

Shireland Collegiate Academy Trust Policy

# Mini Bus

2017

<b>Committee and Date Approved</b>	SPC Board – November 2017
<b>Category</b>	Recommended
<b>Next Review Date</b>	Every three years unless change in legislation – <b>Autumn 2020</b>
<b>Policy Availability</b>	Trust Website
<b>Officer Responsible</b>	Principal

**The Trust, all Academies within the Trust and Shireland Learning Limited must comply with this policy.**

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The Board of Trustees of the Shireland Collegiate Academy Trust promote a strong commitment to safety during all activities carried out both on the Trust and its Academies premises and during trips and outings.

To this end, the use of the Shireland Collegiate Academy Trust Minibus is governed by the following policy. The Board of Trustees will make available suitable training for drivers to ensure staff and students are as safe as reasonably practicable. This policy will be monitored and reviewed bi-annually by the Board of Trustees.

## Qualifications and Requirements to Drive

To be able to drive the minibus staff must:

i) Fulfil the following requirements:

- Be licensed to drive motor vehicle categories either Category B or D1 (for driving tests taken before January 1997) or Have taken the additional test for a D1 category (post- Jan 1997).
- When driving on category B licence you must make sure that Permit 19 is visible and valid.
- Be 25 years of age and under 75 years and must have held a full driving licence for at least 3 years. Any previous convictions for drink driving or dangerous driving offences must be declared.
- Complete a Minibus Driver Application Form and Occupational Health Medical Form and await approval.
- Complete the Minibus Driver Assessment by an approved trainer of the local authority on the use of the minibus or the Midas training course – to be determined by Shireland Collegiate Academy Trust.
- Show the Mini Bus Coordinator their driving licence complete with counterpart if it is a photo card licence on a yearly basis.

(ii) Must be fully conversant with the legal issues and Shireland Collegiate Academy Trust regulations (see 2 below)

(iii) Must comply with the procedures relating to:

- Fitness to drive
- Booking the minibus and having an escort on the journey Daily/ Weekly Inspections and Weekly Mileage Forms
- Driving the minibuses
- What to do in the event of accident/incident
- What to do in the event of a breakdown
- Emergency procedures
- Returning to the academy.

(iv) Must immediately inform the mini bus coordinator of:

- any change to their driving licence (i.e. endorsements &/or court proceedings)
- any change in health that may affect their ability to drive said minibuses (This may also include certain types of medication)

The minibuses coordinator undertakes the day-to-day management of the mini bus drivers and allocation of duties.

The site manager has overall responsibility for the management of the minibuses.

## Road Traffic Act 1972

### The Law

The Law requires **THE DRIVER** to ensure that the vehicle being driven on the public highway complies with the Road Traffic Act 1972, and with the Construction and Use Regulations. Staff do this when driving their own cars but extra care is necessary to ensure the safety of students on the minibuses.

### Speed limits

Motorways 60 mph Dual Carriageways 60 mph. These are maximum limits and when road signs indicate lower speeds these must be obeyed. Drivers must take account of the fact that they are driving vehicles containing young students and **must** adjust their speed accordingly.

### Seating and capacity

No more than one person per seat. (Where luggage would impede egress some seats may have to be used for storage therefore reducing capacity accordingly). **The seating capacity of each minibuses must never be exceeded**

**All passengers are required to wear a seatbelt at all times.**

**It is the driver's responsibility to ensure that seatbelts are worn and the minibuses driver must not start the minibuses until all passengers are wearing their seatbelt. It is the driver who is liable for prosecution if students are under 14 years of age, if 14 and over the student will be prosecuted.**

**All escorts must comply with the minibuses drivers requests at all times and instruct students in accordance with his/her requirements and the conditions of this policy.**

### Authorisation

All staff must have been authorised to drive the minibuses by the site manager.

**Written authorisation** from the Principal is required for any private staff use of minibuses however, it must be noted only authorised drivers who satisfy the conditions above can drive the minibus and if necessary will be charged for private use at the discretion of the Principal.

### Alcohol, Smoking, Use of Mobile Phones.

Under **no** circumstances may a **driver** have **consumed** any **alcohol** during a period which would affect his/her driving of the Shireland Collegiate Academy Trust minibus. Passengers are **not** allowed to drink **alcohol or smoke** on the minibus.

The driver can only use the mobile phone where necessary and then it must be used with the hands free set.

### Food and Drink

Food and drink may be consumed on the minibus at the driver's discretion. Staff are to ensure that the bus is returned clean and tidy.

### Load

The total weight of passengers and luggage must not exceed the maximum gross vehicle weight which is indicated in the vehicles manual. **Aisles and exits must be kept clear.**

### Fitness to Drive

Under no circumstances must a member of staff be required to drive the Shireland Collegiate Academy Trust minibus when in a state of ill health. This may also include certain types of medication (*please consult your GP*). Staff must declare to the minibus coordinator if they are taking over the counter or prescription drugs; even if they do not affect their ability to drive.

### Booking the Mini Bus

#### Booking register

Staff need to complete a Minibus Request Form (Appendix A) or. The minibus can also be booked electronically via the gateway. The booking must give details of the escort/group leader accompanying the driver on the trips.

It is the responsibility of the group leader to ensure that the appropriate off site paperwork is completed and that their risk assessments relating to the activity/trip cover the use of the mini bus.

Where it is, only a short journey a risk assessment has been carried out and is available in the Vehicle Information File, the driver and escort must make themselves familiar with this

and report. Any significant changes that are required to the risk assessment must be taken to their line manager.

## **Block bookings**

Block bookings (i.e. of more than one day or repeatedly on certain days of the week) will be given priority unless circumstances prevent this. In these circumstances the final decision will be made by the Site Manager.

## **Budget costs**

Any external organisation e.g. local schools may enquire to use the minibus and driver. A voluntary donation will be agreed on a journey by journey basis. Only an approved Shireland Collegiate Academy Trust minibus driver can drive a Trust minibus.

## **Pre-driving Procedures**

As much notice as possible must be given when booking the minibus, before the offsite activity takes place. The required mini bus booking forms and (or electronic booking forms) are to be completed and entered in the appropriate file.

## **Keys**

Keys, mobiles phones and satnavs should be collected from the Site Managers office along with the vehicle information file. Each minibus will have its own mobile phone and satnav.

## **Daily/ Weekly Inspections**

(Appendix B)

### **Daily Checks**

It is the responsibility of the minibus co-ordinator to carry out a daily check of the mini buses. The items must be checked and recorded on the daily/ weekly inspection form and the minibus coordinator sign or initial to say the inspection has been completed.

### **Weekly Checks**

It is the responsibility of the mini bus coordinator to carry out the weekly check of the mini buses. This inspection should be done at the beginning of each week. These items on the weekly inspection must be checked and recorded on the daily/ weekly inspection form and the minibus driver must sign or initial to say the inspection has been completed.

This form is available in the vehicle information file and should be submitted to the site manager, at the end of the week for monitoring purposes. Any faults should be reported to

the Site Manager, who will determine if need be that the mini bus is safe to use and action the repair.

## Before moving off

The minibus driver must complete the Weekly Mileage Sheet (Appendix C), this form is in the vehicle information file and the mileage should **be recorded for each journey NOT on a daily basis.**

Before moving off check:

- Horn
- Mirrors
- Screen Visibility (clear of ice/mist)
- Is the road fund license valid and visible? Is the Permit 19 displayed?
- **Instruct the students to fasten their seatbelts.**
- **Brief students on safe and responsible behaviour during journey?**

## Mini Bus Escorts

Minibus escorts should take a register of students before every journey and:

- **Seat themselves so they are able to manage students.**
- Ensure the driver is not distracted by poor behaviour
- Help the driver ensure that seatbelts are fastened.

## Driving the Mini Bus

### Brakes

Check functioning of brakes at regular intervals, especially after driving through wet conditions.

### Driving hours

A break of no less than 15 minutes must be taken after two and half hours of continuous driving and a break of not less than 45 minutes must be taken after 4½ hours driving of continuous driving.

### Speed

Observe the Academy regulations regarding speed (See 2.2 above). Shireland Collegiate Academy Trust assumes no responsibility for speeding tickets issued to a member of staff while driving the minibus.

## Parking

Staff will comply with all regulations appertaining to parking legally. Shireland Collegiate Academy Trust assumes no responsibility for any parking tickets issued to staff who have parked unlawfully.

## Fuel

The minibus takes **diesel** fuel. All receipts of fuel purchased **must** be retained and given to the Finance Office on return to the Trust and its Academies.

## Long journeys

On longer journeys - especially in excess of 100 miles or over several days - check the minibus regularly (oil, water, tyre pressures, brake and clutch fluid etc.).

## Accidents and Breakdowns

(Appendix E)

Information relating what to do in the event of an accident can be found in appendix E of this policy.

In the event of an accident the Shireland Collegiate Academy Trust Minibus Accident/Incident Form (see SLT link Appendix D) must be completed and returned to upon return to the Academy. Details of assistance for breakdown are kept in the vehicle, the breakdown services telephone number can be found in Useful Telephone Numbers in (Appendix G)

Should an incident occur staff should remove both themselves and the students to a safe position away from the vehicle and other hazards. The minibus contains both a first aid kit and a fire extinguisher which all drivers should acquaint themselves with.

## Emergency Procedures

(Appendix F)

In the event of an accident which has resulted in injuries, the group leader will be responsible for coordinating information to the Emergency Services and to the emergency contact at the Shireland Collegiate Academy Trust. If the group leader is injured then the minibus driver will be expected to take on this role. Training will be provided by Shireland Collegiate Academy Trust and the minibus driver will be expected to adhere to the procedures in appendix F.

## Arrival times

On return journeys especially at night, ensure that the parents have been informed of the expected location and time of arrival and that students are met.

## Returning to the Academy

### Litter

Ensure litter is placed in plastic bags and taken to the bins. All personal belongings must be removed from the minibus which should be left in a clean state.

### Garaging

Once students have left the minibus, it must be parked in the allocated position.

### Vehicle File

Complete the vehicle file thoroughly indicating date, mileage, destination, driver and escort for each journey undertaken.

### Faults

Report operational faults and damage to body work to the site manager, who will inform SLT link before the end of the working day.

### Locks

Lock doors and windows at all times when left unattended. Ensure no belongings are left on view. This applies also when the bus is garaged.

### Return of keys

Complete the Weekly Mileage Sheet and sign to say the information is correct. Return keys and vehicle file to the site office and fuel receipts to the Finance Officer as soon as you return to Shireland Collegiate Academy Trust. If the return time is after Shireland Collegiate Academy Trust has closed, the driver should return the keys by 8.30 a.m. the following morning to the site office.

## Driver Competence

The Shireland Collegiate Academy Trust will on an annual basis provide minibus drivers with training to cover all aspects of the Minibus Policy and associated procedures.

Any question of competence to drive the Academy minibus lies with the Site Manager who may, if the need arises:

- assess the driving ability of the driver in question, by 5 hours of supervised driving.
- caution a member of staff for dangerous or inappropriate incidents
- ban a member of staff from driving the minibus

The final right of appeal will be the Principal.

## Appendix 1 – Mini Bus Request Form

Staff Name		Date	
Drivers Name		Year Group	
Escort Name		Number of Students	
Destination			
Reason			
Date the mini bus is required			
Departure time		Return time	
Special Requirements			

**Note: ALL USERS MUST READ THE MINIBUS POLICY**

**NO SMOKING IN THE MINIBUS**

Office Use Only:

Request for Minibus booking	Accepted/Declined
Staff Name	
Request Date	
Date Required	
Time	
Vehicle Reg	
Destination	
Authorised	

## Appendix B – Mini Bus Daily/Weekly Inspections

### Daily Checks

	Monday	Tuesday	Wednesday	Thursday	Friday	Action Required
Seat Belts						
Lights- Front/Rear						
Brake Functioning						
Window Wipers						
Window Washers						
Internal Damage						
Fuel Gauge						

	Water	oil	Tyres	Washer top up	Damage (internal/external)	Oil/Water leak	First Aid kit
Please tick action required							

Date		Destination	
Start Mileage		End Mileage	
Total Mileage		Escort Yes/No	
Number of passengers		Emergency Contact	
Drivers Signature		Date of Inspection	

Signature	
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Weekly Checks:

	Monday	Tuesday	Wednesday	Thursday	Friday	Action Required
Seat Belts						
Lights- Front/Rear						
Brake Functioning						
Window Wipers						
Window Washers						
Internal Damage						
Fuel Gauge						

	Water	oil	Tyres	Washer top up	Damage (internal/external)	Oil/Water leak	First Aid kit
Please tick action required							

Week Commencing	
Start Mileage	
End Mileage	
Total Mileage	

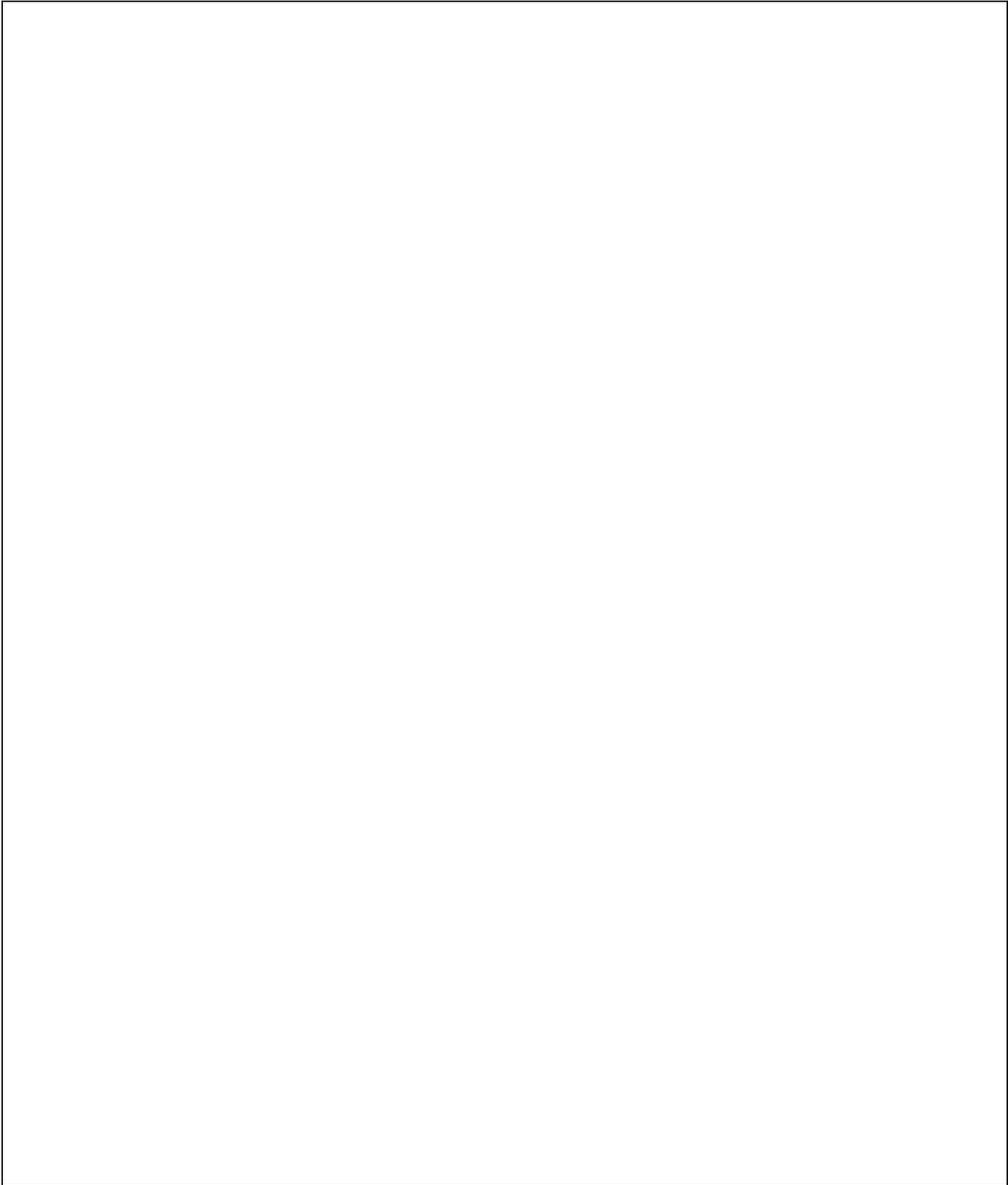
Signature	
Date of Inspection	

## Appendix C – Mileage Record

Name	
Week Commencing	
Start Mileage	
End Mileage	
Total Mileage	
Signature	
Date of Inspection	

## Appendix D – Minibus Accident/Incident Form

Date:	
Driver's Name	
Name of other Driver	
Address of other Driver	
Registration of other vehicle	
Make of vehicle	
Model	
Names of numbers advertised on Vehicle	
Insurance Company	
Telephone number of Insurance Company	
Independent Witnesses (name, address and contact details)	
Details/Sketch of accident (complete on reverse if necessary)	



**Appendix E – What to do in case of Accident or a Breakdown**

**Road Traffic Accidents**

In the event of an accident involving Shireland Collegiate Academy Trust Minibus, causing damage or injury to any person, vehicle or animal the following procedure must be followed.

- STOP - BRAKE ON - ENGINE OFF
- Move passengers to safety if in danger.
- If practical move vehicle to a safe position.
- Inform emergency services if necessary via mobile phone and the emergency contact person as soon as possible with brief concise details.
- Details required by Emergency Contact Person are:-
  - Location - Brief and Accurate
  - Damage to vehicle and whether any passenger will need to be transferred if the vehicle cannot be driven.
  - Brief details of damage to third party.
- Obtain necessary third party details:
  - Make, model, colour and registration of third party vehicles.
  - Name and address of driver.
  - Name and address of owner (not always the same).
  - Damage to third party vehicle.
  - Obtain third party details including insurance details.
  - Give details to anyone requiring them i.e. Police or third party:
- Drivers name.
  - Name and Address of Academy.
  - Registration number of our vehicle.
  - Give telephone number, details of insurance, any other information as may be required.
  - Obtain names and addresses of any independent witnesses, excluding passengers on your vehicle or passengers in the third party vehicle, the name, number and station of any police officer in attendance.
  - If possible make a rough sketch of the accident.
  - Do not visit, contact or discuss the accident with anyone involved other than the Police and Shireland Collegiate Academy Trust.

***NEVER ADMIT LIABILITY TO ANYONE OR OFFER TO PAY FOR DAMAGE INCURRED.***

As soon as is practicable, return to Shireland Collegiate Academy Trust and complete the Minibus Accident and Incident Form (Appendix D) and return to Minibus Coordinator who will forward details to insurers.

**Breakdowns - Motorway**

If a problem develops, leave the motorway at the next exit or pull into a service area. If this is not possible then:

- Try to stop the vehicle near an emergency telephone (situated at approximately 1 mile intervals) along the hard shoulder, pull onto the hard shoulder and stop as far to the left as possible with your front wheels turned to the left. If considered safe to do so pull onto the grass verge to give an extended safety zone between the vehicle and moving traffic. Leave the vehicle by the left-hand door. Hazard warning lights should be switched on to warn other traffic.

- Keep the sidelights on if it is dark or visibility is poor.
- Use the emergency telephone (the telephone is free of charge) as this will enable the Police to identify the vehicle's exact location.
- Walk to the nearest emergency telephone which is indicated by arrows on marker posts (on the hard shoulder) pointing in the direction of the telephone, the number on the marker post nearest to the vehicle must also be given to the emergency services as well as other important information such as, students on board, then return to your vehicle and wait nearby, well away from the carriageway and hard shoulder.

### Alternatively:

- If there is a motorway exit or service area very close to your vehicle and the vehicle is driveable, drive slowly along the hard shoulder (with hazard warning lights switched on) to the place of safety, providing there is no danger to the vehicle, the occupants or other road users. The driver MUST ensure in such circumstances that the breakdown/recovery service which is contacted is aware of the vehicles exact location as well as other important information such as, students are on board.
- Otherwise, the driver should telephone the Police (999/121) using a mobile phone, stating which motorway the vehicle is on, as well as the direction of travel, ensure that you have identified your exact location from the marker post number on the side of the hard shoulder, other important information must also be given such as, students on board,
- Able-bodied passengers should be moved out of the vehicle (using the left-hand door) and as far away from the minibus as possible. Passengers should be taken onto the embankment and as far away from the traffic as is practicable. Students should be kept together, kept calm and be strictly supervised.
- In some circumstances it may be safer to leave the passengers in the vehicle with the escort, if available, for example, if there is not a safe waiting area close by.
- If leaving the vehicle to summon assistance it is advisable that the driver should go for help and wear a suitable fluorescent/reflective jacket, leaving the escort with the vehicle and any other passengers.
- A mobile phone should be used to pass relevant information to Shireland Collegiate Academy Trust or nominated contact person, to tell them what has happened and to ask them to relay messages to parents and others.
- When help arrives, passengers who are outside the vehicle must not board the vehicle again until repairs have been carried out and the fault rectified.
- Should a replacement vehicle be required and passengers need to be transferred from one vehicle to another then the driver of the replacement vehicle must inform the Police of this requirement so that they can provide a backup motorway patrol vehicle to facilitate this procedure, and provide safety cover from other passing traffic.
- On no account attempt to carry out repairs or change any wheel for whatever reason whilst travelling on a motorway, always telephone the emergency services and wait for assistance to arrive.

## Breakdowns – other roads

- If the driver has a vehicle breakdown, they must think first of other traffic and road users, Get the vehicle off the road to a safe position, lay by etc. not on the footpath, as this will endanger other road users or pedestrians.
- If the vehicle is causing an obstruction, warn other traffic by using your hazard warning lights. If the vehicle carries a red warning triangle, put it on the road at least 50 metres before the obstruction and on the same side of the road.
- At night or in poor visibility, do not stand behind the vehicle or let anyone else do so – you could prevent other drivers seeing your rear lights.
- In some circumstances, it may be safer to leave the passengers in the vehicle. For example, if it seems too dangerous to unload passengers if there is not a safe waiting area. The police must be informed immediately as to the situation.
- Call the nominated breakdown service.
- A mobile phone should be used to pass relevant information to the academy or nominated contact person, to tell them what has happened and to ask them to relay messages to parents and others.
- When help arrives, passengers who are outside the vehicle must not board the vehicle again until repairs have been carried out and the fault rectified.

On no account attempt to carry out repairs or change any wheel for whatever reason whilst travelling on a motorway, always telephone the emergency services and wait for assistance to arrive.

## Appendix F – Offsite Education Emergency Plan

The aim of this guidance is to provide the minibus driver with information following a serious accident or emergency to either a student(s) or member(s) of staff whilst on an offsite education visit.

It will be the group leader's responsibility to liaise with the nominated emergency contact from Shireland Collegiate Academy Trust, but if the group leader has been seriously injured or is incapable, the minibus driver will be responsible for liaising with Shireland Collegiate Academy Trust.

The aim is to ensure that:-

- Rapid and appropriate action is taken.
- Accurate information is provided.
- Formalise the Emergency Management Team.

## Immediate Actions

The following action should be taken

1. The group leader/mini bus driver to call the Emergency Services if required.

2. Ensure the safety and welfare of uninjured or unaffected students and members of staff. (Seek advice if required from emergency services).
3. The group leader/mini bus driver to contact Shireland Collegiate Academy during the day or the out of hours contacts number if outside working hours.
4. To provide the Academy with as much information as possible including:-
  - What has happened
  - Who has been injured and the severity, if known
  - Which emergency services have been contacted
  - Which hospitals the injured have gone to
  - Names of adults who have gone to hospital with the injured students or staff
  - What arrangements have been put into place for the uninjured
  - Notify the British Consulate/Embassy if an emergency occurs on a trip abroad.
  - No-one should speak to the media. Any media enquiries must be referred to the Chief Executive Officer or in his absence the Principals of the appropriate Academy.
  - No-one in the group should discuss legal liability with other parties nor sign anything relating to the accident liability.
  - Any enquiries should be referred to the Emergency Management Team.
  - Keep receipts of any expense accrued as insurers will require these.

## Appendix G – Useful Telephone Numbers

Break Down Assistance	daytime – 0121 569 6845 Out of hours – 07721 920 415
Shireland Collegiate Academy	0121 558 8086
Waterfall Lane	0121 569 6845