



## **DORSET HOUSE SCHOOL**

### **Minibus Policy**

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#### **1. POLICY STATEMENT AND AIMS**

The school minibuses are a valuable resource, which help to provide parents with transport to and from school, and pupils with access to sports fixtures and educational visits. It is essential that all users of this resource are aware of all legal and procedural responsibilities pertaining to its use.

## **Aims**

1. To provide clear procedures relating to use of the school minibuses.
2. To ensure that all users of the school minibuses are aware of their legal responsibilities.

## **2. ELIGIBILITY TO DRIVE THE SCHOOL MINIBUSES**

1. Those permitted to drive the school minibuses must be between 21 and 75 years of age with a full clean driving license. A category D1 or D PCV entitlement is required for the older, larger 17 seater minibus (GX16 FZM). An ordinary car license is required for the other 3 minibuses.
2. The Bursar keeps a list of eligible drivers. All drivers are required to complete a driver's declaration form (Appendix 1) and to provide a copy of their driver's licence at the start of each academic year.
3. Any endorsements incurred by eligible drivers must be disclosed to the Bursar, as these may affect eligibility to drive the vehicle.
4. All eligible drivers will be trained using a recognised training scheme every 3 years to ensure sufficient levels of competence and skill.

NB – Driving a school minibus is NOT the same as driving a car; it requires different levels of knowledge, skill and awareness. It also carries different legal responsibilities which trained drivers will have been made aware of.

## **3. PROCEDURES**

1. The school minibuses must not be used unless the driver meets the eligibility requirements above.
2. Those wishing to use a school minibus should book it out via the minibus booking calendar held on the school MIS.
3. The Headmaster has overall responsibility for the school minibuses and final powers of authorisation over their use.
4. Drivers of the school minibuses must complete the minibus log book stored in the minibus.
5. Drivers should check that the first aid kit as well as rubber gloves and sick bags are in the minibus.
6. Keys should be returned to the office at the end of the journey, or as soon as possible thereafter.

7. Any defects noted should be reported to the office or estates staff as soon as possible. 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.

#### **4. MAINTENANCE/LICENSING OF THE SCHOOL MINIBUSES**

1. Overall responsibility for ensuring that the school minibuses are properly maintained and licensed lies with the Bursar. However, this responsibility is devolved to the minibus drivers.
2. The school minibuses should be regularly serviced according to manufacturer's recommended practice. The Bursar is responsible for arranging this servicing with a reputable and suitably qualified organisation.
3. Minor checks of the vehicles (oil, water, tyres etc.) will be completed at least every 7 days by the Estates staff and are to be documented.
4. Prior to ANY journey, the driver must complete a visual check of the vehicle. Drivers **MUST NOT** assume that point 3 above has been completed. They should remember that as driver, they will be held legally responsible for driving with any defect. A laminated pre-use checklist is kept in the minibuses.
5. Licensing of the school minibuses is the responsibility of the Bursar, who must ensure that all road tax, insurance and MOT certificates are up to date.

#### **5. IN THE EVENT OF AN ACCIDENT**

1. If there are any injuries other than very minor ones, the emergency services should be called immediately. In the event of very minor injuries, the school office should be informed immediately. The driver or escort will administer first aid providing it is safe to do so.
2. If there is any obstruction, fuel spillage or an offence has been caused by the other driver, the police should be called.
3. The driver should inform the Headmaster, Deputy Head or Bursar as soon as is reasonably possible.
4. Insurance details should be swapped with a third party as soon as is possible. However, **NO LIABILITY** should be admitted.
5. Where it is safe and reasonable to do so, pupils should be removed from the vehicle and taken to a safe area away from the accident site, where they should be fully supervised.
6. A visual check of the vehicle should be undertaken before the journey resumes.

7. If the vehicle is not roadworthy the driver should contact the Breakdown Service.

#### **6. IN THE EVENT OR SUSPICION OF FIRE**

1. The driver should stop the vehicle, engage hand break and switch off the ignition.
2. Calmly ask the pupils to leave the minibus via the nearest exit, preferably not onto the carriageway.
3. Assemble pupils as far away from the vehicle as possible having closed the doors. Pupils should be fully supervised.
4. Call the emergency services and inform the Headmaster, Deputy Head of Bursar as soon as it is reasonably possible.
5. Only use the fire extinguisher if it is safe to do so.

#### **7. IN THE EVENT OF A BREAKDOWN**

1. The driver should inform the Headmaster, Deputy Head or Bursar as soon as is reasonably possible.
2. The Breakdown service indicated on the windscreen should be contacted as soon as is reasonably possible.
3. Where it is safe and reasonable to do so, pupils should be removed from the vehicle and taken to a safe area away from the breakdown site, where they should be fully supervised.

#### **8. IN THE EVENT OF AN ILLNESS**

6. The driver should inform the school office or parents as soon as is reasonably possible.
7. Sick bags are provided for travel sickness or vomiting.

#### **9. HEALTH AND SAFETY OF DRIVERS AND PASSENGERS**

The named drivers should state the following to the pupils before the commencement of the journey:

1. Seatbelts must be worn at all times. This is a legal requirement. (It is the driver's responsibility to check this).
2. Everyone should remain seated at all times.

3. Gangways and doorways are to be kept clear at all times. Bags should be kept on laps or stored under seats securely.

**All children under 135mm must use a booster seat and must not sit in the front seat.** There is a marker on the door frame of the minibus to indicate the 135mm height (children stand on the step).

Children over 135mm should not sit in the front seat unless necessary and then only with permission from the parent(s).

## **10. OTHER CONSIDERATIONS**

1. If at any time the pupils distract the driver, s/he should stop the bus until the pupils are settled. Do not try to continue. Remember that they may also be distracting other drivers.
2. Where possible park the bus with the side doors to the kerb. Where this is not possible, pupils should remain seated until you are able to supervise them to/from the road.
3. It is essential that all drivers of minibuses have had sufficient rest prior to undertaking a journey. The driver must therefore assess whether they are safe to drive before commencing a trip.
4. Drivers should remember that prescribed medication or over the counter medications may affect their ability to drive.
5. Drivers must be medically fit to drive. A medical questionnaire must be completed annually. A simple eyesight test will be carried out on appointment and drivers should have their eyes tested every two years.
6. On no account should you drive a minibus if you have had any alcohol within the previous 12 hours.
7. Mobile phones are only be used when stopped in a safe place.
8. Drivers **MUST NOT** drive for longer than 2 hours without taking a break for at least 15 minutes. Remember tiredness kills.
9. Pupils should only be taken on a journey in the minibus accompanied by one adult after an agreed risk assessment.
10. Where younger children are to be carried, the risk assessment should include consideration of whether a passenger assistant/escort is required. This may not be necessary for short, local journeys but for other trips, DfE ratios are advised (one adult for every 6 pupils in years one to three, one adult for every 10-15 pupils in year four onwards).

## Appendix 1: Driver's declaration form

To be completed by member of staff, volunteer & helper who drive whilst at work on behalf of our organisation

### Driver's personal details

Surname		Forename(s)	
Date of birth		Staff job title or state if volunteer/helper	
Department		Home address	
Have you had an insurance proposal declined, a policy cancelled, been required to pay an additional premium or had special conditions imposed by a motor insurer?		YES/NO	If yes, please provide details:

### Driver's medical details for fitness to drive (you must refer to DVLA leaflet D100 – Driving licences before answering this section)

Do you have a DVLA notifiable condition?	YES/NO	If yes, have you reported the condition to DVLA & have you received approval to drive with no restrictions?	YES/NO
Do you need to wear corrective lenses /glasses for driving?	YES/NO	If yes, have you had your eyesight examined within the past 2 years?	YES/NO
Do you take medicines or prescribed drugs that may induce drowsiness or otherwise impair your driving?	YES/NO	If yes, are you willing to take a medical examination by a doctor to confirm your fitness to drive?	YES/NO

### Driver's licence details

Driver licence type & number		Groups / Categories	
Valid	From:	To:	Country of issue
Date driving test passed			No. of years you have held full licence

### Details of any traffic convictions (include any that are pending)

Date	Offence	Offence code	Fine/penalty points/disqualification/pending

### Details of any traffic accidents regardless of blame

Date	Brief details

**I confirm that the above information is a true & accurate record to the best of my knowledge at the time of completing this form. I agree to inform my manager if these details change.**

Signed:	Date:
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### Driver's assessment & authorisation form

To be completed by the manager of the member of staff, volunteer or helper who drive whilst at work on behalf of our organisation

#### Driver

Name						
Job title or state if volunteer/			Department			
Vehicle(s) that this person will be driving whilst on business	'Company' car	YES/NO	Private car	YES/NO	Minibus	YES/NO
	Other	YES/NO	If yes, please specify:			

#### Manager's checklist – all vehicles & drivers

Is this person legally entitled to drive the vehicle(s) in GB?	YES/NO	If no, please specify
Are you satisfied with the driver's declaration form you have received?	YES/NO	If no, please specify
The original driving licence has been checked within the past 12 months	YES/NO	Driver has been advised that spot checks of vehicle(s) and paperwork will be carried out
Are you satisfied that this person is competent & has adequate experience to enable them to drive the vehicle(s) for work?	YES/NO	If no, please specify
Are there any concerns about this person's ability to drive safely whilst at work?	YES/NO	If yes, please specify

#### This person has been told the following safe driving expectations (tick box when completed)

<input type="checkbox"/> Not to drive if under the influence of drugs or alcohol <input type="checkbox"/> Not to drive when taking medication that warns the user of drowsiness <input type="checkbox"/> Not to drive when ill <input type="checkbox"/> Not to drive when fatigued <input type="checkbox"/> Not to drive a vehicle that is in a dangerous condition <input type="checkbox"/> To report any road traffic accidents they are involved in <input type="checkbox"/> To report any changes to their licence <input type="checkbox"/> To report any changes to their original/current driver's declaration form held by their manager <input type="checkbox"/> To report any DVLA notifiable medical condition <input type="checkbox"/> To carry out pre use checks on their vehicle to ensure that it is safe and legal to use <input type="checkbox"/> To report any faults noted on 'company' vehicles <input type="checkbox"/> What to do in the event of a breakdown	<input type="checkbox"/> To drive with due care and consideration of other road users <input type="checkbox"/> To adhere to the Highway Code <input type="checkbox"/> To drive with the vehicle lights on during the day when there is poor visibility <input type="checkbox"/> To drive within the speed limits <input type="checkbox"/> To plan their journey to allow sufficient time to complete it safely <input type="checkbox"/> Not to use a hand held mobile phone whilst driving <input type="checkbox"/> To use a hands free phone only when it is safe and legal to do so <input type="checkbox"/> To use in car technology only when it is safe to do so <input type="checkbox"/> Keep their eyes on the road whilst driving, and not to be distracted by attempting to eat, drink or read <input type="checkbox"/> To drive defensively and with courtesy to other road users <input type="checkbox"/> To ensure the safety of any occupants by ensuring that seat belts, child seats and head restraints are used correctly
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#### Manager's checklist – drivers of private vehicles for use at work

Current MOT certificate has been checked within the past 12 months	YES/NO	Insurance certificate and schedule checked within the past 12 months proves that this person has fully comprehensive business use cover when a private vehicle(s) is used for work.	YES/NO
Type of private vehicle(s) are of a suitable standard for use at work	YES/NO	Current service record for the vehicle(s) has been checked within the past 12 months	YES/NO

**I confirm that I have carried out this assessment & \*authorise/\*not authorise them to drive at work (\*please delete as appropriate)**

Manager's signature:	Date:
I confirm that I have been involved in this driver assessment & agree to comply with the safe driving expectations of this organisation. I also agree to inform my manager if these details change.	
Driver's signature:	Date: