



Use of the School Minibus Policy

CONFIDENT · INDEPENDENT · FORWARD -THINKING

ADOPTION AND AMENDMENTS TO SCHOOL MINI-BUSES

Written March 2019

Section	Governors' Meeting or Committee
Whole Document	LGB 25 th April 2019
Whole Document	LGB 28 th September 2021
Whole Document	LGB 5 th December 2024
Next review: 2027/2028	

The school recognises that it has a duty to take all reasonable precautions to ensure that the minibus is operated safely. In order to minimise the risks involved in running the minibus for school activities the school has developed the following practical guidelines, which all staff driving the minibus must sign stating their agreement to follow.

Drivers

The school minibus must only be driven by authorised drivers who have been entered into the school's approved minibus drivers list on One Drive and completed and signed the form, 'Minibus Driver's Declaration Sheet' in appendix 1. An up-to-date copy of this list is held on the One Drive. Authorised drivers must meet the following conditions:

- a) Any potential driver must be at least 21 years of age before being allowed to drive the school minibus with passengers on board.
- b) Any driver of the School's leased minibus must have a full UK driving licence which has been held for a minimum of 2 years.
- c) Drivers must have passed the minibus assessment. The assessor checks all driving licences and these details are noted on the assessments.
- d) The Office Manager will review Assessment Certificates and keep all assessments and driving licence copies on file.
- e) To be eligible to drive the school minibus drivers must not have more than 3 penalty points on their licence. They must declare immediately if penalty points are awarded. All drivers are required to sign they are medically fit to drive and not taking any medication, or undergoing any medical treatment that may affect their fitness to drive. The Headteacher must be informed immediately if these circumstances change.
- f) All drivers are responsible for ensuring their minibus assessments and driving licence details are kept up to date and renewed/retaken.

Drivers Responsibilities

The legal position is that every driver is personally responsible for ensuring that their vehicle is roadworthy before they take it out on the road. Staff are reminded that it is their driving licence which will suffer if the vehicle is found to be defective. It is also the driver's responsibility to ensure the safety and welfare of all passengers.

- a) Prior to travelling

Prior to using the minibus, drivers must:

- Carry out a pre-drive visual vehicle safety check.
- Check all necessary safety equipment is on board prior to departure i.e. first aid kit, fire extinguisher.
- Plan the journey to include rest, refreshment, comfort breaks and refuelling (if necessary) – see section on driver hours.
- Check information on road works and weather conditions and make adjustments to their plans if necessary.
- The 'trips' telephone must be taken in the minibus for use in the event of a breakdown. Telephones must never be used by the driver whilst driving, this activity is dangerous and illegal.

b) Breakdown Procedures

- In the event of a breakdown, the driver should try to move the vehicle off the carriageway (onto the hard shoulder on a motorway) and, in any event, as far away from moving traffic as possible. Hazard warning lights should be switched on as well as interior lights if dark. Other safety devices should be used e.g. hazard warning triangle placed at a reasonable distance (50m ordinary roads/150m motorways) behind the vehicle.
- On motorways the passengers should be moved out of the vehicle onto the embankment or grass margin behind the barrier. Passengers should be evacuated via the near-side exit. They should be kept together in one group. Children should be kept calm and be under constant supervision.
- On other roads, passengers should be kept inside the vehicle unless it is obviously more risky to do so.
- Contact the breakdown service (details in vehicle) – provide accurate details of the vehicle's location and inform them that children are present.
- The school or designated person for the trip should be contacted as soon as possible. It may be necessary to contact parents to inform them of the delay.

c) Accident Procedures

- In the event of an accident, the driver must stop and must make the accident scene as safe as possible. If necessary and if possible it may be appropriate to move the minibus to a safer position.
- Hazard warning lights should be switched on as well as interior lights if it is dark. Other safety devices should be used eg hazard warning triangle placed at a reasonable distance (50m ordinary roads/150m motorways) behind the vehicle.
- The best way to evacuate the vehicle will depend upon the nature of the accident therefore, the driver and escort will need to exercise their judgement at the scene of an accident.
- **Do not move injured passengers** unless they are in immediate danger of further injury from other vehicles or from fire or explosion.
- In the event of a vehicle fire, the passengers should be evacuated first and moved as far away from the vehicle as possible before any attempt is made to extinguish the fire. Under the bonnet fires should **never** be tackled, but left for the Fire Brigade.
- The driver must stay at the scene of the accident until the emergency services arrive, if called upon.
- If possible the names and addresses of all independent witnesses should be obtained at the scene. Insurance details should be exchanged with the other party. Under no circumstances should the driver admit liability.
- The other responsible person in the minibus should accompany any injured child(ren) to the hospital and remain with them until they are discharged or their parents arrive.
- If the accident is 'damage only' and no-one is injured, the driver should ensure the vehicle is roadworthy before continuing the journey. The incident must be reported to the Site Supervisor and Headteacher upon returning. If the vehicle is not fit to drive then the breakdown procedures must be followed.
- Any other incident, including traffic offences, must also be reported.
- Drivers are reminded that, if the names of the people involved are not exchanged at the scene of the accident or if a person is injured, then it is a legal requirement that the accident be reported to the nearest police station within 24 hours.

- As in the case of breakdown, the school or designated person for the trip should be contacted as soon as possible.

d) Driving Hours

- It is essential when planning trips in the minibus very careful consideration is given to the question of driving hours. Factors such as how many hours during the day will have already been spent on working, or engaged in some other tiring activity before driving, are vital in determining the length of journey and driving time which can safely be attempted. It is particularly important that return journeys, after a busy day involved with supervising pupils in activities e.g. field trips, are carefully planned so as not to exceed recommended driving hours, listed below.

	Driving only	Driving and other work
Maximum length of working day	13 hrs	10 hrs
Maximum time spent driving	9 hrs	4 hrs
Maximum time driving without a break	2 hrs	2 hrs
Minimum length of break	15 mins*	15 mins*
Daily rest period	11 hrs	11 hrs

After 4½ hrs driving, the accumulated length of breaks should be at least 45 mins.

- Drivers should not be involved in supervising children during their break periods, the other responsible adult will be responsible.
- Drivers should never plan to do a full day's work and then drive for several hours in the evening.

Other Rules

- Drivers should not drink or eat whilst driving.
- Ensure all passengers wear seatbelts.
- Drivers must never drive if they feel tired; if they feel unwell; if they are taking medicine or undergoing any medical treatment which advises against driving.
- A second driver is essential for journeys longer than 3 hours in duration.
- Luggage and equipment must be securely stowed and evenly distributed. Gangways and exits must be kept clear.



Minibus Driver's Medical Declaration

Driver's Name _____ Date of Birth _____

Details of any illness or disease which may affect your driving capabilities

Details of any current endorsements on your licence

Have you ever been convicted of reckless driving or offences involving drink or drugs
Yes/No

If yes, please provide full details

I certify that the information provided is correct and agree to provide the Headteacher and Site manager with details of any new endorsements to my licence or changes to my health and well-being from the date given below.

Signed _____ Date _____

Driver's Licence checks: Date:

Min Age 21 Years old	
Held for 2 years	
No penalty points	

Copy provided for the file:

Date: _____

MINI BUS LOG SHEET						
DATE						
MILEAGE						
FIRST DAILY USER UNDER BONNET CHECKS						
OIL LEVEL						
COOLANT LEVEL						
BRAKE FLUID LEVEL						
WINDSCREEN WASH LEVEL						
OUTSIDE VEHICLE						
PERMIT/WINDOWS/WIPERS						
BODY/LIGHTS/MIRRORS						
TYRE CONDITION/PRESSURE/WHEEL NUTS						
DOORS ALL OPERATE CORRECTLY						
INSIDE VEHICLE						
SEAT BELTS WORKING/UNDAMAGED						
BELT CUTTER/HAMMER						
FIRST AID KIT/FIRE EXTINGUISHER						
SEAT ADJUSTED/PARKING BRAKE/NEUTRAL						
MIRRORS SET CORRECTLY						
DASHBOARD WARNING LIGHTS/FUEL LEVEL						
HORN/WASHERS/WIPERS						
ALL LIGHTS/INDICATORS						
BRAKE PRESSURE/STEERING PLAY						
NO EXCESSIVE ENGINE NOISE/EXHAUST SMOKE						
CLUTCH BITE POINT/ROLLING BRAKE CHECK						
FAULTS REPORTED						
INITIALS OF PERSON CARRYING OUT CHECKS						

TICK IF OK	X IF NOT OK	REPORT ANY DEFECTS ON A SEPARATE SHEET
------------	-------------	--



☎ 01908 533290

✉ enquiries@kentshillpark.school

🌐 www.kentshillpark.school

Kents Hill Park School is part of the Kingsbridge Educational Trust, a charitable company limited by guarantee and registered in England and Wales with company number 09144847. The registered office is at Oakgrove School, Venturer Gate, Middleton, Milton Keynes, MK10 9JQ. Telephone number: 01908 545300

