

# Freegrounds Junior School Minibus Policy



Date of last review: October 2021

Date of next review: October 2023

Date approved: October 2023

Approved by: Policy working party

Signed:

## USE AND MANAGEMENT OF THE SCHOOL MINIBUS

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MOT Certificate

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Maintenance and Servicing

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## DEFINITION

A minibus is defined under the Road Vehicles (Construction and Use) Regulations 1986 as 'a Motor vehicle which is constructed or adapted to carry more than 8 but no more than 16 seated passengers, in addition to the driver'.

## OWNERSHIP/REGISTRATION AND LICENSING

Freegrounds Junior School is the owner of the vehicle, registered keeper and is responsible for the Road Tax and Insurance. It is the Head Teacher's responsibility to make the necessary arrangements for the minibus to be registered and licenced. However, this responsibility may be devolved to a member of staff responsible for the minibus.

## MOT CERTIFICATE

It is the responsibility of the Head Teacher to ensure that, where it is required, a current MOT Certificate is held for the minibus (a minibus requires a current MOT certificate from its first birthday)

Due to certain special physical requirements related to the size of minibuses, vehicles of this class have to be taken to a testing station which is registered for Group 5 tests.

MoT, Tax and Service will all be booked and completed annually by the Site Manager.

## **INSURANCE**

It is the Head Teacher's responsibility to make arrangements for the minibus to be insured on a fully comprehensive basis. Any unauthorised journey made in the school's minibus may render the driver liable to disciplinary proceedings. Should the incident involve that driver in a road accident, then the insurers may well refuse indemnity under their policy, leaving the driver liable not only for costs, but also open to prosecution for driving without insurance.

## **MAINTENANCE AND SERVICING**

It is the Head Teacher's responsibility to ensure that there is proper and adequate maintenance of the minibus in order that it meets in full the requirements of the Road Traffic Act and the vehicle manufacturer's recommendations for servicing and maintenance of the vehicle.

Records of all maintenance work must be kept.

General maintenance work should not be carried out within the school or by school staff. Should an accident result from faulty work carried out on the vehicle by any unauthorised personnel a claim against the school or Head teacher is a possibility.

Prior to any journey the driver will ensure that he/she has completed the Mini Bus Check Sheet (Appendix A).

The Site Manager will have overall responsibility to ensure the checks listed on the Mini Bus Check List (Appendix A) are carried out at the beginning of each month and that the Defects List Form (Appendix B) has been reviewed and any defects recorded have been rectified.

A Defects List form is kept in the vehicle in which any minor defects, which cannot be immediately corrected, should be recorded by the driver. The Defects List form will be inspected regularly to ensure that minor defects are dealt with promptly.

N.B. Any serious defect which affects the roadworthiness of the minibus should be reported to the School office as soon as possible. The vehicle must not be used to transport staff or pupils until the defect has been rectified.

## **RECOVERY**

The minibus should be covered by membership to the RAC Recovery Scheme or another appropriate provider. This scheme should provide, in the event of a breakdown for the return of the vehicle, staff and pupils to the school concerned or the onward destination.

## **DRIVERS**

We are legally responsible for the school minibus to be fully licensed, insured, maintained and driven by suitably qualified and vetted drivers. The minibus will be used for transporting small groups of up to 15 pupils to sporting events and educational visits.

We have decided that only named and approved drivers will drive the minibus for school purposes and no other persons will drive the minibus under any circumstances.

All drivers will:

- be Disclosure and Barring Service checked;

- hold a full United Kingdom driving licence
- have a clean driving licence;
- undertake safety checks before every journey;
- undertake appropriate MIDAS training (renewable every 5 years, copies of certificates are kept in the Health & Safety training file);
- carry a mobile telephone on all journeys;
- all minibus drivers should be requested to produce their driving licence at least annually; This should be photocopied and the copy retained by the school;
- drivers should also be informed that they must notify the Headteacher if they receive an endorsement to their driving licence as a result of a conviction for a traffic offence;

## **DOCUMENTS**

Photocopies of the following documents should be kept in the vehicle:

- Current MOT certificate
- Insurance certificate
- Registration documents

## **EQUIPMENT/DOCUMENTS TO BE CARRIED IN THE VEHICLE**

The minibus must carry at least one fire extinguisher which complies with BS5423. Fire Extinguishers will be checked annually as part of the whole school fire check.

These will either contain:

- a) Water with a minimum test fire rating of 8A or,
- b) Foam with a minimum test fire rating of 8A or 21B or,

## **FIRST AID KIT**

A fully stocked First Aid Kit, which will be checked on a regular basis by a suitably qualified member of staff, will be stored in the glove compartment for easy accessibility in the event of an emergency. There will be a prominent sign displayed inside the mini bus to indicate where the First Aid Kit is stored.

## **FUEL CANS**

The carrying of spare fuel cans inside the vehicle is prohibited whilst carrying passengers.

## **SEATED PASSENGERS**

It is the responsibility of the driver and any accompanying adult to ensure all passengers are wearing a seatbelt prior to the start of any journey.

## **ACCESS TO DOORS**

Drivers should ensure that all passengers have unobstructed access to at least two doors, one of which must be on the nearside of the vehicle and one of which must be either at the rear or on the offside of the vehicle. Gangways to these doors should not be blocked by luggage.

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## Minibus check Sheet To be completed monthly

Vehicle checks undertaken	YES	NO
Handbrake/Brakes tested		
Indicators		
Lights		
<b>Under the Bonnet</b>		
Engine Oil		
Wiper Water		
Radiator Water		
Brake fluid		
Clutch fluid		
Power steering fluid		
<b>External</b>		
Tyre pressure		
Tyre condition/including spare		
Vehicle exterior		
Roof rack storage		
Wing Mirrors		
<b>Internal</b>		
Fire Extinguisher		
Seatbelt cutter		
Jack/Wheel brace		
First Aid Kit		
Spare bulb kit		
Torch		
High Viz vest		
Warning Triangle		
Seatbelt condition		
Luggage stowed securely		
All seatbelts fastened		

**What about children travelling in a minibus, bus or coach?** All passengers in a minibus (which is up to 2.54 tonnes unladen weight) have been required to use seat belts for some years. A child who is required to use a child seat or booster seat in a car must do so in a minibus only if one is available. A typical child car seat isn't suitable for a typical minibus seat – which is narrower and less deep. A seat is not considered to be available if it is not suitable. As a general rule, therefore, children will use the belts provided, which are usually adjustable. The operator does not have to provide suitable seats. The new rules don't yet apply to children travelling in bigger coaches and buses but they will eventually be in the same as those for minibuses. Passengers in all minibuses and coach, where seat belts are fitted, must be told that seat belt wearing is required by law.

**I confirm I have carried out all the above required checks prior to travel.**

Signed:..... Date: .....

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## DEFECTS FORM



<b>Date Defect Noted:</b>	
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**PLEASE GIVE FULL DETAILS OF DEFECT**

*Signed:*

*Date:*

**IF YOU HAVE NOTED ANY DEFECTS PLEASE COMPLETE THIS FORM AND RETURN IT TO THE SCHOOL OFFICE.**