



# ***Regents Park Community College***

## ***Minibus Policy***

YH13 OAB – Silver 17 seats including driver

YD11 KFL – White 15 seats including driver



The minibuses are the property of Regents Park Community College and must therefore be treated with the same respect as any other asset owned by the School. They are insured by Zurich Municipal.

A minibus can be driven by any member of staff who is over the age of 21 with two years driving experience, has held a clean driving licence for three years and has a current MIDAS certificate.

The minibus can only be driven by staff with the appropriate qualification, see the Safe Working Procedure No 60a – Safety of Minibus Operations Issue 4 Nov 2007, Revision 2 January 2009, produced by Southampton City Council

The minibus is regarded as a Public Service Vehicle (PSV) and therefore CANNOT be used as a general purpose people carrier unless it has a Minibus Permit which allows drivers to transport children to events for which a financial contribution has been made.

All drivers must hold an Authority to Drive the Minibus letter from the Headteacher and must be willing to hand in their driving licence with authority for a DVLA check every September.

Regents Park Community College requires that ALL DRIVERS OF MINIBUSES WHEN TRANSPORTING CHILDREN SHOULD BE ACCREDITED UNDER THE MIDAS SCHEME. Drivers must inform the school management if their circumstances change regarding their driving licence as detailed in the Authority to Drive the Minibus letter.

Seat belts must be worn by all drivers and passengers for all journeys and it is the responsibility of the driver to remind all passengers to wear their seat belts and to ensure they are fastened and worn correctly at the start of the journey.

The minibus is covered by the no smoking regulations and therefore smoking is not permitted at any time in the vehicle.

Before any journey takes place a Minibus Travel Form and a Minibus Checklist must be completed. If any defects are found they must be reported to the Facilities Manager. Any defect will render the minibus unfit for use.

There must always be 2 qualified drivers for longer journeys, over 100 miles (50 miles from base) or 2 hours of driving. A second adult must be present for all journeys taken on a motorway. Local journeys on A & B roads may be conducted with driver only at the schools discretion, with consideration of the age and behavioural/SEN needs of the students.

Drivers must refer to the ROSPA Minibus Safety Code of Practice for the current regulations regarding driver's hours and required breaks, copy held by Facilities Manager., e.g. maximum working day is 10 hours, school day 8.30 to 3.30 is 7 hours so therefore can only drive for 3 hours. If you have been involved either in supervising a visit or in teaching throughout the day, you should consider carefully whether you are sufficiently alert to drive a minibus.

As with all other vehicles the use of mobile phones whilst driving is illegal.

A satellite navigation system, if used, must be programmed prior to the journey and any modifications to the programme can only be made when the vehicle is parked and stationary.

Staff must ensure that the minibus is securely locked after use.

It is the responsibility of the member of staff driving to leave the minibus litter free. The driver should inspect the minibus on the return to school and ensure all rubbish is removed from the bus. Please ensure the following details are always adhered to:

- The Minibus may only be used in the pursuance of authorised school business.
- Drivers must produce their driving licence (both parts if photo licence) to the Business Manager when requested, so a copy can be taken and kept on file to comply with the minibus insurance policy. (every September)
- Any change in licence particulars i.e., change of address, endorsement and ban etc., **must** be reported to the Business Manager.
- Any health condition which may affect driver licensing must be reported to the Business Manager.
- Any damage incurred, however minor and all accidents must be reported to the Facilities Manager at the earliest possible opportunity.
- If the weather cause hazardous driving conditions such as snow, ice, frost then the driver should refer to the Headteacher, Senior Deputy or the Business Manager before leaving site.

## **Notes for additional information**

### **Minibus servicing**

The minibus will be booked for safety checks, servicing, MOT and repair by the Site Team, taking into consideration any prior bookings received.

The Site Team will also be responsible for the up keep of the vehicles i.e. regular weekly checks on oil, water, windscreen wipers and tyres alongside the re-fuelling of the vehicles before and after use or hire. The Site Team will also regularly clean the minibuses.

### **Non Midas drivers and hire by non profit making organisations**

The school has now extended its hire and insurance to cover Non Midas drivers however, this does not include school use where drivers are carrying students as passengers. This cover can, however, be used for dropping off and collecting the vehicles from a garage etc.

The insurance cover also extends to the hire of the vehicles from non profit making organisations such as Scouts & Trust Schools etc, however proof of MIDAS, driving licence and subject to DVLA checks must be provided before hire.

### **Charges for non school use**

The minibus will be provided with a full tank of fuel on collection and the hirer will be expected to replenish fuel used before its return. Return of vehicles must be arranged with the Site Team on collection.

If the event of an accident, please contact the Business Manager or Facilities Manager. Please report any damage or accidents on the appropriate form when returning the vehicle.

**Insurers:**

Zurich – Policy No: QLA-11U004-0023-59 (1/4/16-31/3/17)

**Breakdown Cover:**

IC Insurance Choice

24 hr Helpline 0800 221 8240 or 01737 815 858

YH13 0AB - ICB 014942 (19/10/16-18/10/17)

YD11 KFL – ICB 6040053 (13/10/16-16/05/17)

## Minibus Travel Record Form

To ensure the school has taken responsible steps to ensure that the drivers of minibuses are competent and fit to drive on **THE DAY OF THE TRIP** – the following tick list should be followed.

These should be handed into reception before the trip leaves school, the driver should complete.

Date	Information obtained by	Question/Task	Yes/No	Fit to drive?
	Trip Organiser to ask the driver	Do you feel fit and able to drive?		
	Trip Organiser to ask the driver	Have you completed the following checks on the minibus?		
	Driver to:	Checked all tyres look OK		
	Driver to:	Checked there is enough fuel for the trip [fuel should not be purchased while students are on board]		
	Driver to:	Checked all lights work [including brake lights]		
	Trip Organiser – reminder to driver	<b>Do not</b> lock any of the doors in case the driver is injured – to allow an escape route for passengers – confirm doors unlocked?		
	Trip Organiser – reminder to driver to:	Ensured there is a First Aid kit and a bowl/bag for travel sickness		
	Trip Organiser – reminder to driver to:	Complete the log book at the start and end of the journey		
	Trip Organiser – reminder to driver to:	Ensure the office know when you are leaving the school site		
	Trip Organiser – reminder to driver to:	Inform school if trip is delayed when returning to school [ask the escort to ring]		
When Back	Driver	Have you reported anything of note regarding the vehicle to the Facilities Manager?		
When Back	Driver	Ensure the minibus is left secure and <b>tidy [all rubbish removed]</b> at the end of trip ensuring no property is left on the minibus		

Date: \_\_\_\_\_ Drivers signature: \_\_\_\_\_ Trip Organiser signature: \_\_\_\_\_

## Minibus Drivers Checklist (for both internal & external use)

Drivers should be aware of the MIDAS walkaround check – kept in the minibus

Date	Driver	Vehicle Reg No	Detail of journey
<b>Mileage before journey</b>		<b>Mileage on return</b>	
<b>Checks before journey</b>		<b>Checks on return</b>	
Tyres		Fuel (if below ¼ tank please inform Facilities Manager)	
Head lights		Interior clean	
Tail lights			
Indicators			
Fuel			
Fire extinguisher			
First aid box			
Seatbelts fastened			
Please note any concerns or faults found and needing action and hand form back to the Site Team			