



# Minibus Policy

Bitterne Park Primary School  
Mansel Park Primary & Nursery School  
Sinclair Primary & Nursery School

**Our vision is to empower children to become architects of a better world.**

**We therefore continuously seek to evolve our holistic understanding and application of learning.**

**We hold a shared belief that this requires knowledge, effort, empathy, passion, and innovation.**

**This is our mission.**

## **Responsibilities**

The Governing Body Holy Family & Mansel Park Primary (the schools that own the minibuses) are responsible for ensuring that the school minibus that operates on behalf of the school schools fully complies in every respect, with all legal transport and health and safety requirements. This responsibility is delegated to the Headteacher to ensure its appropriate implementation. One minibus is owned by Holy Family and once minibus is owned by Mansel Park.

## **Legal Requirements**

The law requires that a minibus must:

- Be correctly licensed
- Display a valid tax certificate
- Be insured
- Be well maintained
- Have a valid MOT certificate (if more than one year old)

The governing Body and the Headteacher will ensure that the school has appropriate safety procedures for the minibus in line with the ROSPA Advice for Mini bus safety and their code of practice. A copy of the full code of practice is available at [www.rposa.com](http://www.rposa.com)

The Governing Body and the Headteacher will ensure that all drivers of the minibus comply with the requirements issued in April 2006 by the DfES in their statement, "Licensing incidental drivers of the school mini bus". This states that teachers or other school staff are mostly exempt from having to hold a D1 PCV driving licence the school minibus because they are not being paid specifically to drive, i.e. driving is not mentioned in the contract of employment. For the exemption to apply, the following conditions from section 7(6) of the Motor Vehicles (Driving Licences) Regulations 1999 must be met:

- Drivers are aged 21 or over
- They have held their category D driving licence for at least 2 years
- The minibus is being used by a non-commercial body for social purposes, but not for hire or reward
- Drivers are not being paid to drive the minibus other than out-of-pocket expenses
- Drivers must have completed MIDAS training
- No trailer is towed

The Governing Body and Headteacher will ensure that the minibus carries, always, a fire extinguisher and a suitably equipped first aid box. (See *appendix 1* for details).

## **Management of the minibus**

The Partnership Estates Manager, who reports to the Headteacher, will have responsibility for the management of the minibus.

The minibus maintenance will be arranged by CMV. Defects and record sheets have been provided and must be completed each time before the minibus is used. Telephone numbers for breakdown recovery are supplied within the defects book.

The Management system, detailed below, will be monitored by the Partnership Estates Manager to ensure that both organisers and drivers are complying with all requirements. Records will be kept for a minimum of 15 months.

The following procedures are in line with the ROSPA guidance and further information can be obtained from [www.rospa.com/roadsafety/advice/minibus/ifo/minibus\\_code\\_2008](http://www.rospa.com/roadsafety/advice/minibus/ifo/minibus_code_2008)

## **Management System**

The Partnership Estates Manager will ensure the following:

- That the licenses of all drivers are checked to ensure that they are permitted to drive a minibus. A copy is retained on file and the check is repeated every 12 months.
- Staff must seek permission to use the minibus from the Headteacher. Once permission is gained and the minibus has been booked out, using the booking form provided (see *appendix 2* a copy is held in the school office at each partnership schools) the keys are to be signed out. – (see *appendix 3*).
- All drivers must check for visible defects (as outlined on the defect sheet) before each journey and complete the log reporting any faults to either the School Manager or the Premises Manager immediately.
- All staff are made aware of the personal legal implications if procedures are not adhered to *"it is the driver's licence that will suffer if the vehicle is found to be defective. It is also the driver's responsibility to ensure the safety (including the use of seat belts) and welfare of all passengers"*. ROSPA February 2008
- All drivers are aware that no journey must take place if any faults that might affect the vehicles or passenger's safety are found.
- All drivers complete the mileage log for all journeys. The log should include the date of the journey, start and finish mileages, purpose of the journey and the driver's name.
- The Site Manager will refuel the minibus on a weekly basis and complete a visual check on the condition. (Dependant on where the minibus is stored.)
- That the log is checked at least half termly to ensure it is correctly completed and all mileage is accounted for.
- The Sites and Premises Manager will ensure that the minibus is securely parked and the keys held securely.
- Insurance cover, MOT and tax are kept up to date.
- Vehicle registration documents are held securely.
- Access to the minibus keys are restricted to authorised users.
- Fuel usage is regularly checked to ensure fuel purchases are for legitimate school use and agree with the mileage recorded in the log.
- That a Section 19 permit is displayed.
- Familiarisation training should be provided for all new users of the minibus.

## **Monitoring**

The Partnership Estates Manager will report to the Headteacher termly on the operation of this policy.

## **Appendix 1**

### **First Aid Box contents:**

- 1x conforming disposable bandage (not less than 75mm wide)
- 2x triangular bandages
- 1x packet of 24 assorted adhesive dressings
- 3x large sterile un-medicated ambulance dressings (not less than 150mm x 200mm)

- 1x pair of rustproof blunt-ended scissors
- Disposable gloves
- Mouth mask for resuscitation

### **Fire Extinguisher**

At least one fire extinguisher which complies with BS 5432 (or equivalent, e.g. BSEN3) Has a minimum test rating of 8A or 21B

Contains water or foam (Halon extinguishers are no longer permitted in vehicles)

## **Appendix 2**

### **The Partnership Minibus Booking Request Form**

1. Please complete this form in full and email it to [minibus@holylfamilylive.net](mailto:minibus@holylfamilylive.net)

If available, your request will be booked, and you will receive a confirmation email. Remember to keep a copy of your request and confirmation email as this will form part of your trip pack.

School:

Lead Teacher:

First Aider:

Driver:

Destination:

Purpose of Journey:

Date of trip:

Timings –

Departure from school:

Arrival at destination:

Departure from venue:

Arrival at school:

Number of Children:

Total Number of Adults:

Name of person completing this form:

Date:

Any additional information:

### **Appendix 3**

## **The Partnership MiniBus Key report**

Please ensure that the minibus key is signed out to the driver named on the completed and confirmed booking form. Please scan and send a copy to the Partnership Estates Manager each term.

<b>Named driver:</b>	<b>Date/time</b>	<b>Signed</b>	<b>Date/time</b>	<b>Signed</b>
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	out		returned	

## THE PARTNERSHIP MINIBUS MAINTENANCE CHECKLIST

Name person checking .....

Date of checks .....

<b>Under the Bonnet</b>	✓	x	<b>Action Taken</b>
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Engine Oil			
Wiper Water			
Radiator Water			
Brake Fluid			
Clutch Fluid			
Power Steering Fluid			
<b>External</b>			
Tyre Pressures			

Tyre Condition inc Spare			
Vehicle Exterior			
Wing Mirrors			
<b>Internal</b>			
Windscreen wipers/washers working?			
Lights/brake lights working?			
Indicators working?			
Tyres in good condition?			

Brakes (hand and pedal) working?			
Fully stocked first aid kit?			
Fire extinguisher?			
Paperwork (insurance, driving licence)?			
Permit displayed?			
Seatbelts working properly?			
Jack/Wheel brace			
Spare bulb kit			

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## MINIBUS DRIVER CHECKLIST

Name of Driver.....

Date of Journey.....

Time check carried out.....

	✓	x	DEFECT REPORTED TO
Fuel level OK?			

Oil level OK?			

Windscreen wipers/washers working?

Lights/brake lights working?

Indicators working?

Tyres in good condition?

Brakes (hand and pedal) working?

Fully stocked first aid kit?

Fire extinguisher?

Paperwork (insurance, driving licence)?

Permit displayed?

Seatbelts working properly?

Jack/Wheel brace?

Mobile phone available?

**Return form to the Partnership Estates Manager for minibus maintenance.**