

## Minibus and Supervision of School Journeys

<b>Written by</b>	Bursar
<b>Date for Review</b>	September 2020

### MINIBUSES

1. **General.** Minibuses are motor vehicles that have been constructed or adapted to carry more than eight but not more than 16 passengers in addition to the driver. The School's minibuses are used to support the School's charitable aims. The School operates its minibuses under section 19 as a school. Anyone who operates a minibus service to carry passengers has a duty to take all reasonable precautions to ensure that they are operated safely and in accordance with all regulatory guidance.

2. **Risk assessment.** The School has a generic risk assessment for the use of minibuses and includes:

- a. Training and supervising drivers.
- b. Behaviour of passengers
- c. Accident/emergency procedure.
- d. Management systems.
- e. General administration.

3. **Booking.** Minibuses are booked through the Director of Sport. The process is:

- a. Book as per the instructions.
- b. Collect the bus bag and key.
- c. Conduct pre-use check.
- d. Journey.
- e. Conduct post-use check.
- f. Return bus bag and key to the office with the pre, post and fault finding proforma.

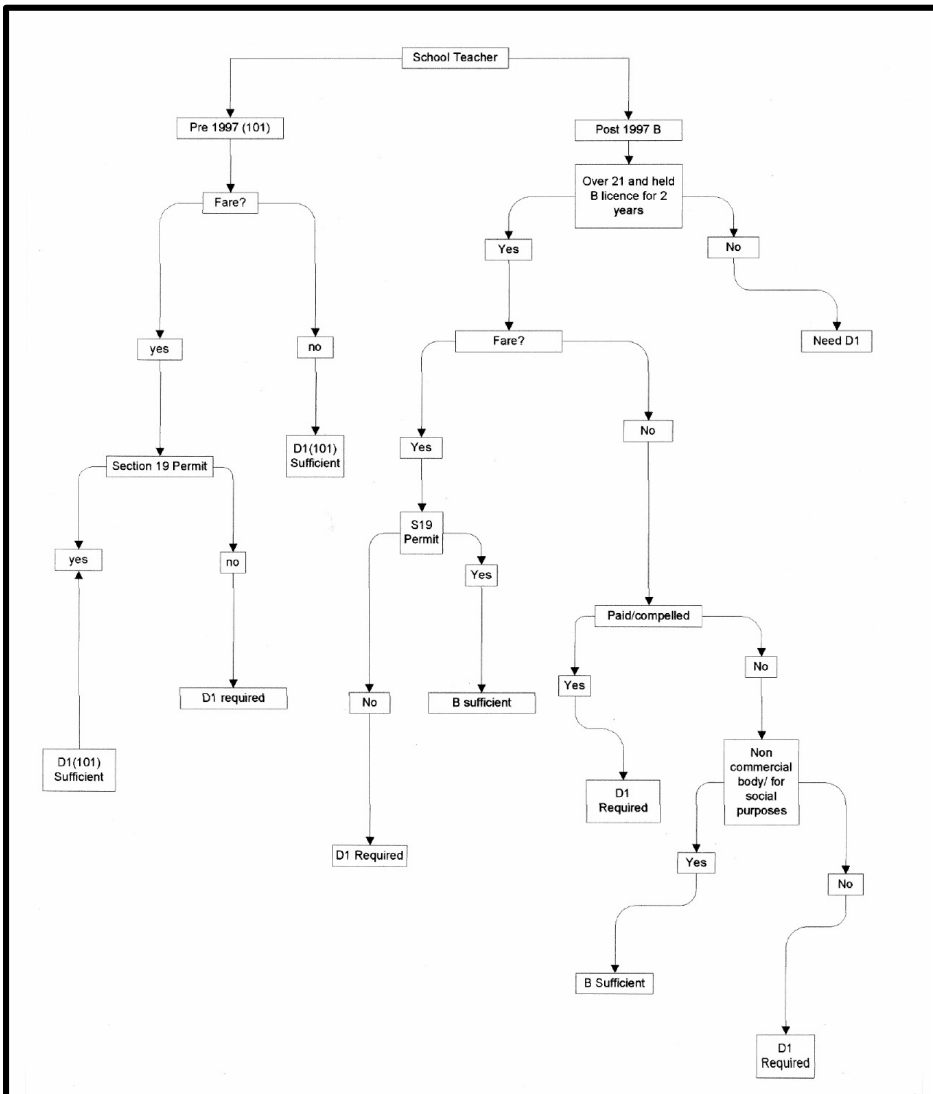
4. **Trip risk assessment.** Trips out of the norm which include the use of a minibus require a journey risk assessment - which can be added to the trip assessment - and should be reviewed by the Bursar.

5. **Legal requirement.** Every minibus must be:

- a. Correctly licensed.
- b. Adequately insured.
- c. Well maintained.
- d. Have a valid MoT certificate.

6. **Minibus permits.** The School operates its minibuses as a non-profit making organisation under Section 19 of the Transport Act 1985.

7. **Licence.** The following diagram explains the licence requirement for driving a school minibus:



8. **Insurance.** All school minibuses are insured through the School’s motor policy. The Bursar holds the original certificate, a copy is held with the vehicle documents.

9. **Maintenance.** The School’s minibuses are serviced in accordance with the manufacturer’s guidance and usually prior to the annual MOT.

10. **Fault reporting.** Anyone driving a School minibus is to report any vehicle defects through the School's maintenance team on return from the journey; a delay may result in an unserviceable vehicle being used on another journey with a risk to child safety.

11. **Records.** The law requires Operators to keep records of how they ensure the service they provide is safe. The following records are maintained:

<b>Record</b>	<b>Location</b>	<b>Time</b>
All documentation relating to the vehicle	Bursar	Until vehicle is disposed of
Operating log	Outlook	2 years
Accident/Incident records	Bursar	5 years
Faults	Head of Maintenance	2 years
List of authorised drivers	Bursar	Until member of staff departs
Training and re-training forms	Bursar	Until member of staff departs
Emergency equipment form	Maintenance	2 years
Maintenance/safety checks.	Maintenance	2 years

12. **Non-UK driving licences.** The regulations about which non-British licences are valid in Britain, for which vehicles and for how long, vary considerably depending on the country from which the licence was issued. Although a driver with a non-British licence may be legally entitled to drive a car in Britain, this does not necessarily mean they are legally entitled to drive a minibus. Drivers who hold a driving licence from another European country are allowed to drive on their licence in the UK. If they become a resident (more than 185 days in one year) they should obtain a UK 'counterpart' section for recording penalty points. The Bursar will confirm with DVLA any EU teacher's ability to drive a minibus on their licence.

13. **Driver assessment and training.** The School will carry out the following minimum training:

- a. Familiarisation with the vehicle
- b. Before and after use checks.
- c. Emergency procedures.
- d. Passenger care.
- e. Proper use of seat belts, harnesses and other passenger safety equipment.
- f. On road assessment on the types of road the driver is likely to use (e.g., motorways or dual carriageways, urban and/or rural roads)

Drivers will be reassessed every four years and more often if an incident merits it; for example if an individual driver is convicted of a traffic offence, such as speeding, is involved in a blameworthy collision, or if complaints have been received.

14. **Minibus Driver Awareness Scheme (MiDAS).** The School will whenever possible, use The Minibus Driver Awareness Scheme (MiDAS); a national assessment and training scheme for minibus drivers. The scheme certifies its training which must be refreshed every four years.

15. **The driver.** Anyone driving a school minibus must:

- a. Be over 21<sup>1</sup> years old.
- b. Has the appropriate licence entitlement to drive the minibus.
- c. Undergoes initial and periodic re-assessments of ability to drive a minibus.
- d. Understands his or her responsibilities.
- e. Have no more than 3 points, although the Headmaster and Bursar can apply discretion.
- f. Is medically fit to drive, including eyesight.
- g. Is not impaired, including prescription medication: No alcohol is to be consumed before and whilst driving a school minibus.
- h. Drives for limited periods to avoid fatigue.
- i. Is accompanied by a second qualified driver for more than journeys of 3 hours.
- j. Is accompanied by a passenger assistant where passengers needs require it.
- k. Always carries a suitable form of identification (e.g. driving licence).

16. **The driver's responsibilities.** The School has overall responsibility for ensuring a safe service is provided. However, every driver is personally responsible for ensuring that their vehicle is roadworthy before they take it out onto the road. Indeed 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. Before any journey, and every time a minibus is used, the driver must:

- a. Plan the journey so that it can be completed safely and comfortably in accordance with the passengers' needs.
- b. Ensure the minibus is suitable for the passengers being carried
- c. Conduct a pre-drive vehicle safety check and complete the check sheet.
- d. Be fit and able to drive.
- e. Conduct a moving brake test (further detail below).

17. **Distractions.** Drivers are not to be distracted and are not to:

- a. Eat or drink.
- b. Tune a radio or change a CD.
- c. Read a map.
- d. Write.

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<sup>1</sup> To be cleared through the Bursar.

- e. Use a mobile phone or other electronic equipment.

18. **Tiredness.** Tiredness is a major contribution to accidents. Drivers are to follow guidelines below:

- a. Take account of other work undertaken before starting a journey.
- b. After 4 1/2 hours of driving, the accumulated length of breaks from driving should be at least 45 minutes.
- c. Drivers should not be required to supervise children during their break, as this would not be a rest for the driver.
- d. With each additional driving period, the break time should be extended.
- e. Second drivers should also have adequate rest breaks, without being required to supervise children.
- f. Drivers should never be expected to do a day's work (regardless of the type of work), or be awake for a day and then drive for several hours in the evening.
- g. On journeys lasting several days fatigue caused by consecutive days on duty must also be taken into account.

19. **Journey planning.** Drivers are to plan their journey to reduce the risk of drowsiness and falling asleep at the wheel. The following is guidance:

- a. If possible make long journeys by train or air as these are safer (mile for mile) than road travel.
- b. Consider how long the journey will take including time for rest breaks and unexpected delays.
- c. Avoid driving in the early hours of the morning when drivers have had less sleep than normal, or in mid-afternoon after eating a large meal - these are peak times for sleep related crashes.
- d. Avoid starting a long journey after a full day's work.
- e. Plan the route.
- f. Drivers should avoid staying up late or reducing their normal sleep before a long journey.
- g. Journeys should be planned so that, as far as possible, drivers are not driving when they would normally be sleeping; in the early hours of the morning, for example.

20. **Speed limits.** The driver is responsible for adhering strictly to all speed limits. For minibuses, these are:

- a. 30mph - built up areas (some urban areas may be 20mph).
- b. 50mph - single-carriageway roads.

- c. 60mph - dual-carriageway roads.
- d. 70mph – motorways.

21. **Maintenance checks.** The School's maintenance team check the minibuses once a week for in-use checks and every 2 days for problems. A safety checklist is at Annex A and are held by the Head of Maintenance for 2 years. Any record relating to a minibus involved in an accident is to be kept until the vehicle is disposed of.

22. **Driver's checks.** It is the driver's responsibility to ensure that the minibus is safe for a particular journey.

23. **Pre-drive safety check.** Every day the minibus is used, the driver should conduct a pre-drive safety check. This should be repeated whenever another driver takes over the vehicle:

- a. He or she should walk around the vehicle to check for visible defects.
- b. Ensure that emergency equipment is available in the event of breakdown or accident.
- c. Ensure they have a school mobile telephone will be taken.
- d. The driver will ensure that aisles are free of luggage and any luggage carried inside is secured correctly.
- e. Take a list of passengers.
- f. Fill in the use sheet in the minibus (Annex B).

24. **Brake checks.** Before the passengers are loaded the brakes should be checked:

- a. With the engine running, check the handbrake is working properly, and that the brake pedal is firm when pressed.
- b. A moving brake test should then be conducted, off-road if possible. Warn the passengers first, reach a speed of not more than 15 mph, check the mirrors and if it is safe, apply the brakes fairly firmly.

If faults that might affect the vehicle's or passengers' safety are found, the vehicle must not be used until they are all remedied.

25. **At the end of the journey.** Drivers are to:

- a. Never allow passengers to leave until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic free area, and the hand brake is engaged.
- b. Always park so that passengers step onto the footway and not onto the road.
- c. Take particular care when reversing the vehicle if children are nearby. Avoid unnecessary reversing, but if it is unavoidable, seek adult assistance for direction, and but ensure the assistant does not stand directly behind the vehicle.
- d. Children alighting from the vehicle should be closely supervised

- e. Do not leave children alone if no one has arrived to collect them. Ensure you know what to do if a child is not collected.
- f. Make sure that all litter is removed, that the bus is swept out where necessary and checked to ensure none of the pupils' belongings have been left behind.
- g. Make sure all seat belts are secured and not left dangling on the floor.
- h. Only release the pupils when the above two points are completed.
- i. Check that all lights are switched off, windows are closed and every door is locked.
- j. Report any problems or incidents that occurred during the trip to the School office – it would be helpful if the form at Annex C is used.

26. **Supervision ratios.** The recommended supervision ratios are:

- a. One adult for every 10-15 pupils in school years four to six.
- b. One adult for every 15-20 pupils in school years seven onwards.

It may not be necessary to require a passenger assistant for every journey where children are being carried. Short, local journeys to a neighbouring school, for example, may be undertaken satisfactorily without a passenger assistant. However, a risk assessment should be conducted to decide which journeys do not require a passenger assistant, and this should take account of local road circumstances and the age and needs of the passengers. If unsure, teachers are to liaise with the Bursar and/or the deputy Head.

27. **Passenger assistants.** Where a risk assessment identifies a passenger assistant, they are to:

- a. Prevent the driver being distracted by passengers, especially when children are being carried
- b. Supervising children and in particular preventing any behaviour that could create a hazard
- c. Help passengers whom the driver may not be qualified to help
- d. Assisting in the event of a breakdown or other emergency.

28. **Emergency procedures.**

- a. **Breakdown.** In the event of a vehicle breakdown/collision:
  - (1) The driver should move the vehicle off the carriageway (onto the hard shoulder on a motorway) and switch on the hazard warning lights. If this is not possible, it should be moved as far away from moving traffic as possible.
  - (2) Place a warning triangle on the same side of the road, at least 45 metres from the minibus.

- (3) The passengers should be moved out of the nearside of the vehicle and as far away from it and other traffic as possible. No one should stand between the vehicle and oncoming traffic.
- (4) On motorways or other busy roads passengers should be taken onto the embankment or grass margin and as far from the traffic as is practicable.
- (5) Passengers should be kept together in one group. Children should be kept calm and under constant supervision.
- (6) If necessary, the driver should go for help, leaving the passengers with the passenger assistant. If the driver is the only adult present, he or she should not leave the children alone.
- (7) The driver is to give the breakdown service, accurate details of the vehicle's location, and inform them if children or passengers with mobility problems are being carried.
- (8) The driver should also telephone the school or nominated contact person, preferably with a mobile telephone kept on board for this purpose, to tell them what has happened and ask them to relay messages to parents and others. The contact details are at Annex D.
- (9) If the breakdown occurs on a motorway, it is better to use the roadside emergency telephone as this will enable the Police to pinpoint the vehicle's location.

b. **Road traffic collision.** In the event of a road traffic collision, the driver and/or the passenger assistant must make the collision scene as safe as possible :

- (1) Stop at the scene if you think your accident has caused injuries or damage to vehicles or property. It is an offence not to stop. If your car hits a dog or farm animal, you are required by law to report the incident to the police. If you hit a cat or wild animal, there is no obligation to report it, but you must ensure that the animal is not injured or suffering.
- (2) Ensure the scene is safe: Switch off all engines, turn on hazard warning lights and alert oncoming traffic about the accident. Check that all the children are safe and move them to a place where they are out of danger and properly supervised.
- (3) Do not move injured passengers unless they are in immediate danger of further injury from other vehicles or from fire or explosion
- (4) Call the emergency services immediately; provide them with information about the situation, any special circumstances (for example if carrying oxygen bottles) and if any passengers have special needs
- (5) There is a notebook and pen in the bag. In the event of an accident, make a sketch at the scene or take pictures with your mobile. Remember to note as many details as you can such as street names, vehicle locations and direction of travel, skid marks, collision points and vehicle damage. Use the camera to take photos showing the road layout, position of vehicles and their damage (take care near busy roads).
- (6) Get the names, addresses and vehicle registrations of any witnesses (including passengers in the other vehicles involved).



(7) Take down the registration number, make, model and colour of all other vehicles involved in the accident. All drivers involved must exchange details by law. Ask them for their name, address, telephone numbers (don't just get a mobile number but a home number too) and insurance details. You must also provide this information about yourself.

(8) Record any other details you think may be important eg use of mobile phone, if you think the driver of the other vehicle has been drinking, weather conditions.

(9) Alert the school immediately – see the emergency contact details.

(10) Ensure one person (driver or passenger assistant) remains with the children.

(11) Do not allow child passengers to assist with repairing or re-starting the vehicle and never allow them to push the vehicle.

(12) If the emergency services are called, the driver must stay at the scene of the collision until the emergency services (and anyone else with reasonable cause) have taken all the details. If possible, the names and addresses of all independent witnesses should be obtained at the scene.

(13) If the collision is 'damage only' and no one is injured, the driver should ensure that the vehicle is roadworthy before continuing the journey. If in doubt call the breakdown service.

(14) If the vehicle is inoperative the breakdown service and give them the details of you location and nature of the breakdown.

29. **Pickups and drop offs.** Places where passengers are picked up and dropped off should be pre-arranged. Pick up and drop offs should only occur on the near side and not on the traffic side. Consideration should be given to the safety of passengers waiting for the minibus to arrive and boarding and leaving the minibus at these places. This is particularly important for children. They should not be left alone at a drop off point if their parents or carers have not arrived to collect them.

30. **Passenger briefing.** Passengers should be aware of the behaviour expected of them. Children in particular should be briefed before the journey begins so that they understand why boisterous behaviour is inappropriate.

31. **Passenger care.** Drivers and/or passenger assistants must make certain that all passengers have:

- a. Boarded, are safely seated and are wearing properly adjusted seat belts, if fitted, before moving off.
- b. The doors must be properly closed but not locked before the driver moves off.
- c. They must make sure that all passengers have left the minibus and are clear of the doors before moving off.
- d. They should be aware of the danger of passengers' clothes becoming trapped in a door.
- e. Drivers should only use suitable, agreed, drop off points.

- f. They should ensure that passengers do not exit from doors opening into traffic.
- g. When collecting or dropping off passengers from/to premises on the offside of a one-way street, the vehicle should stop on the nearside and the passengers escorted across the road when it is safe to do so.

32. **Seat belts.** The driver must ensure that all passengers are wearing a seatbelt; it is not optional. It is important that seat belts and child restraints are correctly adjusted for the wearer to maximise their effectiveness. The basic points to note are:

- a. The belt should be worn as tight as possible
- b. The lap belt should go over the pelvic region, not the stomach
- c. Since seat belts must be fitted to minibuses carrying children, the 'three-for-two' rule cannot be applied to children in minibuses. Only one passenger must use each seat belt. It is dangerous and illegal for a seat belt to be worn by more than one person at a time.

33. **Accessibility.** It is vital that passengers can easily board and leave the vehicle during normal use, and in an emergency. Every passenger must have easy access to the doors, which should be kept unlocked. Gangways must be kept clear of luggage at all times. Good accessibility also means that passengers should be able to enter and exit the vehicle comfortably.

34. **Luggage.** All luggage and equipment must be securely stored. It should also be evenly distributed so one side of the vehicle is not weighed down and the Gross Vehicle Weight must not be exceeded by the combined weight of the passengers, luggage and equipment.

35. **School bus signs.** The School's minibuses meet the Under the Road Vehicles Lighting (Amendment) Regulations 1994 for signage. The driver may use hazard warning lights when the vehicle is stationary and children are entering or leaving the vehicle.

36. **Emergency equipment.** The School minibuses meet Regulation 42 and Schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986. The following equipment is carried:

- a. A British Standard fire extinguisher of water or foam.
- b. A clearly marked first aid box that meets regulations.
- c. A torch.
- d. Notebook and pen.
- e. Emergency triangle.
- f. Escape hammer.
- g. Hi-viz vest.
- h. A policy and emergency contact list.

The maintenance team will check the minibuses regularly for equipment, the policy, insurance certificate. The Matrons will check the first aid kits.

37. **Fire hazards.** In the event of a vehicle fire, the following is to happen:
- a. The passengers should be evacuated first, and moved as far away from the vehicle as possible before any attempt is made to extinguish the fire.
  - b. Under bonnet fires should never be tackled but left for the Fire and Rescue Service.
  - c. Drivers can assist the Fire and Rescue Service by pulling the bonnet release (but not opening the bonnet any further) as they evacuate the vehicle.
  - d. Fire extinguishers should be checked regularly.
  - e. Never carry a fuel can, either empty or full, in the minibus.
- 38 **Weight limits.** When calculating which bus to use for a journey, the weight limit is a consideration. The lighter bus must not exceed 3500kg including passengers; an average of 72kg per passenger, including luggage.
39. **Abroad.** Section 19 Small Bus Permits are not valid abroad, therefore, the driver must hold a PCV licence if any payment is made by passengers for the trip where it constitutes 'Hire and Reward'.

## WEEKLY FAULT REPORTING

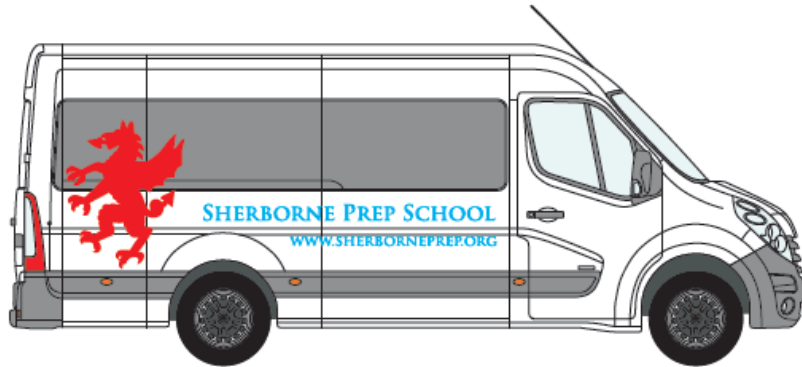
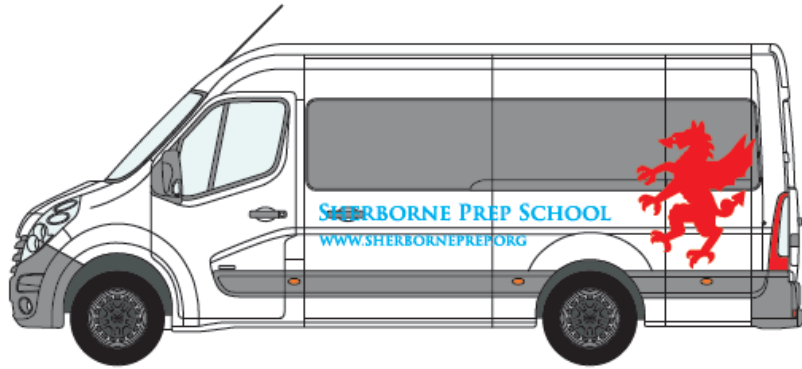
Minibus registration number:

Operation	Check for	Comments
Lights – side	Working/damages	
Dipped	Working/damages	
Full beam	Working/damages	
Indicators	Working/damages	
Brakes	Working/damages	
Reverse	Working/damages	
Rear fogs	Working/damages	
Horn	Working	
Levels – oil	Level	
Brake fluid	Level	
Windscreen wash	Full	
Water	Level	
Fuel	Level	
Windscreens	Chips/cracks	
Wipers	Damages/splits	
Mirrors	Cracks/misting	
Tyres - condition	Tread/damages	
Inflation	Pressures/punctures	
Fire extinguisher	Secured/damages	
First aid kit	Fully stocked	
Emergency kit	Hi vis/triangle	
Winter kit	De-icer/scraper/torch	
Seatbelts	Working/damages	
Seats	Damages	
Bodywork	Dents/scratches	
Interior	Cleanliness	
Exterior	Cleanliness	
<b>Sign and date</b>		

**MINIBUS USE FORM**

<b>Name</b>	<b>Time Out</b>	<b>Time In</b>	<b>Odometer Start</b>	<b>Odometer End</b>	<b>Faults/remarks</b>

**FAULT FINDING**



Ring the fault on the picture, number and write the explanation in the table below:

Number	Fault	Remark

**EMERGENCY CONTACT LIST**

Nick Folland (5mins): 07525 120517  
Barry McMaster (20 mins): 07852 348 837

School Doctor: (01935) 813 438  
Yeovil Hospital (A&E): (01935) 475 122  
Fire Service: 01747 852 258/01747 858 860

Main Duty Mobile (Acreman): 07745 378 292  
On-Site Staff Paul Shepherd: 07972 504 347  
Recovery: 01277 720710 or 0800 085 0361