



## MINIBUS POLICY STATEMENT

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### **GENERAL CONSIDERATIONS**

The Group Leader must give careful thought to planning transport and should follow the School policy. Some of the main factors to be considered include:

- Passenger safety;
- Drivers must hold the appropriate valid driving licence to drive the vehicle;
- Drivers must be a minimum of 25 years of age and have undertaken the ROSPA driving course before carrying passengers;
- Drivers who passed their car driving test after 1 January 1997 must have passed a Passenger Carrying Vehicle (PCV) driving test;
- Drivers who are not employees of the College must be authorised by the Headmasters or Bursar before driving the vehicle;
- Consideration should be given to the journey time and distance as to whether more than one driver is required to avoid driver fatigue;
- Extreme weather conditions;
- Supervision of pupils;
- Appropriate insurance cover. Full comprehensive insurance cover is provided by the College for staff (or parents of pupils attending the College) when they are required to use their cars on school business.

### **MINIBUS**

The Governing Body is responsible for the provision, maintenance, insurance and taxation of the vehicle.

The regular checking of the vehicle is delegated to a member of the ancillary staff. The appointed person should:

- check the vehicles' condition on a daily basis;
- check that the vehicles are equipped with reflective jackets, warning triangle, fire extinguishers and first aid kits;
- check that the appropriate service and maintenance guidelines have been adhered to;
- ensure that the Booking Form in the Main Office is correctly maintained in respect of all journeys.

### **DRIVER INFORMATION**

A driver information pack is located in the glove box. It contains details concerning the vehicle and location of equipment.

#### **DRIVER**

The minibus driver responsible for the vehicle when it is being used must be satisfied that he/she holds the appropriate licence to drive and that the vehicle is correctly insured. The vehicle insurance is maintained and renewed by the College Bursar and a copy of the Insurance Certificate is kept in both vehicles.

He or she must:

- observe governing body policy and guidelines;
- ensure that the vehicle is in a roadworthy condition at the start of each journey and carry out basic safety checks e.g. brakes, tyres, lights, seatbelts, etc.
- report any faults that require remedial action to the Bursar;
- contact the vehicle breakdown service, details of which are located in the glove box, and not carry out their own roadside repairs.
- know what to do in an emergency; full details in glove box;
- know how to use fire fighting and first aid equipment;
- not drive when taking medication or drugs, or undergoing treatment that might affect his/her ability to drive;
- not drive with appreciable alcohol in his/her blood;
- be medically fit to drive e.g. eyesight;
- at all times avoid distractions whilst driving, e.g. eating or drinking, smoking, using radios, map reading etc.
- have a mobile telephone in the minibus. It is essential that a driver must not make or receive calls whilst driving;
- ensure that the telephone is kept by the relief driver or only used by the driver when stopped in a safe place;

#### **SAFE DRIVERS' HOURS.**

Fatigue is a major danger.

- On round trip journeys of over 50 miles strong consideration should be given to the need for more than one driver. The Headmaster will decide whether 2 drivers are required.
- No one may drive continuously for more than two hours. After this time the driver must have a break of at least 20 minutes, or there must be a change of driver.
- Staff driving minibuses must be aware of the dangers of driving after a full day's work. Drivers should be rested before any long journey which may include a return late at night.

## **PASSENGER SAFETY**

- Both minibuses are fitted with seatbelts for the driver and each individual passenger.
- The driver is responsible for ensuring that each passenger is using the seatbelt provided prior to the start of each journey.
- No passenger may stand and only one passenger is permitted per seat. Overloading must not occur.
- Pupils under 9 years old must not sit in the front of the minibus.
- Luggage must be stowed in such a way that it does not obstruct the passageway to the rear or side doors.
- The driver should not normally be responsible for pupil supervision although driver supervision may be sufficient if a small number of older pupils are being taken on a short journey.
- In the event of any rowdiness or other similar behaviour taking place, the driver must bring the vehicle to a safe stop before dealing with the occurrence.
- Pupils in the Preparatory School below Prep 5, using the school minibus, must be supervised by at least two members of staff. One member of staff must sit in the rear of the minibus.
- Preparatory School pupils in Prep 5 and Prep 6 must be accompanied by two members of staff other than to a local event within a radius of 25 miles.
- The driver and supervisor must pay particular attention to the safety of pupils when waiting at pick-up and drop-off points and when boarding and alighting the minibus.
- The driver and supervisor should plan for sufficient stops at suitable areas to ensure the safety of pupils.
- In the event of an accident or breakdown the pupils should remain under the direct supervision of the staff wherever possible.
- Head counts by the driver or supervisor should always be carried out when the pupils are boarding or alighting.
- In the event of the vehicle breaking down on a motorway, all passengers and driver must leave the minibus and wait in a safe place beyond the hard shoulder wherever possible.