

## **Minibus Procedure**

### **Booking**

The booking of the school minibuses is to be done via the Administration Assistant in the office (currently Philippa Pike). Times of use and the reason for use will be recorded.

A minibus booking form (separate form for each minibus) together with a weekly schedule will be completed.

A copy of the minibus booking form will be accessible at all times to Finance Assistant, so charges can be allocated

### **Charges**

Finance to allocate charges to the appropriate department – refer to Charging and Remissions policy.

xl – Social Inclusion budget  
Sports fixtures – minibus budget  
Trips & Visits – School Fund

Costs associated with the running of the minibus will be charged to the minibus budget. All income from charges to go to the minibus budget.

### **Checks**

A check sheet, collected from the office with the keys, to be completed by the member of staff driving the minibus and returned to the office with the keys after use. This form will be filed and kept for reference in the office.

Check sheet to record mileage, fuel and cleanliness of minibus. Also any damage to the vehicle prior to departure and if anything needs doing on return i.e. detail of new damage/fuel needed.

Billy has agreed to check the minibus on a daily and weekly basis.