditions of the minibus insurance policy are adhered to
- Keeping the driver declaration form and associated paperwork
- Obtaining updated driver declaration forms at the start of the academic year and updating the Approved Minibus Driver List (see Appendix B)
- Using the DVLA code shared by the driver to verify license details
- Keeping minibus keys
- Keeping a record of minibus bookings

5. Minibus Driver Responsibilities

5.1. The minibus driver is responsible for:

- Ensuring their eligibility status is kept up to date based on the criteria outlined in Section 2
- Completing an annual driver declaration form (see Appendix A)
- Ensuring pre-vehicle checks are completed using the Minibus Driver Vehicle Checklist (see Appendix C)
- Notifying the Site Manager of any problems with the minibus

- Familiarising themselves with the relevant RoSPA guidance (e.g. Minibus Driver's Code of Practice)
- Adhering at all times to the guidance set out in this policy and in the CMAT Health & Safety Policy
- Understanding the personal legal implications if procedures are not adhered to
- Ensuring the minibus is returned in a clean and tidy state, and with a reasonable fuel level (at least half a tank)
- Ensuring that a list of emergency contact details is available for each journey.

6. Safe Use of Minibuses

- 6.1. Vehicle checks **MUST** be completed by the minibus driver before each journey. Any faults should be reported to the Site Manager. The minibus must not be driven if any faults present a danger to passengers.
- 6.2. Minibus drivers must adhere to road traffic regulations, including the Highway Code, at all times.
- 6.3. Drivers must inform the Headteacher of any penalty points received whilst using the school minibus. Any fines received will be the responsibility of the driver.
- 6.4. The minibus must never be driven in the third lane of a motorway.
- 6.5. The driver and number of passengers should not exceed the capacity of the vehicle.
- 6.6. Vehicles must not be driven by anyone under the influence of alcohol or any other substance (including medication) which may impair their ability to drive.
- 6.7. Smoking, including e-cigarettes, is prohibited on the minibus at all times.
- 6.8. The driver must ensure that all passengers are wearing seatbelts. Seatbelts must be worn at all times when the vehicle is in motion and should only be removed once the driver has switched off the engine.
- 6.9. Child restraints such as booster cushions must be used for any young person aged under 12 years or whose height is under 135cm if they are available; if they are not available then the child must wear an adult seatbelt.
- 6.10. Driving when tired greatly increases the risk of an accident. The Highway Code recommends that a driver takes a minimum break of at least 15 minutes after every 2 hours of driving. However, after a full working day, a driver **MUST NOT** drive for a continuous period of more than 2 hours without taking a suitable break. If an authorised relief driver is available to drive, a journey can be continued without a break. Drivers should use common sense to ascertain their suitability to drive at a given time (consider tiredness, recent alcohol or medicine consumption, illness etc).

- 6.11. A working, charged mobile phone should be taken on all journeys. However, mobile phones should not be used by the minibus driver unless parked in a safe place with the engine switched off.
- 6.12. Due consideration must be given to parking in secure areas as much as possible, particularly where overnight stays are required. Keys must not be left in an unattended vehicle at any time.

7. Accident and Incident Procedures

7.1. In the event of an accident or breakdown:

- Ensure the safety of everyone involved
- Deal with any injured persons
- Exercise extreme caution at all times
- Use hazard warning lights and other safety devices provided
- If necessary, call the emergency services

7.2. The Academy should be contacted in the case of any serious incident.

7.3. The minibus driver should follow Academy procedures regarding contacting parents/guardians in case of illness or injury.

7.4. The minibus driver must ensure the minibus is roadworthy before continuing the journey.

7.5. The minibus driver should inform the Designated Minibus Coordinator of any accident or incident. The DMC is responsible for contacting the insurance company, if necessary.

7.6. Upon return to the Academy, the minibus driver should complete the Incident Reporting Form (Appendix F) and return this to the Designated Minibus Coordinator.

8. Policy Monitoring and Review

8.1. The CMAT Board of Trustees will review this policy at least annually. A change to relevant legislation or guidance will trigger an earlier review.

8.2. Any changes made to this policy will be communicated to all members of staff.

Appendix A: Driver Declaration Form

Declaration of Fitness to Drive a Minibus on Behalf of the Academy

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 permits the holder to drive a minibus.
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 Designated Minibus Coordinator if I receive penalty points.
4. I am responsible for notifying the Designated Minibus Coordinator of any change in my circumstances.
5. I have read and agree to adhere to the CMAT Minibus Policy and agree to follow all CMAT protocols and procedures when driving the minibus.

Signature of Driver: _____

Date: _____

Designated Minibus Coordinator Checks

I confirm that:

1. I have checked the driving license of the above named individual
2. Nothing has come to my attention to suggest the above named individual is ineligible to drive a minibus
3. I will retain a copy of this form, along with photocopies of the relevant driving license, for Academy Records

Signature of DMC: _____

Date: _____

Headteacher Approval

I confirm that the individual named on this form has permission to drive a minibus on behalf of the Academy

Headteacher signature: _____

Date: _____

Appendix C: Minibus Driver Vehicle Checklist

Vehicle Registration Number: _____

Exterior Check	Yes	No	Defect Reported To
Oil level			
Coolant level			
Windscreen washer fluid level			
Brake fluid level			
Windscreen and windows clean and undamaged			
Lights including brake lights and indicators are clean and working			
Tyre pressures, including spares			
Tyre tread, including spares (and inner tires as above). At least 3mm across centre $\frac{3}{4}$ is recommended. Any cuts and bulges?			
Doors open and close properly?			
Interior Check	Yes	No	Defect Reported To
Mirrors correctly adjusted, clean and unobstructed			
Position and function of all dashboard controls			
Position of driving seat so all pedals can be operated comfortably			
Pressure on brake pedal			
Lights and indicators are working			
Wipers and washers working properly			
Fuel level (and type of fuel)			
Seat belts are undamaged and working properly			
Location of wheel brace, jack, warning triangle and hi-vis vest			
Location and contents of first aid kit and fire extinguisher(s)			
Check Minibus Folder for all relevant paperwork			
Section 19 permit is displayed in the windscreen			
Luggage securely stowed; aisles and exits clear			
The number of passengers plus the drive door does not exceed the maximum capacity for the vehicle			
Brake Checks			
Check brakes before loading passengers. With engine running, check handbrake is working properly and brake pedal is firm when pushed			
START MILEAGE:		FINISH MILEAGE:	
Date:	Name:	Signature:	

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

Appendix D: Monthly Vehicle Checklist

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Registration Number:	
Tax Expiry Date:	
MOT Due Date:	
Last Service Date:	
Next Service Due Date:	
Current Mileage:	

Exterior Check	Yes	No	Defect Reported To
Oil level			
Coolant level			
Windscreen washer fluid level			
Brake fluid level			
Windscreen and windows clean and undamaged			
Lights including brake lights and indicators are clean and working			
Tyre pressures, including spares			
Tyre tread, including spares (and inner tires as above). At least 3mm across centre $\frac{3}{4}$ is recommended. Any cuts and bulges?			
Doors open and close properly?			
Interior Check	Yes	No	Defect Reported To
Mirrors correctly adjusted, clean and unobstructed			
Position and function of all dashboard controls			
Position of driving seat so all pedals can be operated comfortably			
Pressure on brake pedal			
Lights and indicators are working			
Wipers and washers working properly			
Fuel level (and type of fuel)			
Seat belts are undamaged and working properly			
Location of wheel brace, jack, warning triangle and hi-vis vest			
Location and contents of first aid kit and fire extinguisher(s)			
Check Minibus Folder for all relevant paperwork			
Section 19 permit is displayed in the windscreen			
Brake Checks			
With engine running, check handbrake is working properly and brake pedal is firm when pushed.			
Date:	Name:	Signature:	

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

Appendix E: Incident Reporting Form

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The below form is for Academy use only. No admission of liability or blame should be made to any third party.

Driver Name	
Date of Incident	
Vehicle Reg	
Owned by Academy or hired?	
Number of persons (including driver) in minibus	
What was the purpose of the minibus trip?	
Where did the incident occur? (Road name/town)	
Description of incident providing as much detail as possible	

<p>Description of any injuries sustained (including details of any medical treatment)</p>	
<p>Description of any damage to Academy minibus (attach photos if possible)</p>	
<p>Description of any damage to another person's property or vehicle</p>	
<p>Details of any police involvement</p>	