

## **School Minibus Policy**

The governing body of Beechwood Sacred Heart School is responsible for ensuring that the School Minibus operating on behalf of the school fully complies in every respect with all legal transport and health and safety requirements. This responsibility is delegated to the Head to ensure its appropriate implementation.

### **Vehicle use**

The School Minibus is used daily to transport pupils to and from the school site. The school values off-site visits, both sporting fixtures and field trips. Small groups of pupils up to 16 passengers will use the Minibus driven by a member of the school staff.

The school will ensure that the vehicle meets legal requirements with respect to licensing, insurance, maintenance and procurement of appropriate permits.

### **Booking of Minibus for travelling to and from school**

- Booking places on the minibus is done on an annual basis with the Head's Secretary by the end of July each academic year.
- Priority is given to children using the bus most, the number of journeys and to those that live the furthest away from the school.
- A term's notice must be given when cancelling a place on the bus.

### **Legal requirements**

The Law requires that a minibus must:

- Be correctly licensed
- Display a valid tax certificate and a section 19 certificate is displayed.
- Be adequately insured
- Be well maintained
- Have a valid MOT certificate

Employed minibus drivers must have taken the KCC minibus test and have a D1 category on their licence, be over the age of 21 and be DBS checked.

Teaching Staff must have a D1 category on their driving licence and have done a biannual familiarisation driving test with the minibus supervisor.

Copies of all minibus drivers' driving licences must be seen by the Bursars Office, copies taken annually and kept on file.

Drivers must notify the school of any changes to their driving licence.

The Governing body and Head teacher will ensure that the mini bus carries at all times, a fire extinguisher and a suitable first aid box.

## Management of the Minibus

- The Head's Secretary, who reports to the Head, will have responsibility for the management of the minibus.
- The minibus is leased through CTS and is maintained by the local authority (CTS fleet management).
- The bus is inspected on a weekly basis by the Minibus Supervisor and a checklist kept on file in the Bursar's office.
- All vehicles are inspected by a trained mechanic on a termly basis and reports kept on file.
- All Minibus records are kept for a minimum of 15 months
- Defects and record sheets have been provided in the bus and must be filled in before and after each journey.
- Telephone numbers for breakdown recovery are in the Minibus Handbook kept in the bus.

## Management System

- All compliant drivers must hold D1 on their licences and have had familiarisation training with the Minibus supervisor.
- Those licences of all drivers are checked to ensure that they are permitted to drive a minibus.
- A copy is retained on file and the check repeated annually.
- Staff must follow the proper booking procedure for use of the school bus
- All drivers must check for visible defects before each journey and complete the log reporting any defect to the Bursar's Office.
- All staff to be made aware of the personal legal implications if procedures are not adhered to " It is the drivers licence that will suffer if the vehicle is found to be defective. It is also the driver's responsibility to ensure the safety (including the use of seat belts) and welfare of all passengers" ROSPA February 2008.
- All drivers are to be aware that no journey must take place if any faults that might affect the vehicles or passengers safety are found
- All drivers are to complete the mileage log for all journeys. The log should include the date, start and finish mileage, purpose of journey and driver's name.
- The log is checked half termly to ensure it is correctly completed and all mileage is accounted for.
- The bus should not be returned to school with less than half a tank of petrol-fuel card is attached to keys.
- Access to the minibus keys is restricted to authorised users only
- Insurance cover, MOT and tax are kept up to date.
- Vehicle registration documents are held securely

## **Breakdown Procedures**

All school vehicles will be covered by rescue policy, full details of which –including the numbers to call –will be kept in the vehicle at all times.

In the event of a Breakdown/emergency, the driver should:

1. Ensure the vehicle is stationary in a safe a place as possible
2. Contact the breakdown organisation immediately and arrange for rescue or repair
3. Contact the school and inform the Head
4. Ensure the safety of all on board, where necessary evacuating the passengers to a place of safety

Any driver involved in an accident must stop and exchange particulars. If particulars for any reason are not exchanged the incident must be reported to the police as soon as possible.

An incident form must be filled in and handed to the Bursar's Office.

Associated documents: Use of the School Minibus, Risk Assessment for Minibus/ coach journeys

Reviewed September 2019 DHM/Bursar  
To be reviewed September 2020