



*St Blaise Church of England Primary School*

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*Exploring and achieving together*

# Minibus Policy

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Review:	3 years or as needed
Headteacher:	Ruth Leach
Chair of Governors:	Mark Smith



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## Aim

The School Minibus is a valuable school resource that helps to provide: transport to and from school for pupils who live in Milton Village, access to school visits and residential trips, as well as to numerous other extra-curricular activities. It is essential that all users of this resource are aware of all legal and procedural responsibilities pertaining to its use.

### This policy aims to:

- provide clear procedures relating to use of the School Minibus
- ensure that all users of the School Minibus are aware of their legal responsibilities
- make clear to parents, pupils and staff the school policy on the use of the minibus either for transporting pupils to and from school or during an educational trip.

## 1. Eligibility to drive the School Minibus

Drivers must fulfil the following requirements:

- Gain category D1 PCV entitlement on their licence or gain a waiver from OCC as bus is marginally under the weight limit
- Must be at least 25 years of age with a minimum of 3 years car driving experience.
- Hold a full (preferably clean) driving licence. Any endorsements incurred should be disclosed as these may affect eligibility to drive the vehicle. (Refer to Minibus Safety – A Code of Practice for full details). Undergo an annual check for endorsements on driving licence
- Be authorised by OCC as an approved driver: pass the Oxfordshire County Council's Minibus Proficiency Test to be eligible to drive the minibus. These tests can be arranged through the school office.

## 2. Procedures

- The School Minibus must not be used unless the named driver meets the eligibility requirements above.
- Those wishing to use the School Minibus must check availability with the School office before arranging an educational trip.
- The Headteacher has overall responsibility for the School Minibus and final powers of authorisation over its use.
- Before every journey, drivers of the minibus must complete a visual check of the minibus and complete a Vehicle Log Sheet (see appendix).
- Weekly checks: a visual check should be made at the start of every week and recorded on the Weekly Check Sheet kept on board the Vehicle. These can be found in the School office. This is to allow careful monitoring of the minibus, its condition and general use.



- Any defects noted should be reported to the School office or Headteacher 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.
- Drivers MUST NOT assume that minor checks of the vehicle (oil, water, tyres etc.) have been completed. They should remember that as the driver, they will be held legally responsible for driving with any defect.
- The School Minibus keys must be collected from and returned to the School office at the end of the journey.
- The Minibus Register must be taken before transporting children to and from school.
- Any money required for a journey, which specifically relates to the minibus (i.e. to purchase fuel, parking) must be requested from the School Office before the journey takes place. This is to allow time for this to be organised.
- The driver must wear a High visibility jacket.
- The driver must carry the School mobile phone, for use in an emergency when safe to do so.

### **3. Maintenance and Licensing**

- Overall responsibility for ensuring that the School Minibus is properly maintained and licensed lies with the Headteacher.
- The School Minibus must be regularly serviced at least every 6 weeks.
- Use of the minibus will not be considered to be 'authorised' unless the Vehicle Check Sheet and School Minibus Driver's Checklist have been properly completed in advance.
- Licensing of the School Minibus is the responsibility of the administrator who must ensure that all Road Tax, Insurance and MOT certificates are up to date.

### **4. In the Event of a Breakdown or Accident**

- A copy of the Emergency and Breakdown Procedure is kept in the minibus at all times. In the event of a road traffic collision, the driver and/or the passenger assistant must make the collision scene as safe as possible. See appendix for procedure.
- In the event of an emergency, collision or accident, the driver should inform the Headteacher or School Administrator as soon as is reasonably possible.
- Insurance details should be swapped with a third party as soon as is possible. However, NO LIABILITY should be admitted.
- Where it is safe and necessary to do so, pupils should be removed from the minibus and taken to a safe area away from the accident site, where they should be fully supervised.
- A visual check of the minibus should be undertaken before the journey resumes.
- All drivers must take a mobile phone with them on a journey



## 5. Health and Safety of Drivers and Passengers

- Seatbelts must be worn at all times. This is a legal requirement and therefore the driver's responsibility to check this.
- Everyone must remain seated at all times.
- Children under 135cm in height or under the age of 12 are NOT permitted to travel in the front seats of the minibus unless written permission from parents has been sought.

## 6. Other Considerations

- The driver and/or passenger assistant must ensure that there is a list of passengers with a note of any special medical or other needs and emergency contact numbers on all journeys.
- If at any time pupils distract the driver s/he must stop the minibus, when safe to do so, until the pupils are settled. Do not try to continue. Remember that pupils may also be distracting other drivers.
- Disembarking from the minibus: where possible park the bus with the side doors to the kerb. Where this is not possible, pupils must remain seated until you are able to supervise them from the road.
- Drivers MUST not drive for longer than 2 hours without taking a break for at least 15 minutes. Remember 'tiredness kills'.
- It is essential that all educational trips in the School Minibus be staffed by the driver and at least one escort. Under no circumstances should pupils be taken on a journey on the minibus accompanied by only one adult unless this has been authorised by the Headteacher.
- ALL passengers and the driver MUST wear seat belts when the vehicle is in motion.
- Gangways must be kept clear of luggage and obstructions at all times.
- The onus is on the driver to ensure that both s/he and the vehicle are suitably equipped to drive.
- A British Standard fire extinguisher of water or foam is situated underneath the front passenger seat in the minibus. (For full details, see Minibus Safety – A Code of Practice)
- A first aid box is carried on the minibus at all times. Every time an item is used, the driver or passenger must inform either the Headteacher or School Administrator, who must ensure the item is replaced or refilled.

## 7. Transport to and from School

### Guidelines

1. **Going to School:** The bus will travel on to St Blaise Church car park arriving at approximately 8.35am. Parents / guardians are responsible for their children until they are safely seated in the minibus.
2. Passengers must wear their seat belts at all times while the engine is running. The driver will inform passengers when it is safe for seat belts to be removed.
3. Any child travelling in the front seat can only do so with written permission from parents / guardians and must comply with a height restriction of not less than 1.35m.



4. In the event of children misbehaving parents will be advised and if appropriate issued with a written warning. Children who receive two or more warnings or persistently misbehave will not be permitted on the minibus.
5. **Return journey:** Parents / carers are responsible for their children as soon as they step off the minibus. Parents / carers must collect their child(ren) from the appropriate side of the minibus. The minibus will arrive at St Blaise Church carpark at approximately 3.35pm.
6. If a parent / carer is not at the bus stop at the drop off point, the child will be taken back to school and the Non-collection of Children Procedure will be followed. Details of this procedure are outlined in the Parents' Handbook. A full copy of the policy is available on request from school office.
7. Risk assessments will be undertaken annually in the autumn term.
8. The consent form must be returned to School at the start of Term 1.

## 8. Allocation of places on the bus – for the school run

Historically the minibus was provided and funded by OCC for the transportation of pupils from Milton Village to the school at Milton Heights. However, this changed in 2017. The school now provides this service but is under no obligation to do so.

As the school roll increases the demand for places on the bus is increasing; we will endeavour to transport the children of Milton Village to school, as we see this as an important community service. However, with rising costs and constraints on the school budget, charging for this service cannot be ruled out. We may also be in a position where there are not enough seats available.

With the high demand for places on the minibus parent / carers are asked to ensure children are using their allocated space, so that other children are not prevented from accessing the bus. We may be in a position where pupils have only a part time allocation.

Should the demand for spaces be greater than the capacity, the allocation for a space will be:

- Children of statutory school age (children who are 5 and over)
- Children living furthest away from school but still within the Parish of Milton Village
- In the event of distances being equal the governors will consider other measures such as part-time places e.g. using the bus on a half-term rota
- Should a family enrol at school mid-year, a place on the school bus will be considered the following 1<sup>st</sup> September when all allocations will be re-considered



## 9. Hire / Loaning the Minibus to Other Groups

- Current insurance and licensing restrictions limit the hire/ loaning of the School Minibus.
- The Governors are open to approach from other OCC small schools within the southern cluster partnership

## 10. COVID plan

In the event of an outbreak the children will be asked to wear a face mask

Staff will wear a visor or face mask

If there are outbreaks across a range of classes then we will group the children into Oak and Poplar and KS2 – if all pupils are in the same group then the bus may continue. If it is mixed the service will be suspended.

## 11. Role of the Governing Body

The governors are accountable for:

- ensuring the school complies with relevant OCC travel guidance and legislation
- ensuring the minibus is fit for purpose
- ensuring risk assessments are kept up to date and known by all staff who use the minibus.
- allocating places for the school run

The Lead Governor for Premises, Health & Safety makes regular licence, log sheet and defect report checks.

## 12. Monitoring and Review

- The School Administrator will keep records of the persons who have been authorised to drive the minibus, the dates they were authorised and when they will be due for re-assessment.
- Ensuring licensing, tax, insurance and maintenance is kept up-to-date is the responsibility of the School Administrator.

## 13. Relevant Policies and Documentation

This policy should be read in conjunction with these documents:

- OCC Transport Safety - Minibus Regulations
- Minibus safety – A Code of Practice 2008. RoSPA
- Safeguarding Pupils Policy and associated documents
- Behaviour Policy
- EVC policy



# Minibus Register 2021-22

Term ..... Week Commencing Monday .....

	Name	YEAR	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
			AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												



12												
13												
14												

**St Blaise Minibus Log Sheet**

**Vehicle registration:**

**Model:**

Date	Driver name / sig	Purpose of journey	Times		Mileage		Daily visual checks				Defects reported	First Aid
			Start	Finish	Start	Finish	Fuel	Tyres	Electrics	Breaks		






## Minibus Emergency Procedure

1. In the event of a road traffic accident, break down or emergency, the driver and/or passenger assistant must make the scene as safe as possible:
  - Use hazard warning lights and any other safety devices supplied
  - Do not move injured passengers unless they are in immediate danger of further injury from other vehicles or from fire or explosion
  - Call the emergency services immediately; provide them with information about the situation, any special circumstances and if any passengers have special needs
  - Call school so that parents can be informed if necessary
  - Ensure one person (driver or passenger assistant) remains with the children
  - Ensure all passengers wear high-visibility tabards stored on the minibus
  - Do not allow child passengers to assist with repairing or re-starting the vehicle and never allow them to push the vehicle.
2. If the emergency services are called, the driver must stay at the scene of the accident 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.
3. If the accident is 'damage only' and no one is injured, the driver must ensure that the vehicle is road worthy before continuing the journey. The incident must be reported to the Headteacher or School Administrator on their return and an emergency report form completed.
4. If there is any injury or the names of people involved are not exchanged or there is damage to property other than the driver's vehicle (including street furniture) the driver must report the accident to the Police as soon as possible or in any case within 24 hours.
5. Any other incident, including traffic offences, must be reported to the Head teacher or School Administrator.



# School Minibus

## Parental / Guardian General Consent Form for travelling to and from School on the Minibus for the School year beginning September 2018

### Guidelines

1. **Going to School:** The bus will collect children from St Blaise Church car park at 8.35am.
2. Parents / carers are responsible for their children until they are safely seated in the minibus.
3. Passengers must wear their seat belts at all times while the engine is running. The driver will inform passengers when it is safe for seat belts to be removed.
4. Any child travelling in the front seat can only do so with written permission from parents / guardians and must comply with a height restriction of not less than 1.35m.
5. All passengers will abide by the rules devised by the children and School Council which are displayed in the minibus.
6. Children who misbehave will be issued with a written warning. Children who receive two or more warnings or persistently misbehave will not be permitted on the minibus.
7. **Return journey:** Parents / carers are responsible for their children as soon as they step off the minibus. Parents /carers must collect their child(ren) from the appropriate side of the minibus.
8. If a parent / carer is not at the bus stop at the drop off point, the child will be taken back to school and the Non-collection of Children Procedure will be followed. Details of this procedure are outlined in the Parents' Handbook. A full copy of the policy is available on request from school office.
9. Places on the minibus will be allocated to families with priority going to children who live in Milton Village who are of statutory school age. *For full details see School Minibus Policy.*
10. Risk assessments will be undertaken annually.
11. The consent form below must be returned to School at the start of Term 1.



### School Minibus Consent Form – September 2021

I have read and agree to the guidelines set out above.

Child's name \_\_\_\_\_ Year Group \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Parent / carer*



# School Minibus Driver's Checklist

To be completed at the start of every educational trip and journey.

**You, as the driver, are the person legally responsible for making these decisions. If in doubt, or in need of advice, check with the Headteacher.**

Description of journey .....

Number of passengers ..... Date ..... Signature .....

## 1. Pre-Planning

- Will the journey take more than 2 hours? Yes  No

If Yes, detail provision made for a rest period:

.....

- Is there a second adult present for the journey? Yes  No
- Have I completed the Log Sheet? Yes  No

## 2. Am I sure everything I need is on the minibus?

- First aid bag? Yes  No
- Warning triangle? Yes  No
- List of passengers and emergency telephone numbers? Yes  No
- Any special needs or medicines catered for? Yes  No
- High-visibility tabards? Yes  No

## 3. Am I fit to drive?

- I am medically fit to drive and not taking any medication, or undergoing any medical treatment that may affect my ability to drive. Yes  No

**IF IN DOUBT ABOUT ANY ASPECT OF SAFETY, ERR ON THE SIDE OF CAUTION**

**DO NOT ATTEMPT TO PUT YOURSELF OR PASSENGERS AT RISK**



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# Emergency Report

To be completed by the driver and passenger assistant following an emergency, collision or incident of any kind

Name ..... Date .....

No. of adults ..... No. of children .....

Description of journey .....

Time of incident .....

Describe below, in detail, the nature and outcome of the incident:

*Continue on other side*

Signature \_\_\_\_\_