

St Alban's Catholic High School



Minibus Policy

Approved by Pupils Committee on: 4 November 2019

Recommission Date: November 2021

Introduction

St Alban's Catholic High School owns a 17 seater Peugeot Minibus Lite (1 driver, 16 passengers) to enable our pupils to have access to trips and other extra-curricular activities. It is essential that all minibus users are aware of the required procedures and their responsibilities for ensuring the safe operation of the vehicle.

Eligibility to drive the minibus

In order to be eligible to drive the minibus staff members must:

- hold a full UK driving licence with no penalty points in the last five years (insurance company must be contacted if this is not the case);
- be over the age of 25 and have at least two years driving experience;
- have not been involved in an accident for the last five years (insurance company must be contacted if this is not the case);
- be using the minibus for school business;
- bring their original photo card driving licence to the Office Manager who will take a photocopy;
- staff with no previous experience of driving minibuses must undertake an internal familiarisation course. This is not a legal requirement as the minibus is a minibus lite but is a school requirement.

Insurance

- Insurance for the minibus is currently a fully comprehensive policy with breakdown insurance through One Insurance Solutions. Details available from the finance office.

Legal

The DVLA states that a full UK driving license is acceptable rather than D1 licences as the following conditions have been met:

- The minibus is less than 3.5 tonnes and carries less than 17 passengers;
- The driver is driving the minibus incidentally i.e. is not employed directly for the sole purpose of driving the minibus and is doing so on a voluntary basis;
- The minibus is being used for social purposes by a non-commercial body;
- The drivers are 25 years or older with 2 years' experience.

Procedures

- The keys will be kept in a locked key cabinet in the main office, which only the Office Manager and Premises Manager will have access to.
- The keys can be collected by the Driver from the Office Manager or Premises Manager, in his/her absence, and signed out using the key collection sheet (Appendix C). They must be returned as soon as possible after the journey to the Office Manager or Premises Manager - keys must never

be left unattended. In their absence, keys can be returned to the Headteacher's P.A.

- If a trip returns after school office hours, the driver must take the key home and return this as per the above process as soon as possible the next day.
- The driver must complete the vehicle visual checklist each time they drive the minibus (Appendix A). Any defects must be notified to the Premises Manager as soon as possible. If the driver is in any doubt as to whether the vehicle is road worthy, they must see the Premises Manager immediately and not begin their journey. The Premises Manager will ascertain if the vehicle is usable in its current condition.
- The driver must ensure that students are wearing seatbelts at all times.
- Drivers must not drive for more than two hours without taking at least a fifteen-minute break.
- A servicing schedule is in place which is monitored by Premises Manager. This includes regular inspections, servicing and MOT.
- The Premises Manager is responsible for completing the Minibus Regular Check list (Appendix B) on a fortnightly basis.
- General upkeep and cleaning of the vehicle is the responsibility of the Premises Manager.
- A copy of the insurance policy for the vehicle will be kept in the vehicle at all times.
- A school BP Fuel card is available for purchase of petrol. If a driver has to use his or her own credit card to purchase fuel a receipt must be kept.

In the event of an accident or breakdown

- All staff members must ensure they have access to a mobile phone before beginning any journey. Drivers should collect a school mobile phone from the office before starting a journey.
- In the event of an accident, the staff member must immediately contact the school or emergency contact if out of hours.
- Insurance details should be swapped with the third party.
- When it is safe to do so, students should be escorted from the minibus to a safe area away from the accident site, where they should be fully supervised.
- A visual check should be undertaken of the vehicle before the journey resumes (if the minibus is in a road worthy condition).
- In the event of a breakdown, the breakdown cover details are contained in the vehicle. The school should also be notified.
- Arrangements will be made to collect pupils and staff members where necessary.

Health & Safety

- All staff members responsible for organising trips in the minibus must include a minibus risk assessment as part of the online trips and visit pack completed on Evolve+ for the visit.
- The minibus holds 16 passengers plus the driver, which is an appropriate pupil to adult ratio.

MINIBUS DRIVER VISUAL CHECKLIST

Registration HX69 CWY



Name of Driver:

Destination:

Activity:



This visual checklist should be completed by the driver before the minibus is used. It is the responsibility of the driver to make sure the vehicle is checked and safe to use before it is driven, and to report any faults immediately to the main office:

ITEM	CHECKED AND CONFIRMED OK?
No warning lights lit on dashboard (coolant, brake system etc)	
All exterior lights in working order (including number plate)?	
Indicators in working order?	
Windscreen and windows are clean and undamaged?	
Windscreen washer / wipers in working order?	
Horn in working order?	
First aid box present?	
Fire extinguisher present?	
Seatbelts all working correctly?	
Tyre condition good? (check for obvious under-inflation and damage)	
Driver's seat adjusted appropriately?	
Visual check complete and any damage reported to main office	
Interior check complete and any concern reported to main office	
Fuel level on receipt	
Fuel level on return	
Mileage on receipt	
Mileage on return	
School Mobile Phone collected?	

Please note the Minibus Specifications are:

Length: 6.4 metres, Width: 2.1 metres, Height: 2.5 metres

SIGNED: _____

NAME: _____

DATE: _____

Minibus Regular Checks

Please tick that the following items have been checked each fortnight by the site team:



This form will be returned to the main office

	Section 19 permit in place?
	Oil level ok?
	Coolant level ok?
	Windscreen washer fluid level ok?
	Brake fluid level ok?
	Windscreen and windows are clean and undamaged?
	Wiper blades are clean and undamaged?
	Lights, including brake lights and indicators, are clean and working?
	Tyres – pressure?
	Tyres – tread/condition? (including spare tyre)
	Doors open and close properly?
	Horn working?
	Wipers / washer working?
	All seatbelts working?
	Fire Extinguishers in place?
	First Aid Kit in place?
	Emergency kit in place? (Hi Vis Jacket, seatbelt cutter)
	No warning lights on dashboard?
	Interior lights working?

Checks completed by: _____

Date: _____

APPENDIX C

MINIBUS KEY COLLECTION SHEET



Signing out:

Driver: _____

Department to be charged (if appropriate): _____

Driver signature to confirm keys received: _____

Date: _____

Signing in:

Signed to confirm keys returned and checklist fully completed:

Signature: _____

Date: _____