



# St Hilary's School

## School Minibus Policy

### 1. Introduction

St Hilary's actively promotes democracy, the rule of the law, individual liberty and mutual respect of those with different faiths and beliefs. These are fundamental British Values which underpin all that we offer, as does our School Motto 'Not for oneself but for all.'

The school operates two 17 (15 children, 1 adult and 1 driver; plus 14 children, 2 adults and 1 driver) seater minibuses, which weigh more than 3.5 tonnes and one 15 (12 children, 2 adults and 1 driver) seater minibus. Section 19 permits are held for all minibuses. Only staff with a D1 category on their licence are able to drive the 17 seater minibuses under the DVLA rules. This policy must be read in conjunction with the risk assessment on use of the minibus.

### 2. Authorised drivers

#### 2.1 Licences

Only those authorised by the school and with the appropriate category (D1) on their driving licence are eligible to drive the 17 seater minibuses. The school approves and retains a list of authorised drivers. All authorised drivers must be over the age of 21 and under the age of 71.

No drivers holding endorsements under the following categories will be allowed to drive the minibus.

Disqualified driver (code BA)

Careless Driving (code CU)

Reckless /dangerous driving (code DD)

Drink or drugs (code DR)

Annual checks are made by the Business Manager for any driving offence points.

#### 2.2 Medical conditions

Any medical conditions that may affect driving must be notified to the Business Manager.

The driver must not drive whilst taking any medication which states that the user may become drowsy.

Where applicable the driver must wear the correct sight wear.

#### 2.3 Training

In house training will be undertaken as necessary. Regular MiDAS training is arranged for all members of the Site Team, and any other members of staff who might drive the minibus and wish to undertake it.

### **3. Responsibilities**

#### **3.1 The School is responsible for: -**

- ensuring that everyone who drives a minibus for the School is suitable to do so and has delegated this responsibility to the Business Manager who therefore ensures that both the drivers and minibus comply with the school minibus policy thus ensuring that a safe service is provided.

#### **3.2 The Business Manager is responsible for ensuring that each driver:**

- submits a copy of their driving licence and that this is recorded.
- undergoes an initial and then periodic reassessment of their ability to drive a minibus.
- receives practical driver training, as necessary, under the conditions in which they are likely to drive the minibus.
- understands his/her responsibilities and completes the driver declaration (Appendix I).
- is medically fit to drive and that the minibus MOT and insurance are in date and renewed at the appropriate intervals.

#### **3.3 The Site Manager is responsible for:**

Ensuring that the vehicle checks are undertaken and a record retained (Appendix II)

#### **3.4 The Driver is responsible for**

- the welfare of minibus passengers.
- assessing and planning the journey in advance in terms of its time and their own, and their passengers' comfort. A suitable route includes places for rest, refreshment, comfort breaks and refuelling if necessary. Drivers check information on road works and weather conditions that may affect their route, before they set out.
- satisfying themselves that the vehicle is roadworthy before use.
- ensuring that driving is for a limited period (Refer to Appendix III for driving times). A second driver must be present when driving times are likely to exceed 4 hours and /or the route involves any motorway driving.
- ensuring that they
  - carry a copy of their driving licence
  - refrain from drinking and eating whilst driving.
  - do not smoke in the minibus (even when not carrying passengers)
  - mobile phones are not used whilst driving. If the mobile phone rings whilst driving, the driver should pull over and park when it is next safe to do so before answering the phone or listening to the voicemail.
    - check visually at the start of the journey that all pupils have their seatbelts fastened.
    - check that bags are not blocking the exit doors.
    - ensure that pupils are not left unaccompanied in the minibus.
    - make appropriate arrangements where there are children with special needs or children under Year 3 (e.g. for an escort to be provided).
    - do not drive after consuming alcohol.

- Informing the Business Manager of any driving convictions or disqualifications since the last routine annual check.
4. Staff to Child ratios
- The Staff Handbook specifies the Staff to Child ratio as being;
    - Reception and Pre-Prep – 2 staff to a class of up to 20
    - Prep – 1 staff to a class of up to 20
    - These ratios should be maintained in the minibus, with the driver counting as 1 member of staff.
    - In all Reception and Pre-Prep journeys at least one additional member of staff must travel with the driver. In Prep journeys, it would be best practice for an additional member of staff to travel, but it is not a requirement (The Department for Education recommends but does not require this – for instance short, local journeys may be undertaken without a passenger assistant).
    - If the driver is likely to be travelling on his/her own with the children, then a risk assessment should be conducted. Appropriate measures such as carrying a fully charged mobile phone in case of emergency, and travelling as the middle bus as part of a convoy would reduce the risk.

### **Emergency guidance**

This is contained in Appendix IV and a copy is also included in the minibus.

### **Use of the minibus**

The School minibuses are only to be used on School business. This may include, but is not limited to; shuttle runs to the swimming pool, fixtures and school trips. On some occasions the minibus may be required to stay at the destination and wait to bring the children back to St Hilary's. In these cases, the minibus driver should liaise with the member of staff to agree a return time. The minibus driver does not need to stay with the minibus at all times, but should be contactable and be available to return and drive when needed. If the trip or fixture is located close to St Hilary's School, the minibus driver does not need to stay at the destination unless required to do so by the member of staff leading the trip or fixture. If the driver is not required to stay, he / she should return to School and will be advised if there are any jobs to do around School by the Site Manager.

**Reviewed: June 2019, July 2020, November 2020, June 2021, June 2022, June 2023**

**Next review date: June 2024**

**Person responsible: Mrs Hannah Wynn (Business Manager)**

# Appendix I

## School Minibus Drivers Declaration

### Driver responsibilities:

To read, understand and comply with the school minibus policy and minibus risk assessment.

To present their driving licence on an annual basis as requested.

To ensure that they are fit and well to drive the minibus and to notify the Business Manager of any medical conditions that may affect their driving.

To attend any driver training courses as requested by the school.

*I, the undersigned, have read and understood the School Minibus Policy and responsibilities listed above and consider myself fit and able to drive the school minibus*

*Signed* .....

*Date* .....

## Appendix II

### St Hilary's School – Minibus Pre and Post Drive Checks

The driver is responsible for the vehicle and must conduct safety checks before and after every journey. This should be repeated whenever another driver takes over the vehicle. The driver should walk around the vehicle to check for visible defects and the items listed below.

**Minibus (please circle)      EU67 NXR      YT14 UXR      BX17 FKF**

**Driver**..... **Date**.....

**Destination**..... **Pre-journey mileage**.....

Pre Safety drive check	OK	Not OK	Comments
Exterior check to bodywork			
Windscreen and windows			
Wipers and washers, screen wash topped up			
Lights, including brake lights and indicators. Horn working			
Doors open and close			
Mirrors clean, unobstructed and correctly adjusted			
Tyres in good condition			
Fuel levels appropriate for journey			
Seatbelts in good working order			
First aid kit and fire extinguisher			
Emergency warning triangle and torch			
Minibus permits and emergency procedures			
Aisles and exits cleared and luggage secure			
Engine starts, power steering functioning correctly			
Brake check (see below)			

#### **Brake Check**

Before the vehicle leaves the level area of the tarmac the brakes should be checked. With the engine running, check the handbrake is working properly and that the brake pedal is firm when pressed.

A moving brake test should then be conducted, off-road if possible. Reach a speed of not more than 15mph, check the mirrors and if it is safe, apply the brakes fairly firmly. The brakes should work effectively and the vehicle should not pull to one side; luggage should be stored securely.

Post-safety drive check	No	Yes	Comments
Any damage visible inside the minibus?			
Any damage visible outside the minibus?			
Any faults with the minibus?  (If so please notify the Site Manager or Business Manager immediately)			
Was any emergency equipment used?			
Did any incidents occur during the journey?			

## **Appendix III**

### **Driving Hours**

If a driver is required to drive after working during the school day (e.g. after-school fixture), the driver must not drive for more than 2 hours.

If the driver is driving during the day as his/her main job, the maximum driving time is 9 hours, with sufficient breaks.

The maximum time driving without a break is 2 hours, after which a 15-minute rest period must be taken, or sooner if the driver feels tired. During this time the driver must not supervise the pupils as this will be the responsibility of the 2<sup>nd</sup> driver or escort.

## **Appendix IV**

### **Emergency Details**

In the event of a breakdown (including flat tyre)

**For minibuses EU67 NXR and BX17 FKF:**

Contact Arval Driver Support Line on 0370 600 4499 then Option 1

**For minibus YT14 UXR:**

Contact the AA – membership number 6356 0115 2371 0368

Breakdowns – call 0800 887 766

Accidents – call 0800 048 2678

Anything else – call 0343 316 4444

**On the road:**

- Try to get the vehicle safely off the road.
- Switch on hazard warning lights
- If the minibus is not parked safely, ensure all pupils leave it if it is safe to do so
- Place the warning triangle at least 100 metres from the minibus.

**On the motorway:**

- If possible, leave by the nearest exit.
- If not, switch on the hazard lights and pull on to the hard shoulder. Stop as far left as possible.
- Try to stop at an emergency telephone. This will be at the most about half a mile away.
- Where possible get all the pupils out of the minibus and onto the bank behind the crash barrier or onto nearby land. Wait with the passengers until an emergency vehicle arrives.

**In the event of an accident:**

- Use the hazard warning lights.
- Do not remove injured passengers unless they are in immediate danger
- Call the emergency services immediately
- Ensure that either the driver or escort remains with the children
- Contact the school
- As soon as practical record all accident details

**School emergency contact details**

Within school hours' telephone: 01483 416551

Out of school hours' telephone: 07787 626216 (Site Manager mobile)