



Minibus Policy

2020-2021

This policy is reviewed every three years and was agreed by the Governing Body of Chellaston Junior School in Autumn 2020 **and will be reviewed again in Summer 2021**

Signed: _____ Chair of Governors

Date: _____

Non-Statutory Policy

Minibus Policy

Chellaston Junior School's minibus is a valuable asset and will allow children from both The Zone and Chellaston Junior School to benefit from many out of school activities. Driving a minibus is not, however, a task to be undertaken lightly – the safety of pupils and staff should always be the first consideration.

It is not a requirement for staff to drive the school minibus. However, the school minibus is the preferred option for transporting pupils, and if a member of staff volunteers to drive the school minibus they should follow the advice in this policy.

THE DRIVER'S RESPONSIBILITIES

Any member of staff who volunteers to drive the school minibus must complete an annual Driver's Declaration Form (attached) each September for that academic year 1st September – 31st August.

Any member of staff who volunteers to drive the school minibus must advise the Head teacher immediately of any changes to the statements made in their driver declaration form, in addition to the line on the form where this is stated.

If any member of staff volunteers to drive the school minibus s/he is personally responsible for its roadworthiness. If any defects are found by the police, it is the driver who will be fined, points on his/her licence, or even prosecuted. S/he would also be responsible for any road traffic offences committed.

The school's insurance policy with QBE covers:

Any person

- Provided the person holds a licence to drive the vehicle and such licence has not been revoked or has held and is not disqualified from holding or obtaining such a licence and provided the person is driving on the order of or with the permission of the policyholder.

The minibus driver will ensure that the log book (retained in the minibus) is completed at the start and finish of every journey (attached). This Log is then retained by the school and reviewed by the Head teacher on a termly basis.

TRAINING FOR MINIBUS DRIVERS

Staff should only drive the minibus if they have received proper training. Even if they have received such training, however, they cannot be required to drive the minibus. Driver training will normally include:

- familiarisation with the vehicle;
- simple vehicle checks to be conducted before each journey (see next section and checklist);
- emergency procedures;
- passenger care;
- use of seatbelts/harnesses etc;
- loading/unloading and securing of wheelchairs;
- journey planning; and
- road assessment on the types of road the driver is likely to use, for example, motorways, dual carriageways, urban/rural roads etc.

SAFETY CHECKS ON SCHOOL MINIBUSES

If staff drive the minibus they are personally responsible for any defects it may have while it is on the road. For this reason it is essential that there is a proper vehicle maintenance system in operation and that certain basic checks are made before each journey begins (attached).

Unless staff are absolutely confident that a designated member of staff has undertaken an adequate pre-drive check they should do it themselves.

The Minibus Checklist details the checks that are to be undertaken which include more detailed mechanical matters. These are to be carried out on a monthly basis by the Manager of The Zone (attached). If there appear to be any faults which might affect passenger safety, then the vehicle should not be used until they are remedied. The Minibus Checklist is retained by the school and reviewed by the Head teacher on a termly basis.

PERMIT REQUIREMENTS FOR SCHOOL MINIBUSES

Minibus and Community Bus Permits ("Section 19 permits") are issued to organisations concerned with education, social welfare or other activities of benefit to the community. They allow certain organisations, including schools, to make a charge without having to comply with the full public service vehicle operator requirements and without the need for the driver to have a PCV (Category D1 or D) entitlement.

Schools must hold a 'Section 19 permit' if minibus journeys are funded to any extent by outside sources such as parents or parent teacher associations. Only non-profit making charges, such as for the recovery of running costs including depreciation, may be made under a Section 19 permit.

Chellaston Junior School holds a Transport Act 1985: Section 19 Permit No. SP118907 issues 10.03.2021 and expires 09.03.2026 and this disc is to be displayed on the windscreen of the minibus at all times.

The permit arrangements apply only in the UK, therefore Chellaston Junior School minibus will not be taken abroad.

DRIVING LICENCE REQUIREMENTS FOR MINIBUS DRIVERS

If staff volunteer to drive the minibus they must, by law:

- be at least 21 years old and have held a category B licence for at least 2 years
- receive no payment other than the recovery of their out of pocket expenses (e.g. fuel and parking costs)
- provide the service on a voluntary basis
- the gross vehicle weight of the minibus is not more than 3.5 tonnes

Chellaston Junior School will ensure that the above criteria is met, before registering a member of staff as a designated minibus driver.

NUMBER OF DRIVERS

Although there is no legal requirement for a second driver, wherever possible, a second driver will accompany the main driver to help with supervision and any unforeseen emergency.

If there are two trained drivers available and only one is a teacher, it is recommended that, for short journeys, the non-teacher drives and the teacher supervises. A second driver, acting as supervisor, will help to ensure that passengers are well behaved and that they do not distract the driver and will also assist in the event of any emergency.

A mobile telephone is to be carried by the member of staff to cover any emergency situation. This must not, however, be used by the driver while driving the vehicle.

TRAVELLING WITH SEN PUPILS

Particular consideration needs to be given to minibus journeys involving pupils with special needs. The minibus itself must be suitable for the needs of all passengers, including those with disabilities.

Journeys involving groups of special needs children will have a minimum of two staff, in addition to the driver. This should help ensure that the driver can drive safely, without distraction. A risk assessment undertaken in advance of the trip will enable a decision on staffing levels to be made.

Children may have a wide range of needs which could include physical, mental, emotional, medical, behavioural and learning difficulties. Crisis situations, including epileptic fits, challenging behaviour, breathing difficulties and tantrums are just as likely to occur on the minibus as anywhere else. Consideration should also be given to the possibility that children may undo their seatbelts and attempt to escape out of the nearest exit. To avoid this happening, children will be sat in window seats so as to delay any movement towards the aisle and a member of staff will sit next to the exit.

Passengers in wheelchairs should be afforded the same level of safety as all other passengers. All drivers and escorts should be trained in the care of passengers in wheelchairs, including use of passenger lifts and ramps and, where the wheelchair user needs to remain in the wheelchair for the journey, securing the wheelchair.

SEATBELTS IN MINIBUSES

Seatbelts should be worn at all times by pupils and staff. This is a legal requirement. The driver has the legal responsibility for enforcing this requirement 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.

WORKLOAD AND SAFETY CONSIDERATIONS

There are obvious safety issues with regard to travelling in the school minibus. In particular, if staff have been involved either in supervising a visit or in teaching throughout the day, they should consider very carefully whether they are sufficiently alert to drive a minibus. Tired drivers are much much more likely to have an accident. Drivers should always observe the Highway Code recommendation of at least a 15 minute break after every 2 hours of driving..

FURTHER INFORMATION

Further advice and guidance on all of the above is available from the DVLA and Department of Transport.

Any teachers who are in doubt about their licensing position can telephone Driver and Vehicle Licensing Agency's Customer Enquiries whose staff will be able to help.

**CHELLASTON JUNIOR SCHOOL
ANNUAL DRIVER'S DECLARATION**

The School Governors require the following declaration to be completed by each person who drives the school minibus. Please provide full details as requested and return this form to the School Office where you will also be required to produce your driver's licence for photocopying.

Please note that authorisation is valid for the current academic year 1 September to 31 August

NAME _____

Does your driver's licence carries the D1 Minibus driving category YES/NO

Date you undertook school minibus training: ____/____/____

(NB: Minibus training is only valid for 5 years. Please provide a copy of your school minibus training certificate with this application)

Please give a response to every question below:-

Question	Yes/No	If Yes you must provide full details (continue overleaf if necessary)
1. Have you been involved in any motor accident or incident, including non-fault incidents during the past 3 years ?		
2. Have you received any licence endorsements during the past 5 years or do you have any pending endorsements?		<i>(Please give court reference number and full details overleaf of the offence)</i>
3. Please state whether you suffer from any physical or mental disability, infirmity or disease such as diabetes or epilepsy, which could affect your ability to drive.		
4. Have you ever had any motor insurance declined, cancelled or special terms applied?		
5. Was/is your driving licence issued in Great Britain, if not; please specify the country of issue.		

DRIVER'S DECLARATION

(Please note that this is a declaration of truth and will be relied on in any investigation by insurers concerning your eligibility to drive the school minibus or their own vehicle to transport either pupils or staff.

- I hereby declare that the above statements and particulars are true and that there is no material fact which should be disclosed.
- I agree to advise the Head teacher immediately of any changes to the above particulars.
- I have read and understand the School Minibus Policy.

SIGNED _____

PRINT NAME _____ DATE _____



Minibus Checklist

The following checks are to be undertaken on the first Monday of each month by the Manager of The Zone.

Date													
Mileage													
Tyre Pressure													
Front Lights													
Rear Lights													
Indicators													
Emergency Indicators													
Inside Light													
Horn													
Seat Belts													
Wipers													
Wiper Fluid													
Inside Mirror													
Outside Mirror													
Door Locks													
Battery													
Coolant													
Oil Level													
Brake Fluid													
Check Completed													
Signature													

A pass will be indicated by a tick.

A failure will be indicated by a cross.

Any failure on the above will result in the vehicle being removed from use until the fault is corrected.

Faults requiring attention:

Additional points:

Vehicle not to be driven until any failure rectified.

Checklists kept to show a pattern: e.g. water level consistently low.

Mark tyre pressures on inside windscreen or on wheel arches, mark petrol type on inside windscreen or over filler cap.

Fit valve extensions to ease access to inner wheels.

Tyre check must include spare tyre.

Check lights by using local windows.

First aid box: check for any gaps in contents

In addition

Driver journey log

MINIBUS DRIVER CHECKLIST			
Name of Driver			
Date of Journey			
Time check carried out			
	YES	NO	DEFECT REPORTED TO:
Fuel level OK?			
Oil level OK?			
Windscreen wipers/ washers working?			
Lights/brake lights working?			
Indicators working?			
Tyres in good condition?			
Brakes (hand and pedal) working?			
Fully stocked first aid kit?			
Fire extinguisher?			
Paperwork (insurance, driving licence)?			
Permit displayed?			
Seatbelts working properly?			
Mobile phone available?			

MINIBUS DRIVER CHECKLIST			
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Date of Journey			
Time check carried out			
	YES	NO	DEFECT REPORTED TO:
Fuel level OK?			
Oil level OK?			
Windscreen wipers/ washers working?			
Lights/brake lights working?			
Indicators working?			
Tyres in good condition?			
Brakes (hand and pedal) working?			
Fully stocked first aid kit?			
Fire extinguisher?			
Paperwork (insurance, driving licence)?			
Permit displayed?			
Seatbelts working properly?			
Mobile phone available?			

Date	Staff Name(s)	No of Children	Mileage Start	Mileage Finish	Mileage Used	Place(s) Visited	Problems to Report