

Date: August 2023  
Review date: August 2024  
Responsibility: DR

# Bishop Challoner School



## Minibus Policy



## Bishop Challoner School MINIBUS POLICY

### A CODE OF PRACTICE FOR THE OPERATION OF THE PASSENGER CARRYING MINIBUSES

The school operates its minibuses under Section 19 permits which allows the transportation of members of the school or others in connection with school business. The vehicles must not be used for carriage of members of the general public. The vehicles must also not be used with a view to profit.

1. Drivers must be aged over 21 years and hold a full United Kingdom driving licence including the category D1.
2. Drivers must hold a current local authority driving test certificate for the class of vehicle to be driven or have passed a separate D1 driving test.
3. Drivers must be medically fit and competent to drive a minibus.
4. The vehicles are restricted to use in connection with the school's business.
5. A minibus request form must be completed for all journeys, however short.
6. The vehicles must not be used for hire or reward, or the carriage of passengers for reward.
7. The driver is responsible for ensuring, prior to every journey, that the minibus being driven is in a safe and suitable condition to carry passengers, which includes a check on the use of seatbelts at all times.
8. The school's minibus risk assessment must be observed for all journeys and a copy added to the trip risk assessment pack for all visits using the minibus (copies available from the Bursar)
9. If any accident involving a school minibus occurs, an accident report form must be completed.
10. Drivers must ensure that any loads carried are adequately secured and evenly distributed throughout the vehicle.
11. All driving laws must be observed. The speed of the vehicle must not exceed the legally permitted speed when carrying passengers, or loaded; if necessary speeds should be reduced and vehicle separation increased to allow for greater braking distances, especially in inclement weather.
12. Smoking / vaping is not permitted
13. Drivers must not permit more passengers in vehicles than the number of available and working seatbelts.

Drivers - Field Trips, Sports Use and other Journeys

Items 1 - 13, (above) apply to drivers using a school minibus for all journeys, including field trips, sports trips, and other journeys.

In addition:

- Drivers must ensure that the minibus is left in a good, clean condition in preparation for re-use
- Where possible, drivers must return the minibus with an equivalent amount of appropriate fuel, (diesel), as was present when the minibus was picked-up.

Passengers - All Journeys

Passengers must understand and observe the following guidelines when travelling in a school minibus at any time. Passengers must:

- Fasten seatbelts at all times whilst in the minibus.
- Listen to and follow instructions given by the minibus driver.
- Queue in an orderly fashion whilst waiting for, and getting in, the minibus.

Passengers must not:

- Distract the driver at any time whilst the minibus is in motion.
- Eat, drink or smoke whilst in the minibus.
- Behave in any way that may cause danger to any of the passengers in the minibus, or any other drivers or vehicles on the road.

COVID-19

The school will continue to follow Government Guidance at all times. Should the school be instructed by the Local Authority to reintroduce restrictions, the school has a contingency plan to revert to a previous version of the “Coronavirus-Return to Work” Risk Assessment, restoring additional control measures including:

Minibus use for offsite day trips (including PE) to be restricted to bubbles.

Pupils to keep same seat for outward and return journey.

Pupils and staff to wear masks within minibus.

Drivers, including P.E. staff, to carry out anti-bacterial wipe down of all touch areas (steering wheel, gearstick, handles, grab rails/headrests) of minibus after use between bubbles.

**A CODE OF PRACTICE FOR THE OPERATION OF THE PASSENGER CARRYING  
MINIBUSES – SCHOOL USE ONLY – NO PRIVATE USE ALLOWED  
MINIBUS REQUEST FORM**

Trip Date ..... Time .....

Return Date ..... Time .....

Purpose of Journey

.....

Destination Address

.....

Driver ..... Number of passengers .....

Driving Licence No.....

Group Leader .....

Contact Details .....

Agreed with Bursar    Yes    No

If using the school mini-bus, you are responsible for ensuring that:-

- the school's minibus risk assessment is observed;
- every passenger wears a seat-belt;
- the mini-bus is roadworthy and safe to drive;
- doors are securely closed;
- pupils behave in a sensible and orderly manner; and
- that the vehicle is left clean and tidy.

In addition, remember that the DRIVER must have passed the Local Authority mini-bus driver's test (or taken a separate D1 driving test) and have a clean Driving Licence, including the category D1. The driver is also legally responsible for the condition of the vehicle. Therefore, before starting the engine you should carry out the following routine vehicle checks:-

tyre condition	lights	wheel nuts	torch
tyre pressure	wipers/washers	driver fitness	water
fuel	indicators	oil	mirrors
warning triangle	fluorescent/reflective vest	first aid kit	
fire extinguisher			
clean windows	seat belts	access doors	
radiator coolant	brake fluid	spare wheel	
toolkit/Jack	documents		

**REMEMBER - SAFETY OF THE PUPILS MUST ALWAYS BE OUR PRIORITY**

If you have any concerns due to: - poor behaviour, unexpected change of plans, transport problems, health, weather etc. STOP the visit or journey and return to school. If possible, contact the Headteacher or Deputy Headteacher to inform of change of plan.

This policy applies to the EYFS

**This policy will be reviewed once a year**

**Reviewer: David Rolls**

**Review Date: August 2023**

**Next Review: August 2024**