

Bentley CEVC and Copdock Primary School Minibus Policy

Governors' Reviewing Committee: Health and Safety

Approved on: 26th March 2025 Next Review Date: July 2026

Introduction

The School Minibus is a valuable resource, which helps to provide students with access to an exciting range of curriculum and extra- curricular activities. It is essential that all users of this resource are aware of all legal and procedural responsibilities pertaining to its use. We all have a responsibility for implementing measures to improve safety when driving on school business. This is important for the health and safety of the passengers, school employees, volunteers and other road users. This policy should be used in conjunction with the OEAP national [‘Transport in Minibuses’](#).

These documents explains where a driver's responsibilities begin and end, what advice is available and where it can be obtained, and what standards are expected. The aim of the documents is to emphasise that a culture of safety is worthwhile and ultimately necessary.

This document should be read in conjunction with the following School Policies:

School Health and Safety Policy
Educational Visits Policy
Child Protection

Copies of all school policies are available on the website or from the school office.

Scope

This policy covers all drivers of the school minibus, whether employees of the school, volunteers or Governors.

Aims

- To provide clear procedures relating to the use of the school minibus
- To ensure that all users of the school minibus are aware of their legal responsibilities

Responsibilities

School Responsibility

It is the school's responsibility to ensure that the vehicle is road worthy, has valid MOT certificate, is taxed and insured, and is serviced on a regular basis. The school will also undertake a risk assessment of the management and use of the minibus. The school will ensure that each driver:

- has undertaken Driver Assessment Training
- has a current valid driver's licence for the class of vehicle concerned
- is aware of the checks that must be undertaken by the driver before the vehicle is taken on the road
- is aware of the defect reporting system
- is aware of the location of the breakdown procedures and has access to the current vehicle documentation

Drivers Responsibility

It is the driver of any vehicle on the public highway who is responsible in law for the safety of the vehicle. Drivers are reminded of their duty to comply with the Road Traffic Act as detailed in the Highway Code. The driver must:

- Ensure that they have a driver's licence that is valid for the class of vehicle (D1)
- Notify the school of any change in
 - health or eyesight; all drivers must meet the DVLA minimum requirements and state if eyesight is corrected by glasses or contact lenses.
 - Medication or treatment that might affect judgement.
 - police cautions or road traffic offences
- Undertake the minibus daily checks prior to driving the vehicle; these must be recorded.
- Ensure they are not under the influence of drugs or alcohol.
- Report any defects immediately to the Office Manager.
- Comply with the following policy and procedures.

Eligibility to Drive the Minibus

- All drivers must be aged between 25 – 70, with a full driving licence, which includes category D1 (a motor vehicle used for the carriage of passengers with more than 8 seats but not more than 16 seats in addition to the driver). All drivers must produce their original driver's licence to the office manager.
- All drivers must have taken and passed Minibus Driver Assessment and Training, or have had your driving competency assessed to the appropriate level. The DAT must be taken regularly as required (currently every 5 years).

Procedures

- The school minibus must not be used unless the driver meets the criteria set out above.
- The minibus must be booked through the school office.
- The Head has overall responsibility of the school minibus and has final authorisation on the use of the minibus. This responsibility may be devolved to the EVC (Educational Visits Co-Ordinator) where appropriate.
- Drivers of the minibus must complete the vehicle check/minibus log sheet before every journey (Appendix A & B)
- The minibus must be collected from its parking place and returned to its parking place; the keys should be returned to the office after every use.
- Any defects must be reported to the Office Manager **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 on the road.
- Any use of the first aid kit must be reported to the School's Office Manager, who will arrange for replenishment.
- The vehicle must be left clean, tidy and ready for use by the next driver, this includes ensuring that sufficient fuel is in the tank for the next journey.
- The school payment card must be used if the minibus requires diesel, receipts must be given to the Bursar for reconciliation.

Maintenance

- An appointed person will carry out and record a weekly maintenance check on the minibus, this will include checking diesel levels and filling up when necessary. (see Appendix A)
- The minibus will be serviced in line with the manufacturer's recommendations.
- A full MOT will be carried out by the required date.
- Licensing of the Vehicle is the responsibility of the EVC/Headteacher.
- Drivers are expected to undertake and record basic checks of the vehicle prior to undertaking their journey, (see Appendix A)
- The Office Manager must report defects to the Headteacher.
- Regular safety inspections will be undertaken every 10-12 weeks by a reputable garage.

Accident/Breakdown

- The driver should inform the school as soon as possible, the school will arrange alternative transport and will implement the Disaster Policy if applicable.
- The insurance company help line number is available in the minibus.
- Insurance details should be swapped with any involved third party as soon as is possible. Under no circumstances should the driver admit liability.
- Where it is safe and necessary to do so students should be removed from the vehicle and taken to a safe area away from the accident site, where they should be fully supervised, until alternative transport arrives.
- High-vis jackets are available on the bus for all passengers and the driver. These must be worn if exiting the bus to ensure safety.
- A visual check of the vehicle should take place before the journey resumes.

Health and Safety of Drivers and Passengers

The driver should communicate the following to students and ensure they follow the instructions:

- Seatbelts must be worn at all times. This is a legal requirement. They should not be removed until the driver gives permission to do so.
- Everyone should remain seated at all times, facing the front with feet not touching the seat in front.
- Quiet voices must be used at all times to avoid distracting the driver.
- The side door is used for entry and exit, except in emergencies. The engine will always be turned off before getting on or off the vehicle.
- No eating or drinking on the bus.

Emergency Equipment

Fire Extinguishers Regulation 42 and Schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 specify that every minibus must carry a British Standard fire extinguisher either in water, foam, halon 1301 or halon 1211 type, with a minimum test rating of 8A or 21B.

If passengers in wheelchairs are being carried, the minibus should carry two fire extinguishers, one of which is kept in the passenger compartment. Drivers and escorts should be trained in the use of fire extinguishers, which must be checked by the driver and maintained by a qualified person.

First Aid Kit

A clearly marked first aid kit will be available on the minibus, this will be replenished and checked by the School First Aid Officer. (see Appendix B)

Supervision of Groups

The driver of any vehicle cannot safely drive and supervise passengers at the same time. Therefore, a judgement should be made about the likely behaviour and individual needs of the passengers. If any of the passengers may require close supervision, one or more responsible adults should travel in the vehicle as escort(s), so that the driver is not distracted.

If at any time the students distract the driver, they should stop the minibus until the students are settled. Where possible park the bus with the side doors to the kerb.

Other Considerations

All school journeys must be risk assessed and staffed appropriately. If the destination is over 2 hours then a second driver must accompany the trip, and the driver must change on a 2 hourly basis.

Appendix A

Driver Duties

Every driver before taking a vehicle on to the Public Highway the driver must check:

- The weekly minibus inspection sheet has been completed
- Mirrors and horn are fitted and in working order
- All lights and direction indicators are working.
- Windscreen wipers/washers are working and washer bottle is filled.
- Number plates, windscreen and lights are clean.
- First Aid Kit is available and filled correctly
- Fire extinguisher/s are fitted as appropriate, and have been tested
- Signs for the carriage of young people are used as required
- Drivers must familiarise themselves with the dashboard controls and the operation of doors and door locking mechanisms
- Seats and seat belts are appropriate to the passengers needs

All defects must be reported to the Office Manager without delay. If you have any doubt as to the safety of your vehicle do not proceed - stop immediately and obtain qualified assistance.

Remember the safety of the driver and passengers may be at risk and that under the Road Traffic Act the driver of the vehicle is responsible for ensuring that it is roadworthy.



Minibus Control Sheet



Full Check - MUST BE COMPLETED FOR ALL NON-LOCAL JOURNEYS or as WEEKLY CHECK

Date of Inspection:						Reason for Inspection:								km recorded			
Fuel level	Oil Level	Screen Wash	Windows clean undamaged	Lights inc. brakes	Indicators	Wheels and tyres	spare wheel & jack	Doors / exits	Clear of external damage	Mirrors clean undamaged	Horn	Wipers	Seat belts	1 st Aid & Fire	Paper work & tax	Clear of internal damage	Hi-vis jackets / triangle /breakdown info

space to record problems / actions:

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space to record problems / actions:

MINIBUS CHECK FOR LOCAL JOURNEYS. MUST BE COMPLETED BY ALL DRIVERS BEFORE USE OF THE BUS.

Date used	Visual check completed (tyres, windows, fuel level, mirrors / seating adjusted)	Time of departure	Time of arrival	km travelled (unless school to school run)	Any problems / comments re: journey	Signed
	Trip 1					
	Trip 2					

Date used	Visual check completed (tyres, windows, fuel level, mirrors / seating adjusted)	Time of departure	Time of arrival	km travelled (unless school to school run)	Any problems / comments re: journey	Signed
	Trip 1					
	Trip 2					

Date used	Visual check completed (tyres, windows, fuel level, mirrors / seating adjusted)	Time of departure	Time of arrival	km travelled (unless school to school run)	Any problems / comments re: journey	Signed
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	Trip 1					
	Trip 2					

Appendix B

First Aid Kit and Other Equipment for Minibuses

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5 cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15 x 20 cm)
- 2 sterile eye pads with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors
- Disposable gloves
- Mouth mask for resuscitation.

Make sure that even minor uses of a first aid kit are recorded in an accident book, and that stock is replaced after use. Check that all items are 'in date' and replace any that have passed their expiry date.

Fire Extinguisher

At least one fire extinguisher which:

- complies with BS 5432 (or an equivalent, e.g. BSEN 3), and
- has a minimum test rating of 8A or 21B, and
- contains foam (please note they must not contain Halon)

Other Equipment

It is recommended that the following should also be carried:

- Pen and paper
- The organisation's internal instructions and contact details
- Insurance details
- Motoring breakdown policy details
- Mobile phone, phonecard or change for the phone
- A high-visibility coat complying with BS EN 471 or BS EN ISO 20471
- An emergency warning triangle or a flashing beacon (not fitted to the vehicle)
- A working torch