



**West Horndon  
Primary School**

## **MINIBUS / VEHICLE POLICY**

Staff consultation:

Adopted by Governors: SUMMER 2016

Implemented: SUMMER 2016

Due for Review: Spring 2018

Committee: C&A

Signed: 

Date: 14.07.2016

We have a seventeen (17) seat school minibus with "all age adjustable" seat belts.

This is used to:-

- Extend our curriculum into the environment.
- Ensure access to appropriate places that otherwise would be inaccessible because of the time factor.
- Enable pupils who are unable to use public transport access a wider learning environment.
- The vehicle is an educational facility and must only be used for educational purposes. No 'fares' may be collected from passengers.
- Only **approved** drivers who have achieved a pass in ECC Minibus Assessment Course or equivalent may drive the school vehicles.

#### **REGULATIONS SCHOOL RESPONSIBILITIES**

- Ensure a copy of all drivers licences are on file with an annual review;
- Ensure that a current Insurance Certificate is held on file and a copy is stored on the vehicle;
- Ensure that a current MOT certificate is held on file;

#### **DRIVERS RESPONSIBILITIES**

**To be eligible to drive pupils in any school vehicle the driver must:**

Have successfully completed the approved MIDAS training course and assessment;

- Hold a current licence;
- A licensed driver with 6 or more points will need to be referred to underwriters for confirmation of cover. This also applies to any driver with a serious conviction, i.e. Drink driving, driving without insurance etc, and drivers that have a notifiable condition which may result in restrictions on their licence ( a list conditions is obtainable from the DVLA website)
- To inform the school of any changes to their licence in a timely manner;
- At least one adult on board must hold a current basic first aid certificate;
- Should not be taking any medication that may affect their fitness to drive
- Should be familiar with the contents of the Highway Code;
- Should not drive a school vehicle for longer than two (2) hours without a minimum of a 20 minute break;

- Should always carry an adequately charged mobile phone.
- A driver must not drive for more than 30minutes or 15 miles without another driver on board

***Before taking any vehicle out, the driver must carry out the following inspections along with all others outlined in the vehicle log:***

- a. Oil, fuel, water and screen wash levels as appropriate;
- b. Tyres for wear and damage;
- c. All lights;
- d. First aid kits are in place;
- e. You have your mobile phone and the warning triangle / fluorescent jacket is available;
- f. Fire extinguishers are in place and un-damaged;
- g. The general condition of the vehicle is good.

**The record sheet must always be completed prior to taking the vehicle off the premises.**  
***After Use:***

- a. Do not leave the vehicle with an empty tank, if less than a quarter full inform Facilities;
- b. Report any faults to the Office Manager;
- c. Leave the bus in a clean condition with all wheelchair seatbelt units returned to the appropriate stowage location.

#### **DRIVER / ESCORT RESPONSIBILITIES**

**The driver and escort/staff have joint responsibilities that they should always carry out:**

Ensure that there is sufficient fuel in the vehicle for the return journey;

They must always ensure the safety of pupils entering and leaving the vehicles by supervising them at all times;

Pupils that are **135cm and above** tall are able to sit in the front seats of vehicles and must always use the seatbelts;

Pupils aged 3 years & over, up to 135cm tall must sit in the rear and use the seat belts.

Pupils who require **specialist** seats/car seats (for medical conditions) will need to liaise with the trip leader/teacher to complete a risk assessment.

The minibus is fitted with “all age” adjustable seatbelts which do not require the need for car/booster seats.

These should be fitted following the manufacturer’s instructions. Where pupils have their own seats these must not be loaned to any other pupil in any circumstance – the enforcing of this rule is the responsibility of the escort/teacher/teaching assistant;

Driver and/or escorts should aid with loading and securing of pupils in the vehicle;

The driver should ensure that all seat belts and specialist fastenings are properly secured and adjusted to fit pupils prior to departure;

The bus aisles and doorways are to be kept free of obstructions at all times to aid with evacuation should an emergency arise;

Escorts/staff members should ensure that, in an emergency, they could deal with the number of pupils on the vehicle, having regard for their behaviour and disabilities;

Escorts/staff should ensure that they have all necessary pupil medication and care plans

Escorts/staff should always take a mobile phone and have it switched on so that the school can contact them in an emergency, as well as it being available for them to use in an emergency;

Escorts/staff are responsible for pupils emergency forms being included with the ‘essentials’ as should a portable first aid kit for use when away from the vehicle;

Escorts/staff should always sit where they can observe pupils and best meet their needs;

Doors should be locked and/or covered by an escort/staff member.

## **PARKING**

Always park the vehicle so that pupils can enter and leave on the left-hand side without endangering themselves or damaging other vehicles.

## **FUEL**

West Horndon Primary School uses a Right Fuel Card to obtain fuel. Please remember the following points:

1. Keep the card secure at all times, do not leave it in the vehicle;
2. Inform the Head Teacher immediately if the card is lost or stolen;
3. The card is only valid at appointed Esso Agency sites – do not attempt to use at other garage sites.

## BREAKDOWNS

In case of a breakdown, carry out the following procedure:-

1. Ensure pupil and Staff safety;
2. Contact the QBE AA Rescue's Control Centre using the 0800 389 1708 number – the details in the minibus folder;
3. Relay your vehicle details to the controller – registration number, vehicle type, nature of problem, location etc. **Inform them that you have pupil on boards;**
4. Stay with the vehicle until the Rescue Team arrives;
5. Never leave the pupils unattended;
6. Inform the school, using your mobile, so that they can make any necessary arrangements;
7. If you breakdown on a motorway follow the drill below:

Ensure that the vehicle is as far on the left hand side of the hard shoulder as possible;

- Switch on the hazard warning lights;
- Put the red triangular warning sign 150 yards to the rear of the vehicle on the hard shoulder; (not on a motorway)
- Summon help as quickly as possible;
- Never stand at the rear of the bus;
- Remove everyone from the vehicle if safe to do so

## ACCIDENTS

If you are involved in an accident / incident involving another vehicle:

- a. Give your name, address of the school, vehicle registration and obtain the same details from the driver of the other vehicle;
- b. If you have a camera, take appropriate photographs;
- c. Obtain names and addresses of any witnesses;
- d. In the case of injury, call the police and an ambulance;
- e. Do not admit liability under any circumstances;**
- f. Inform school
- g. At your earliest opportunity complete an accident report form;

h. The vehicle is insured with Marsh & McLennan QBE, copy on the vehicle;

i. Drivers should be acquainted with: - Essex County Council Health & Safety Manual – Minibus  
Essex County Council rules and regulations for drivers of minibuses and the Highway Code.