

## **Guidance for Staff Driving the School Minibus**

There are specific requirements for drivers to have the appropriate licence for driving a minibus. These must be adhered to

- All drivers need to be over 21 years of age and have held their licence for at least 2 years
- Anyone who passed their drivers test prior to 1997 will be permitted to drive Category D1 vehicles (minibus), section 9 & 14 on your photocard licence will include Category D1 if you are permitted to drive this vehicle.
- Anyone who passed their test after 1997 are only permitted to drive the lighter weight minibus (this bus still carries 17 passengers – it is just a lighter vehicle).

It is a requirement that in addition to the above minibus drivers will have completed a minibus driver awareness scheme assessment that has a validity of 4 years. The office keeps an updated list of staff with the correct driver certificate for your reference ([a list is also available in the staff handbook](#)) and will make the necessary arrangements for staff to have a minibus driving assessment.

If a driver has penalty point on his/her licence, they must be referred by the Admin Officer to the Bursar before they are permitted to drive. Where an individual has been banned from driving as a result of a conviction for driving whilst under the influence of alcohol/drugs one full year must elapse after the licence is reinstated. Please inform the office if you incur any penalty points or convictions on your licence. The office will ask to verify your licence annually and will maintain a dated record that this verification has taken place keeping a paper copy showing date copy taken.

Please also refer to the following guidance:

- The Schools Trips and Visits Procedure
- The Schools Trips and Visits Policy
- SCC Guidelines for Educational visits and Outdoor Activities
- DfES guidance, Health and Safety of Pupils on Educational visits

### **Community use of minibus**

The school minibuses are insured through SCC, who encourages “community use” of the buses. The school is not permitted to receive any income for hire (including donations) – the hirer would be responsible for fuel and in the event of an accident and subsequent insurance claim would be responsible for the £250 excess. The driver must have a Full UK Driving Licence with category D1 and a copy of their licence would be retained by the school, together with the signed agreement form outlining the aforementioned terms.

### **Personal use of minibus**

Social domestic and pleasure use of minibus does not feature under the insurance policy and any such use would be uninsured and is therefore not permitted.

### **The procedure for booking a minibus is as follows:**

- Book the school minibuses with the Administration Assistant in the main office. Times of use and the reason for use will be recorded.
- The Administration Assistant will complete a minibus booking form (separate form for each minibus) together with a weekly schedule of minibus trips.
- A copy of the minibus booking form will be accessible at all times to Finance Assistant, so charges can be allocated
- It is the responsibility of the Trip Organiser to find a driver with the correct driving licence qualification for the size of mini bus being used. An updated list of drivers is maintained by the Administration Assistant and in the staff handbook.
- The keys for the minibus are kept in the office. The minibuses are parked outside the technology rooms.
- Staff should carry a mobile for emergency when using the minibus.
- In the event of a vehicle breakdown refer to laminated reference card (states vehicle registration, membership no. and telephone no. for recovery service) on vehicle dashboard.
- Premises staff maintain the vehicles however before you drive a minibus make a visual check.. It is the drivers responsibility to ensure the vehicle is in a safe (roadworthy) condition. The visual inspection should include checking the tyres.

**On return from an outing with minibus**

- If there is any damage to the vehicle or fuel needs refilling please inform the Premises Manager.
- The buses should be returned to their parking area outside technology block and the keys returned to the office.

**Supervision on minibuses**

- A risk assessment should be carried out for all off-site activities by the trip organiser. This will include transport arrangements.
- Staff in charge of the activity are responsible for pupil supervision, ensuring seatbelts are worn.
- In the absence of other staff the driver should state the following to Students:
  - Seatbelts must be worn at all times. This is a legal requirements (It is the drivers responsibility to check this)
  - Everyone should remain seated at all times
  - Which entry and exit doors are to be used (for health and safety it is recommended that side doors be used except in emergencies)
- A driver cannot safely drive and supervise pupils at the same time. However, there are occasions with minibuses where young people attending the journey can clearly be trusted to behave well and therefore do not require a separate supervisor for the journey. The decision to not have additional supervision on minibuses must be carefully considered and should be made on a case-by-case basis. Normally this would only apply to a very short journey, such as a school team travelling to a local school for a sporting fixture. The decision will be made by the Educational Visits Coordinator and party leader as to whether an additional adult is necessary.
- Good overall management of behaviour should be maintained from a position with a suitable field of view that is in close proximity to the emergency exit. Another adult should sit close to the driver and any additional adults should be dispersed throughout the vehicle, not sitting together.

**Other considerations:**

- If at any time the Students distract the driver, the driver should stop the bus until the Students are settled. Do not try to continue. Remember that they may also be distracting other drivers.
- Where possible park the bus with the side doors to the kerb. Where this is not possible, students should remain seated until you are able to supervise them from the road.

**If the minibus is involved in an accident:**

In addition to following the schools "In case of Fatality or Emergency" procedure

- Make sure all passengers are safe and if necessary summon the emergency services for assistance
- Obtain the registration number(s) and insurance details of any other vehicle(s) involved
- Don't admit liability
- Take the names, addresses and if appropriate vehicle registration number of any witnesses and the number and base station of any Police Officer who attends.
- A visual check of the vehicle should be undertaken before the journey resumes.
- Write down as soon as possible after the accident all relevant details in a precise manner.
- Please see the Bursar or Bursar's Assistant to report all the above details to Commercial Services Insurance as soon as possible. The Ministry of Justice has imposed a duty on the Surrey County Council to respond within 15 days therefore the Driver must complete the insurance claim form immediately and return to Insurance Section without delay.

**Driver Health**

The Driver of any vehicle must be free of any medical condition that would prompt the DVLA to withdraw the Driving Licence. Eye sight must be good. The Driver must not be affected by alcohol or narcotics. Some prescribed drugs, and 'over the counter' remedies can also cause problems, caution should be employed.

The Driver should ensure that sufficient rest has been taken prior to a journey commencing. Drivers must not drive for longer than 2 hours..

### **Maintenance and regular Checks of minibuses**

Responsibilities are as listed below:

Premises Manager	<ul style="list-style-type: none"><li>- Refuelling minibuses</li><li>- Annual MOT</li><li>- Annual Servicing</li><li>- Garage repairs</li><li>- Completing minibus weekly recorded checks (check sheet to record mileage, fuel and cleanliness of minibus).</li></ul>
Finance Assistant	<ul style="list-style-type: none"><li>- Road Tax annual renewal</li><li>- Breakdown Recovery</li></ul>
Bursar Assistant	<ul style="list-style-type: none"><li>- Insurance (through Surrey County Council)</li></ul>
All Minibus Drivers	<ul style="list-style-type: none"><li>- Visual inspection inside and outside of vehicle before commencing trip. Reporting any problems to Premises Manager.</li></ul>

### **Charges**

Finance will 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.

### **Recharging arrangements**

Prior to purchasing the school minibus, if a trip required the use of a minibus this would be hired from one of our usual companies and the associated cost (including fuel) would be included in the price charged to pupils to ensure each trip was self – funding.

Now we have our own minibus, the need to hire externally has reduced but the ongoing maintenance, running and servicing costs of our minibus still need to be met. (It also means each trip/visit will incur the same transport costs). Departments will therefore be charged for use of the school minibus at a daily rate of £68 (which is in line with the current net daily rate charged by Parkhurst).

However, in the following circumstances, this charge will not apply:

- Trips within 10 mile radius
- Trips where there is no charge to the pupils or collection of voluntary contributions (as the administration costs involved in collecting money purely to cover minibus charges makes this uneconomical)
- Trips directly relating to the curriculum, providing the previous point also applies