

Court Fields School

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USE OF MINIBUS POLICY

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CEO: Lorraine Heath

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The purpose of this document is to catalogue the various procedures that must be followed to ensure the safe use of the Court Fields School minibuses. This document will be given to all minibus drivers as part of the overall induction package and reissued to staff at the commencement of each academic year.

Driver Authorisation and Training

All persons authorised to drive must be competent to drive a school vehicle containing children safely.

In order to comply with the requirements of the insurance policy drivers must:-

- Be over the age of 21.
- Complete a Risk Assessment Form 14A under the Driving for Work Regulations. A copy of this form will be held in the drivers personnel file.
- Hold a licence with the appropriate category required to drive the vehicle.
- Complete Refresher Driver Training and repeat the course every 5 years.
- Have at least two years experience as a qualified driver
- Hold a current full driving licence with no more than 6 penalty points.
- Present their driving licence for inspection at the start of each academic year.
- Notify the Headteacher as soon as they become aware of any proceedings or action which might give rise to a conviction or endorsement.
- Notify the Headteacher as soon as they become aware of any health issues which could pose a safety risk or prohibit them from driving.

All drivers will be given the opportunity of a vehicle familiarisation session with a member of the Site Team to include:-

- Pre-journey checks Pre-journey documentation Road testing.

A list of authorised minibus drivers will be maintained in the Premises Manager's office. The Headteacher may withdraw authorisation at any time.

Drivers' Hours

If a school trip involves a driver being in charge on an extended day, then a second adult should accompany the party and that person must also be authorised to share the driving to reduce the possibility of driver fatigue. Drivers must not exceed driving hours as set out in EU/AETR rules.

Drivers' Responsibilities

Whilst a daily check of the condition of the minibuses will be carried out, drivers are responsible for the following checks before embarking on their trips:

- (a) Complete the log book in the minibus stating details of journey, etc.
- (b) Do a visual inspection of the minibus which includes tyre pressure checks and that the windscreen and glass is clean and can be seen through.
- (c) Check brakes to see that they are functioning correctly.
- (d) Check fire extinguisher and first aid kit are in position.
- (e) Ensure that mirrors and seat are in the correct driving position.
- (f) Check that all lights are functioning correctly.
- (g) Ensure that all seat belts are worn. This includes all passengers, who must wear a seat belt.
- (h) Ensure that the windscreen washer system works and that wipers are functioning correctly.
- (i) Ensure that the vehicle is correctly loaded and that no more than sixteen passengers are being carried. Emergency exits must not be blocked.
- (j) Ensure that all doors are correctly closed.
- (k) Check that there is enough fuel for the journey.
- (l) As soon as possible after moving off, the driver should carry out a running brake test and at the same time, check the operation of the seat belts.
- (m) At intervals throughout the journey, all instruments and warning lights should be checked and necessary action taken if a fault is indicated.
- (n) Make sure that no rubbish is left on the vehicle and ensure that no damage has occurred to the interior of the vehicle.
- (o) Throughout the journey, ensure there is no smoking.

After returning to school, the driver must complete the log book, ensure the minibus is parked safely in the designated minibus spaces or front of the school, all lights are switched off and the vehicle is locked and secure before returning the keys promptly to the Front Office. NB: If during your initial checks a defect which would render the minibus un-roadworthy is identified, any planned journey must be suspended/abandoned pending liaison with the person in charge of the minibus.

Passenger Responsibilities

- (i) Should wear seat belts and always remain in their seats until instructed otherwise.
- (ii) Should never distract the driver by shouting, etc.
- (iii) Pupils should not eat or drink on the vehicle.
- (iv) Must make sure that escape routes are not blocked by bags, etc.
- (v) Pupils are ambassadors of Court Fields School and must never bring its name into disrepute by gesturing, etc.

- (vi) Passengers found to have vandalised the minibus may face a life-time ban from using it again and may be asked to pay for the cost of repairs.

Accident Procedures

The safety of students and staff is the first priority and in the event of an accident, the driver must stop the vehicle in a place of safety. If this is not possible then, providing it is safe to do so, the occupants of the bus should be moved off the bus to a place of safety. If any personal injury or damage to third party property is caused the driver must be prepared to give his/her name and address and details of the owner of the vehicle (the school) to any person reasonably requiring the same. If for any reason the driver is not able to give these details at the time then he/she must report in person to a Police Station as soon as reasonably practicable and in any event not later than twenty-four hours after the accident.

The accident must be reported as soon as possible to the Headteacher and Business Manager. The Premises Manager will provide the appropriate forms for completion and forwarding to insurers.

Breakdown Cover

The school minibuses are covered for breakdown by the leasing company (Falcon), contact details and the membership number are attached to the minibus windscreen or in the minibus folder. The facilities available include:-

BREAKDOWN AND RECOVERY SERVICE

First Aid

All minibuses contain first aid boxes which are checked each half term by the site team. The contents of these boxes include:-

- Antiseptic wipes
- Bandages
- Plasters
- Eye pads
- Scissors
- Safety pins.

If any item from the First Aid kit is used this must be reported to the Hub or Front Office as soon as possible to enable it to be replaced.

Purchase of Fuel

The site team will fill up the minibuses as and when required.

If additional fuel or lubricants are required for longer journeys, the UK Fuels account card will be given to the driver for them to use. Proof of purchase should be handed to the Finance Office on return to school.

Please remember that all the minibuses operate on diesel fuel. When filling with fuel ensure that the ignition is turned off and that there are no naked lights in the vicinity.

Care and the Cleaning of Minibuses

Minibuses are expensive to purchase/lease. Please help to ensure that their working lives are extended for the maximum possible period. As past experience suggests that the inside wears out before the body and mechanics, it is important that the condition of the interior is checked at the end of each journey.

Pupils should not be allowed to wear muddy boots in the minibus and should be encouraged to get changed at the end of matches in order to stop them sitting on the seats with damp and dirty clothing.

Booking of Minibuses

A shared minibus Outlook calendar is online for availability. An email should be sent to the site team with details of request. The booking will be made and confirmed by the site team.

The minibuses can be booked for any educational or community based activity. They may be made available to other educational establishments or community groups.

Daily Checks

The site team has responsibility for conducting daily checks of the minibuses and passing on their findings to the Premises Manager (or in their absence the Business Manager).

Any defects in the minibuses noted by staff should be notified immediately to the Premises Manager, who will then determine whether or not the vehicle should be taken off the road and repairs carried out.

The Premises Manager ensures the annual MOT, servicing and 10 week inspections are carried out by Falcon Vehicle Solutions Ltd.

School Journeys – Parental Consent

It is a requirement that the written general consent of parents should be obtained for children to travel in the Trust's vehicles in connection with authorised school activities.

Incorrect Use of a Minibus

Any driver who commits a traffic offence will be liable for any penalty imposed as a consequence.

Keys

Keys are kept in the Premises Managers Office. Keys and log books can be collected from the Site Team tray in the front office at the time of the booking and should be returned promptly to the same location.