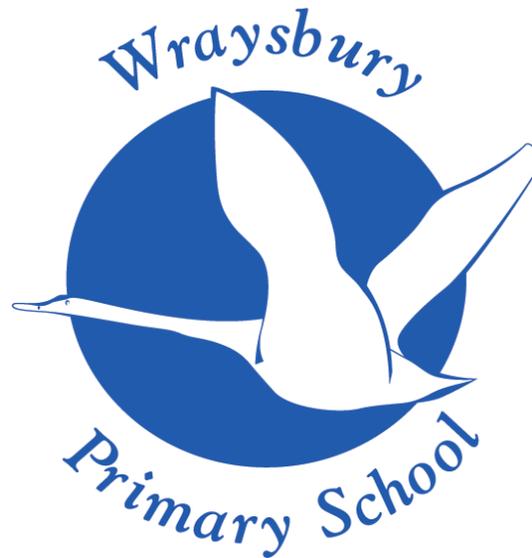


# Minibus Policy



Welley Road

Wraysbury, Staines

TW19 5DJ

Headteacher: Mrs A Fox

Produced by:

Approved by the Resources Committee:

Next Review date:

**Myles Gresswell**

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### **Introduction:**

Wraysbury Primary School is very pleased to be able run a School Minibus. The primary use of the minibus will be to take groups of children on extra-curricular offsite visits and educational trips. It will also be used to ensure all members of the school community are able to access out of school hours events. This policy is designed to ensure that the operation of the mini bus follows statutory legal obligations and the safety of passengers is paramount.

### **Use of the Mini Bus:**

The School Minibus should be used for transporting small groups of children to and from school for relevant events and activities or, in some cases, parents and carers to and from events based on the school site. It is not a replacement for using coaches for whole phase trips over a long distance for example, as using the minibus may not be cost or time efficient for these situations. When assessing if the minibus is to be used, running costs should be taken into consideration. In some situations it may be appropriate to ask for voluntary contributions towards fuel from parents and carers. The minibus cannot be used by other organisations or for non-school related activities.

### **Minibus Details:**

Wraysbury Primary School's minibus is a lease hire bus which we have from Lease Plan.

Mini bus features:

- Fully glazed all round with kite marked safety glass, inc 2 top sliding windows
- 14 x M2 tested/certified seats, with "all age" adjustable 3 point seat belts and headrest
- 4 of the above seats are removable for additional luggage space or occasional carriage of a wheelchair user
- 1 x set of wheelchair restraints & 1 x set of portable wheelchair ramps
- Double front passenger seats
- Rear saloon floor finished in transport grade non slip vinyl matting
- Full height Hi Viz handrail inside sliding door entrance
- Manual pedal operated side step
- Low energy LED saloon lighting
- Step entrance lighting
- All legal lettering/signage
- Fire extinguisher / First aid kit
- Reversing buzzer & Reverse parking sensors

### **Drivers:**

All drivers of the minibus must meet all of the below conditions:

- Are 25 years of age or above
- Are an employed member of Wraysbury Primary School staff
- Have a minimum of 3 years driving experience
- Hold a full, manual, UK driving licence
- Have completed Midas training in the past 4 years

- Sign the schools “fit to drive” disclaimer annually
- Are driving as a volunteer
- Have signed the RBWM insurance disclaimer

As mentioned above, all drivers must have completed MiDAS training successfully, which should be renewed every 4 years. Training all members of staff would not be financially appropriate. The Head teacher will decide which members of staff will be trained in discussion with Senior Leaders. Drivers trained will be a mixture of teaching and support staff.

All drivers must ensure that they follow the procedures listed in the Wraysbury Primary School Minibus Handbook closely to ensure that the maintenance of the vehicle and safety of passengers is maintained.

### **Driving:**

The driver of the minibus has a Duty of Care for anyone transported in the school minibus. The points below have been put in place to help provide a Duty of Care.

- Written permission from parents/carers must be granted in order to carry the child.
- The minibus is operated under a Section 19 Permit, which is issued by the Department of Transport.
- The minibus is fully insured (Currently through RBWM)
- The driver must make sure that the supervision in the vehicle is appropriate for the group – see “staffing levels” below
- Any journey, which takes more than two hours to drive, will have two drivers.
- Journeys of less time can only have one member of staff in the minibus if there will be other adults at the end of the journey who can jointly supervise.
- Driving under a Section 19 Permit has strict legal implications that must be adhered to. e.g. Doors and gangways must not be blocked – the MiDAS handbook should be referred to for further information.
- Luggage carried inside a vehicle will be fixed so as not to fly around in the event of an accident.
- The MAM (Maximum Authorised Mass) of a minibus must, under no circumstances, be exceeded. This is illegal and will invalidate the insurance. e.g. The MAM of a 15 seater minibus averages out at 75 kilos (12 stone) per seat **and that includes luggage.**

### **Seatbelts and child restraints:**

**No passengers will be transported on the school’s Minibus unless they are wearing a seatbelt.** Our minibus is fitted with “all age” adjustable 3 point seat belts. Parents will be offered the opportunity to provide a suitable, legal, child seat, provided it fits the minibus seats (they are often narrower than regular car seats).

As the above information is relating to rear seats, no child under the height of 1m35 should sit on one of the front seats unless using a legal child restraint.

### **Staffing Levels:**

When transporting children in the minibus, a risk assessment should be carried out regarding staffing levels. The driver needs to have their full concentration on the road for obvious reasons therefore, another adult would need to be on board to be in charge of the children. **When transporting Children in Year 4 or below, the driver and an additional member of school staff should be on board the minibus.** Due to the age of children in Years 5 or 6, there is less need for an

additional adult on the Minibus, but the individual needs of these children should be taken into consideration when planning staff ratios.

**Responsibilities and Legalities:**

For legal reasons, the “operator” of the minibus is the person who employs the driver, in this schools case, that is the RBWM. Organisations (Wraysbury Primary School) must take all reasonable steps to ensure that the minibus is safe, legal and is used and driven in a safe and legal way.

Drivers must check that the vehicle is roadworthy, that they have all necessary documentation and that they drive safely and within the law. Each driver should ensure that essential checks of the minibus, its equipment and documentation before each journey and report any defects occurring during use. **The Minibus should not be used if there is any doubt about safety or legality. This applies no matter what the pressure of operational demands.**

**Documentation:**

Section 19 Permit – this should be displayed on the front windscreen of the minibus at all times.

**Vehicle excise duty and Road Fund licences** are included in the Lease hire agreement.

**MOT:** This should be done annually after 1 year and is included in the Lease hire agreement. A copy of the MOT certificate will be kept in the Minibus.

**Insurance:** The Minibus is insured through RBWM and is fully comprehensive cover. A copy of the insurance certificate will be kept in the minibus.

**Safety Checks:** As part of the hire contract safety checks are completed by a garage every 13 weeks. These dates are booked in by the School Business Manager through the Leasing Company.

**Servicing:** Servicing is part of the hire contract and is completed in line with the vehicle manufacturer’s servicing schedule, or annually, whichever comes first.

**Registration document:** The V5 document is currently held by the Leasing Company.

**On board equipment:**

The Minibus has all forward facing seats, fitted with all age, 3 point lap and diagonal inertia restraint seat belts.

There is internal lighting and all exits are illuminated. Emergency exits are clearly marked both inside and outside the vehicle. The doors open outwards and are not power assisted. They can also be opened from the inside of the vehicle. There is no tow hitch fitted therefore there is no risk of obstruction outside the rear doors due to towing. A British Standard Institution fire extinguisher, a warning triangle and a first aid kit is housed on the Minibus.

**Conditions of Drivers:**

All drivers of passenger carrying vehicles must be made aware of their responsibility not to drive if they feel incapable of doing so safely for whatever reason. As per the “Fit to Drive Disclaimer”, if for any reason a driver is deemed “unfit to drive”, they must inform Wraysbury Primary School immediately.

**Hours of Continuous Driving:**

Drivers should either take a complete rest of at least 15 minutes before driving again after 2 hours or, take a complete rest of at least 45 minutes before driving again after a maximum of 4.5 hours.

In making a decision of when to take a rest, the driver must clearly, take account of road and traffic conditions. If conditions are difficult, then it would be wise to take more frequent rests. By the same token if there is nowhere safe to stop then it would be unwise to do so. A relief driver must be available on pre-planned journeys of more than 2 hours.

**Alcohol:**

No alcohol should be consumed on vehicles used for transporting passengers on school business. Drivers must have a zero intake of alcohol during the eight hours before they drive.

Due to licencing regulations, the Minibus will not be used outside of the United Kingdom.

**Other Relevant Documents:**

**Minibus Handbook**

**“Fit to Drive”**

**Minibus Procedures**

**Minibus Usage Log**

**Defect report**