



Backwell School Minibus Policy

Issue No	Author/ Owner	Date Written/ Reviewed	To governors for information	Comments
1	WF	2016		
2	MM	2023		
3	MM	July 2024	18 Sept 2024	

1. RATIONALE

The School Minibuses are a valuable resource, which help to provide pupils with access to school visits as well as to numerous other extra-curriculum activities. It is essential that all users of this resource are aware of all legal and procedural responsibilities pertaining to its use. The Head and governors greatly appreciate that staff volunteer to drive minibuses thereby enhancing opportunities for all pupils.

This policy aims to provide a framework which encourages good practice and helps the sensible exercise of responsibility. The policy relates to Backwell School (BWS) minibus transport. BWS has two minibuses, one owned by BWS (over 3,500 kgs) and 1 leased (under 3500 kgs and classed as lightweight). Each minibus has a Section 19 Permit on display.

The Head of Site Operations (HOSA)/or nominated deputy shall be responsible for ensuring that the school is compliant with all legal / permit obligations and that the minibuses remain in a legal and drivable state

2. POLICY

AUTHORISATION TO DRIVE THE MINIBUS

All drivers who wish to drive a minibus heavier than 3.5 tons (or 4.25 tons where a vehicle is fitted with specialist disabled access equipment) must hold a D1 license and have passed MiDAS training. Drivers wishing to drive a minibus under 3.5 tons, must have a B license and have also passed MiDAS training. There is currently no requirement for a driver to have MiDAS refresher training if they are a frequent driver of a minibus unless an incident arises whilst driving a minibus gives cause for concern.

The driver is authorised to drive until any of the conditions below are met (all drivers have a duty of care to inform the HOSA if any condition below is met during the school year):

1. Accumulating more than six 'live' points on their license.
2. Have a collision resulting in damage or injury to passengers/third parties in the minibus unless it was clearly the fault of a third party.

3. Have complaints about their driving confirmed.
4. Acquire a medical condition that would affect their ability to drive.
5. They reach 70 years of age and cannot provide a medical certificate to satisfy the insurance/ DVLA licensing requirements.
6. Not driven a minibus for more than two academic years (this a local condition).
7. There is a change in DBS clearance, or an offence is found during a license check.
8. A DVLA check code is not provided at the start of the academic year or after successfully completing a MiDAS course.

Should any of the above conditions be 'triggered' the proposed corrective actions are suggested as follows (although the school reserves the right to suggest/implement alternative actions subject to the context of the above):

1 to 4 - A MiDAS refresher would need to be taken and passed before the member of staff would be permitted to drive the minibuses again.

4, 5 and 6 - We may, at our discretion, request a local re-familiarisation assessment (or in the case of health concerns, a DVLA medical / health check) before the member of staff drives the minibuses again. Additionally, we may request a MiDAS refresher is completed.

7. HR advice will be sought; these issues will be handled on a case-by-case basis.

8. The driver will be allowed to resume driving once a successful check of their license has been completed.

A central record of copies of driving licenses are held for those members of staff who are authorised to drive the minibuses, and this is kept up to date by the HOSA in conjunction with the school's HR Officer.

At the start of each academic year, or when a driver has successfully completed a MiDAS course, drivers should provide the HOSA or HR Officer with a 'DVLA check code'.

The purpose of the driving license check is to ensure that a driver has not accrued more than six 'live' points, they are still appropriately licensed to drive the vehicles and restrictions on their license are noted.

Records of the license checks shall be kept on the central drivers list.

When a member of staff is driving a minibus on a long-distance journey, it is not acceptable to expect them to exercise general supervisory responsibilities during the journey. The governors, therefore, require that there is an adequate number of adults to drive and supervise the students.

In accordance with the requirements of Section 19 Permits, drivers should have aim to have a 15-minute rest break after every two hours of driving. Rest breaks should only be taken when safe to do so and in a safe place e.g. service station.

At the School's discretion, with advanced notification to the EVC / HOSA and with the Headteacher's approval (usually in an emergency), a member of staff without MiDAS training may drive the minibuses as long as the following criteria is met:

- The minibus has 9 – 16 passenger seats plus the driver with an Academy Section 19 Permit
- They have held their driving licence for two years or longer
- They are aged between 21 and 70
- They are appropriately licensed to drive the vehicle
- If the driver only has a category B license, the Maximum Authorised Mass (MAM) is 3,500 kgs if a conventional minibus or 4,250 kgs if an accessible minibus with passengers lift or ramp.

3. PROCEDURE

DRIVING THE MINIBUSES

All drivers must follow the Minibus Protocol – see appendix 1.

ACCIDENTS / INCIDENTS

MINOR - *The minibus is still legal, roadworthy and driveable.*

If an accident occurs, the minibus driver or additional member of staff should ensure that the students are safe and uninjured.

The driver should ensure that the details of other vehicles at the scene are taken and recorded, e.g. type of vehicle, number plate, insurance details. the name and address of other driver(s). Where possible photographs should be taken of the accident / incident to assist with any insurance claim. The driver should notify the HOSA of the accident as soon as practicable.

Upon returning to the School, the driver should submit an incident log via iAM compliant and inform the HoSO/EVC that this has been completed. If applicable, an incident log should be completed via iAM compliant for all injured passengers and staff regardless of severity.

MAJOR - *The minibus is not driveable, or injuries sustained to staff or students.*

The driver must telephone the emergency services and ensure students are safe as a priority.

The driver must then telephone the School to advise them of the incident. A senior staff member will assess the situation and advise accordingly. The senior member of staff should contact the HoSO for further advice if necessary.

The staff and students must go to an area of safety away from traffic and staff must stay with the students at all times. There are sufficient hi-vis jackets available on each vehicle for the driver and passengers which must be worn in this situation.

The driver or additional staff member should keep the senior staff member up to date on events at all times.

Upon returning to the S

school, the driver should submit an incident log via iAM compliant and inform the HoSO/EVC that this has been completed. If applicable, an incident log should be completed via iAM compliant for all injured passengers and staff regardless of severity.

BREAKDOWN

Details of the breakdown and roadside assistance services can be found in the Minibus Driver Pack in each minibus. If the driver cannot make contact with the breakdown company, they should seek further advice from the HoSO or Site Manager.

If the minibus breaks down, the driver must call the break down service who will attempt to repair the vehicle and if unable to, will arrange for the minibus to be towed back to the school.

The staff and students must go to an area of safety away from traffic. Staff should stay with the students at all times. There are sufficient hi vis jackets available on each vehicle for the driver and passengers which must be worn in this situation.

If the minibus cannot be repaired at the roadside, then the driver must call the HoSO who will arrange transport to return the staff and students to the school.

MAINTENANCE AND INSURANCE

The minibuses will be serviced at the regular recommended intervals and have a valid MOT certificate.

Insurance is arranged centrally by the Trust and a copy of the motor fleet certificate of insurance is provided to the Academy.

Each minibus will have a 10-week safety inspection carried out by an independent party to ensure that each minibus remains roadworthy and compliant with the School's Section 19 Permit obligations.

Weekly checks of the minibuses will be carried out by the Site Team throughout the year including during holiday periods, these are recorded in iAM Compliant.

The driver is responsible for ensuring they conduct a 'Pre-drive safety check' of the minibus to ensure it is in a safe and legal condition, a record of these checks should be made on the Trip Log form located in the Minibus Driver Pack in each vehicle. Journey information should also be recorded on the Trip log form each time the minibus is used.

Defects or damage should be reported via iAM compliant. The HoSO should ensure that the issue is rectified or made safe before the minibus is used again, actions should be recorded in the iAM Compliant.

Records of maintenance jobs and booked repairs are kept on the iAM Compliant. This will also include upcoming safety inspections, repairs, MOT and service in accordance with Permit requirements.

4. MONITORING AND EVALUATION

The effectiveness of this policy will be regularly monitored by the HoSO in conjunction with the Site Manager.

5. IMPLEMENTATION AND REVIEW

This policy will be circulated to all School staff and published on the school website for parent/carer information. The policy will be reviewed every two years or as required if sooner.

6. AUTHOR AND DATE

Original:	Wendy Farrier	(Business Manager 2016)
Rewritten:	Mark Middleton	(HoSO) September 2023
Updated:	Mark Middleton	(HoSO) July 2024

Next review date - July 2026

7. APPENDICES

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APPENDIX 1 - MINIBUS PROTOCOL

- 1) Only an authorised driver can drive the mini minibus. - **SEE MINIBUS POLICY**
- 2) The driver must collect the keys from the Site Office and check the vehicle before departure and complete a Pre-Drive Safety Check including journey information on the Trip Log form. (Site Team can assist with this).
- 3) Drivers are required to have a zero intake of alcohol/drugs that may affect their ability to drive.
- 4) The driver is fully responsible for vehicle.
- 5) Ensure Student Services, or if out of hours, the SLT member on call are given a register of students and staff on board and an itinerary for the journey.
- 6) The Site Team will ensure that each vehicle is suitably fuelled for its intended return journey prior to departure. Where this is not possible, for example if the vehicle is being used for a residential trip, diesel should be purchased from an ESSO filling station using the fuel card in the vehicle. If this is not possible Staff may use their own means of payment but must retain a VAT receipt and present this to the school finance office as soon as possible for reimbursement. The fuel card must be left in the minibus at the end of each journey.
- 7) The driver must ensure that all the doors are unlocked before journey starts.
- 8) The driver must have the school emergency contact number and make sure that they are set up on the 3CX phone system, they must also familiarise themselves with the contact numbers / procedures in the minibus driver pack.
- 9) Students must follow the minibus code of conduct at all times.
- 10) When parking at school, please reverse into one of the minibus parking spaces.
- 11) On return, the driver must ensure all doors locked, windows closed, lights are off and the trip log has been properly completed.
- 12) The driver to ensure that all rubbish is removed from vehicle.
- 13) The driver must report any faults to the Site Team by email and must also log on the iAM Compliant helpdesk. Faults / damage or safety defects must also be recorded in the trip log form.
- 14) After the journey, the driver must return the keys and trip log form to the Site Office.

APPENDIX 2 – Trip Log Form

Vehicle Reg		Driver Name		Date of Journey:	
Destination		Departure Time		Return Time	

All safety routines must be checked (ticked) and where necessary comments to be added.

Action	✓ Tick	Comments
Trip documentation completed, approved and filed with Educational Visits Co-Ordinator		
Passengers briefed on what to do in the event of an enforced stop or an accident.		
Engine checks: oil; washer fluid, power steering; brake fluid		
Fuel level		
Tyres – visual check		
Brakes are operational		
Mirrors/windscreen wipers/windows are operational		
Horn works		
Driving lights are operational		
Spare wheel/Fire extinguisher in place		
First Aid Kit/Tool Kit in place		
Latches, safety belts/straps in place and in use		
Interior lights are off after all doors are closed.		
Bus is locked at all times when not in use.		
Are all headrests locked in lowest position		

Mileage readings – Mileage recharge will be made to relevant department and charged at £0.42 per mile

Starting Mileage		End Mileage		Total Mileage	
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Accident/Incident – please tick relevant box

1. I confirm that no accident or incident took place on the journey.

2. I confirm that an accident or incident (including breakdown) took place on the journey and that I have reported this to HoSO and completed an iAM compliant incident log.

Defects/Damage – please list any defects or damage noted whilst in charge of the vehicle in the box below.

Driver Signature: _____ **Date:** _____

Please return this form along with vehicle keys to the site office at the end of each trip.