

# Brook Learning Trust

## Minibus Policy



### Introduction

At Brook Learning Trust we bring together our unique academies in our belief in the power of education to change lives and communities. It is our steadfast purpose to challenge and defy the barriers that constrain the educational progress of any child. We set high aims for aspiration and secure collective responsibility for all our children's achievements. Our work is underpinned by the values of Integrity, Respect, Courage, Optimism, Excellence and Accountability.

### Purpose

- To ensure BLT is compliant with all legislation relating to maintenance and driving of school minibuses
- To ensure the safety of drivers, passengers and other road users at all times

### Roles & Responsibilities

**Trustees** are responsible for ensuring that school minibuses are compliant with transport and health and safety legislation. This responsibility is delegated to academy Principals who are responsible for implementation, and monitoring of compliance is delegated to the Audit and Risk Committee.

**Principals** will ensure that the school has a nominated Minibus Coordinator who will undertake the duties set out in this policy. The individuals assigned with this role are set out in Appendix 1.

**The Estates Manager** is responsible for ensuring that the minibuses are regularly serviced, in consultation with the Minibus Coordinator at the academy.

**The Finance Director** is responsible for arranging insurance cover, payment of annual road tax, and any other payments in relation to vehicle maintenance, and for retaining the fuel card in the school safe, operated by the Finance Assistant.

**The Minibus Coordinator** is a nominated person within each academy responsible for:

- maintaining the approved list of drivers,
- reviewing vision and medical assessments for drivers over the age of 45 using the guidance set out in Appendix 4,
- ensuring that the vehicle is serviced annually,
- ensuring that the vehicle carries a valid MOT certificate,
- ensuring that the vehicle carries a valid Section 19 permit,
- carrying out termly safety checks of school minibuses,
- taking action on any remedial works needed,
- managing bookings.

**Drivers** are responsible for

- attending MiDAS training at minimum five yearly intervals
- declaring any penalty points
- complying with any other requirements highlighted by the register of drivers (e.g. providing fitness to drive certificates)

- ensuring corrective lenses are worn, if applicable, when driving the minibus
- carrying out vehicle checks prior to and at the end of a journey
- abiding by the health and safety and security procedures set out in this policy
- familiarising themselves with what to do in the event of an emergency

### **Who can drive the school minibus?**

The school minibus can only be driven by members of staff who are on the academy's approved list of drivers. The register (Appendix 2), to be maintained by the Minibus Coordinator will ensure that all drivers meet with the legal and insurance criteria for driving the minibus. Drivers must:

- be over 21 years of age
- have held driving licence for at least 2 years
- have completed the MiDAS (Minibus Drivers' Awareness Scheme) course within the last five years
- if over 45, drivers must submit a Fitness to Drive Declaration Form (Appendix 3). Pages 2-7 of the form must be completed by the driver's optician and GP to confirm standards of vision and medical fitness. This to be renewed every 5 years until the age of 65 and annually thereafter
- declare any penalty points on licence

### **Vehicle Maintenance**

The Minibus Coordinator must ensure that the minibus is serviced and MOT tested annually, and must carry out a termly safety check covering the following:

- fuel
- water
- oil
- battery
- tyre pressure and tread
- lights

This check must be documented and retained to be made available for inspection.

### **Journey Checklist**

Drivers must complete a Journey Checklist (appendix 5) on collection and return of keys. This must include:

- lights
- horn
- mirrors
- doors
- steering
- seatbelts
- windscreen wipers
- screen wash
- tire condition
- sufficient fuel for journey
- damage/defects
- clean and free from litter
- equipment list complete
- record of any equipment usage (e.g. any first aid items used)

The checklist must be returned to the Minibus Coordinator who must then take any action necessary to maintain the vehicle in a safe and roadworthy condition.

Driver must conduct a passenger briefing before beginning the journey. This must include wearing of seatbelts at all times, behaviour and noise level expectations on journey, use of mobile phones and proper disposal of litter.

### **Equipment to carry on board**

The Minibus Coordinator is responsible for ensuring the following equipment is on board, and this should be checked before and after every journey by the driver.

- First aid box (containing 10 foil wrapped antiseptic wipes, 1 conforming disposable bandage not less than 7.5cm wide, 2 triangular bandages, 1 packet of 24 assorted adhesive dressings, 3 large sterile un-medicated ambulance dressings not less than 15x20cm, 2 sterile eye pads with attachments, 12 assorted safety pins, 1 pair of rustproof blunt-ended scissors, disposable gloves and mouth mask for resuscitation)
- Fire extinguisher compliant with BS5432 or equivalent with a minimum test rating of 8A or 21B containing foam (please note they must not contain Halon)
- Warning Triangle
- 17 high visibility vests compliant with BSEN471 or BSENISO20471
- Torch
- Pen and paper
- Copy of this policy with Appendix 6 covering insurance and breakdown policy details
- Contact details for school including out-of-ours contact
- A fully charged school mobile phone as means of communication to school, insurers or emergency services

### **Booking arrangements**

All bookings are to be made via the Minibus Coordinator. The driver must provide a list of staff and students travelling, which the Minibus Coordinator must pass to reception. Prior to leaving, the driver must sign for vehicle at the site office and the fuel card at the finance office, complete the pre-journey checklist and conduct the journey briefing. On return the driver must complete the post-journey checklist, ensuring the vehicle is returned in a clean condition, and return the keys to the site office and fuel card to the finance office.

### **Section 19 Permits**

All minibuses must carry a section 19 permit

### **Health and Safety**

The driver must:

- obey the highway code at all times, including observance of all speed limits
- observe maximum passenger limits for the vehicle
- inform the Minibus Coordinator of any penalty points
- inform the Minibus Coordinator of any medical condition or medication which could affect driving so that a detailed risk assessment can be carried out
- not consume any alcohol prior to driving on the day of the journey
- review the minibus risk assessment and observe control measures such as whether a drivers assistant is required, how to avoid tiredness by taking regular breaks, and seatbelt safety

### **Security**

The driver must ensure the vehicle is locked with windows and doors closed when unattended, and that keys are kept securely and not left unattended. Where possible, the vehicle should be parked securely.

### **Accident and Breakdown**

In the event of a breakdown:

- The driver should move the vehicle off the carriageway (onto the hard shoulder on a motorway) and switch on the hazard warning lights. If this is not possible, it should be moved as far away from moving traffic as possible. If a warning triangle is used, it should be placed on the same side of the road, at least 45 metres from the minibus. Always take great care when placing and retrieving a warning triangle and never use them on the motorway.
- Anyone leaving the vehicle should be given a high visibility vest to wear
- The passengers should be moved out of the nearside of the vehicle and as far away from it and other traffic as possible. No one should stand between the vehicle and oncoming traffic.
- On motorways or other busy roads passengers should be taken onto the embankment or grass margin and as far from the traffic as is practicable. The hard shoulder on a motorway is very dangerous. On Smart Motorways, where the hard shoulder is used as a running lane, drivers should try to stop in one of the emergency refuges that are placed periodically along the hard shoulder.
- Passengers should be kept together in one group. Children should be kept calm and under constant supervision.
- In some circumstances, it is safer to leave the passengers in the vehicle. For example, if it seems too dangerous to unload passengers in wheelchairs or if there is not a safe waiting area. The driver (and passenger assistant if present) will need to assess the situation and decide whether or not to unload passengers.
- The driver should contact the police and breakdown service using the details in Appendix 6. If the driver is the only adult present, he or she should not leave the children alone. The driver will need to give the police, or breakdown service, accurate details of the vehicle's location, and inform them if children or passengers with mobility problems are being carried.
- If the breakdown occurs on a motorway and there is a second adult present, the driver can use the roadside emergency telephone to contact the police and this will enable them to pinpoint the vehicle's location. The nearest emergency telephone is indicated by arrows and numbers on small marker posts at the edge of the hard shoulder
- The driver should also telephone the school or nominated contact person to tell them what has happened and ask them to relay messages to parents and others.

#### **POLICY REVIEW AND RATIFICATION**

Policy reviewed bi-annually and ratified by	Audit and Risk committee in December
This review by Finance Director	November 2018
Summary of amendments to this iteration:	none – new policy
Ratified by Audit and Risk committee	December 2018
Next review	December 2020

## Appendix 1 Register of Minibus Coordinators

The Hayesbrook School	Bill Morrill
The High Weald Academy	Steven Parsons
The Ebbsfleet Academy	Kathryn Simmonds

Appendix 2 Approved List of Drivers (see separate spreadsheet)

Appendix 3 Fitness to Drive Declaration (see separate document)

Appendix 4 Guidance in assessing Fitness to Drive Declarations (see separate document)

## Appendix 5 Journey Checklist Record

	Pre-journey check		Post-journey check	
	✓	issues to report	✓	issues to report
Lights				
Horn				
mirrors				
Doors				
steering				
seatbelts				
windscreen wipers				
screen wash				
tire condition				
damage/defects				
clean and free from litter				
equipment list complete				
record of any equipment usage (e.g. any first aid items used)				

Signed by: .....  
(Driver)

name: .....

date: .....

Signed by: .....  
(Minibus Coordinator)

name: .....

date: .....

## Appendix 6 Insurance and Breakdown Information:

Policy Number:	Y080269FLT0118A
Insurer Name:	QBE
24 hour helpline:	0800 389 1708
Cover:	Accident, windscreen, AA breakdown