

# Build-a-Future

Main Road, West Ashby, Horncastle, Lincolnshire, LN9 5PT 01507 524015

## Minibus Policy



### Rationale:

The minibus is a valuable resource, which helps to provide learners with access to Build-a-Future visits and residential visits, as well as to numerous other extra-curricular activities. It is essential that all users of this resource are aware of all legal and procedural responsibilities pertaining to its use.

### Aims:

- To provide clear procedures relating to the use of the minibus.
- To ensure that all users of the Minibus are aware of their legal responsibilities.

### Those eligible to drive the Minibus:

- Those permitted to drive the Minibus must be at least 25 years of age with a full (preferably clean) driving license that has category D showing. Any endorsements incurred should be disclosed as these may affect eligibility to drive the vehicle.
- Drivers who passed their driving test after January 1997 (without group D) are now required to hold a vocational driving license too. The Training Centre is investigating ensuring that this new requirement is met.

### Procedures:

- The Minibus should not be used unless the named driver meets the eligibility requirements above.
- Those wishing to use the Minibus should book it out via the minibus booking document held in the Headteacher's office.
- The Headteacher has overall responsibility for the Minibus and final powers of authorisation over its use.
- Drivers of the Minibus must complete a Vehicle Check/ Log Sheet before every journey. These can be found aboard the minibus. This is to allow careful monitoring of the minibus, its condition and its general use.
- The Minibus should be collected from and returned to the garage area located on the school grounds and keys should be returned to the Headteacher's office at the end of the Journey, or as soon as is possible thereafter.
- Any defects noted should be reported to the Headteacher as soon as possible. They must also be logged in the minibus log. More serious defects **MUST** be reported **IMMEDIATELY**. Minor defects can be reported after the journey has taken place. However, if the driver is in any doubt the vehicle **MUST NOT** be taken onto the road.
- The staff using the minibus should ensure that the vehicle is left sufficiently fuelled using the account card that Headteachers has for this vehicle. Staff should ensure where possible that the vehicle is fuelled at Richard Dear.

Date: April 2017

Review Date: March 2019

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### Maintenance/ Licensing of the Minibus:

- Overall responsibility for ensuring that the Minibus is properly maintained and licensed lies with the Managing Director.
- The Minibus should be regularly serviced at least every 3 months, with a recommendation that servicing is completed quarterly.
- Minor checks of the vehicle (oil, water, tyres etc) will be completed every week.
- Prior to any journey, the named driver must complete a visual check of the vehicle. This must be completed using a Vehicle Check Sheet kept in a Log Book on board the Vehicle. Drivers MUST NOT assume that point (III) above has been completed. They should remember that as driver, they will be held legally responsible for driving with any defect.
- Licensing of the Minibus is the responsibility of the Managing Director, who must ensure that all Road Tax, Insurance and MOT certificates are up to date.

### In the event of an accident:

- The driver should inform the Headteacher as soon as is reasonably possible.
- Insurance details should be swapped with a third party as soon as possible. However, NO LIABILITY should be admitted.
- Where it is safe and necessary to do so learners should be removed from the Vehicle and taken to a safe area away from the accident site, where they should be fully supervised.
- A visual check of the Vehicle should be undertaken before the journey resumes.

### Health and Safety of Drivers and Passengers:

The Driver should state the following to Learners:

- Seatbelts must be worn always. This is a legal requirement. (It is the driver's responsibility to check this)
- Everyone should remain seated at all times.
- Which entry and exit doors are to be used (it is recommended that side doors be used except in emergencies)

### Other considerations:

- If at any time the learners distract the driver, s/he should stop the bus until the Learners are settled. Do not try to continue. Remember that they may also be distracting other drivers.
- Where possible park the bus with the side doors to the kerb. Where this is not possible, learners should remain seated until you are able to supervise them from the road.
- Drivers MUST NOT drive for longer than 2 hours without taking a break for at least 15 minutes. Remember tiredness kills.
- It is essential that all journeys in the Minibus be staffed by the driver and at least one escort. Under no circumstances should Learners be taken on a journey on the minibus accompanied by only one adult.
- Staff must ensure that the Minibus First Aid box is replenished and on board at all times.
- The fire extinguisher is checked by the company FireStop.

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