



BRIDGE & PATRIBOURNE CEP SCHOOL

SCHOOL MINIBUS POLICY & PROCEDURE

KEY PERSONNEL

Headteacher: James Tibbles

Premises Manager: Rob Moon

KEY DATES

Ratified by FEP Team:

Date of next review:

The school operates two minibuses which are used to:

- Extend our curriculum into the environment;
- Ensure access to appropriate places and events that would otherwise be inaccessible;
- Enable pupils to access a wider learning environment.

RESPONSIBILITIES & REGULATIONS

The Governing Body is responsible for ensuring that any school minibuses operated on behalf of the school fully comply with all legal transport and health & safety requirements. This responsibility is delegated to the Headteacher to ensure its implementation. The safety of the passengers is paramount.

SCHOOL RESPONSIBILITIES

Ensure that a copy of all drivers' licenses, details of any claims within the past three years, and minibus training certificates are on file with an annual review;

- Ensure that a current insurance certificate is held on file and a copy is stored in the vehicle;
- Ensure that a current MOT certificate is held on file;
- Ensure that a BS fire extinguisher and first aid kit is carried at all times;
- Ensure that a weekly vehicle check is carried out – the Premises Manager will carry out the pre-drive safety check as attached in Appendix 1 on a weekly basis;
- Our contract includes all routine services. The Premises Manager will ensure that the vehicles are booked in and taken for their required maintenance and service at the appropriate intervals;
- Any charges are to cover running costs and are not for profit.
- In the event of fire, evacuation or lockdown, to contact the minibus to ensure they do not return to school or meet at the off-site meeting point (the church).

DRIVER'S RESPONSIBILITIES

To be eligible to drive any school vehicle the driver must:

- Be 21 to 70 years old;
- report any notice of actual or intended prosecution arising from any traffic offence, whether incurred on KCC business or not, as soon as possible to their manager or the designated person responsible for the minibus
- Have successfully completed a valid minibus assessment, i.e. KCC or MiDAS
- Not drive under the influence of alcohol or drugs, including prescribed medication, which might impair driving ability. Drivers should be aware of the time it takes for alcohol levels to reduce in the body and the possible impact on early morning driving
- Ensure that there is an escort with the driver and children in the minibus at all times;
- Drive on a voluntary basis;
- Be in possession of a working mobile phone with a camera
- Not use a mobile phone whilst the vehicle is moving. The voicemail service must be used.
- Ensure that escorts are aware of their responsibilities;
- Carry out the pre-drive safety check (Appendix 1) before every journey
- ensure passengers wear seatbelts at all times and that these are correctly adjusted prior to setting off
- ensure passenger safety is maintained at all times and that there are sufficient staff on board to act as supervisors or escort
- Report any involvement in a road traffic accident whilst driving a minibus. Drivers must complete a HS157 Accident/Incident Report Form and submit it to their line manager within 24 hours of the incident, or as soon as reasonably practicable

The driver is at all times responsible for (i) the condition of the vehicle, (ii) the passengers, and (iii) the security of the minibus when parked.

ADVICE FOR MINIBUS DRIVERS / ESCORTS

BEFORE SETTING OFF

- Allow sufficient time for the journey
- Plan breaks, avoid long spells of driving where children may get board or restless
- Conduct a pre-drive safety check
- Never allow passengers to board the vehicle unless it is at a complete standstill
- Ensure children are supervised when boarding the vehicle, especially if using the rear door
- Make sure everyone is sitting and wearing their seat-belts
- Carry a complete list of passengers with notes of special needs. Keep the list with other relevant documents in a place that can be readily found
- Carry a school mobile phone
- Check no bags or clothing are caught in doors and that all luggage is secure and gangways and exits are clear.

DURING THE JOURNEY

- Do not allow boisterous play of any kind
- Try to keep children occupied
- Do not allow passengers to operate doors
- Approach each stop slowly and with care
- Use Hazard warning lights when children are boarding or leaving the vehicle
- If there is a serious delay, inform school so that information can be passed to parents
- Children must not be left unaccompanied on the minibus

JOURNEY'S END

- Supervise the children when leaving vehicle, especially if using the rear exit
- Never allow passengers to leave the vehicle unless it is at a complete standstill
- Always park so that passengers step onto the footpath and not the road
- Take care when reversing if children are nearby; if you have to reverse, get adult help in directing you
- Do not leave children alone if no one has come to collect them
- Report problems or incidents that occurred during the trip

BREAKDOWN PROCEDURE

In the event of a breakdown you should:

- Remember that passengers are more important than the vehicle;
- If not on a motorway, keep the passengers on board unless they are at risk.
- If on a motorway, evacuate the vehicle unless the dangers are greater. Once away from the vehicle, keep the passengers at the far side of the crash barriers (or 10 metres ahead of vehicle, away from incoming traffic in the event of no crash barrier).
- Inform the school so that arrangements can be made to attend the vehicle, and parents/carers can be made aware of the delay.

DRIVERS' HOURS

When a driver becomes tired the likelihood of having an accident increases. Long journeys, motorway driving and situations where drivers embark on such journeys following a full day of work, pose the greatest risk through driver fatigue.

Always consider:

- the number of hours worked already and the activities undertaken e.g. a full day of teaching
- how much responsibility there will be other than driving? Distraction of the driver by passengers may be a factor for some groups, especially the very young, pupils with special needs or those with behavioural problems

Drivers who drive for more than 2 hours after a full day of work, or drive when they would normally be asleep may be more likely to be involved in an accident. Journeys involving over 2 hours driving, will require appropriate rest periods to be taken.

The table below sets out the recommendations from ROSPA.

| | Driving Only | Driving & Other Work |
|--|----------------------------|---------------------------------|
| Max length of working day | 13 hours | 10 hours |
| Of which, spent driving | 9 hours | 4 hours |
| Maximum time driving without a break from work | 2 hours or sooner if tired | 2 hours or sooner if tired |
| Minimum length of break | 15 minutes | 15 minutes |
| Daily rest period | 11 hours | 11 hours |
| Weekly rest period | 45 hours | 45 hours |

ACTION TO BE TAKEN IN THE EVENT OF A ROAD TRAFFIC COLLISION / ACCIDENT OR INCIDENT

At the scene of a road traffic collision

- stop in a safe place where no further damage is likely to be caused
- use hazard warning lights and any other devices supplied
- where the vehicle cannot be moved to a place of safety, evacuate the vehicle and ensure that the passengers are safe. DO NOT move injured passengers unless they are in immediate danger of further injury from other vehicles, fire or explosion.
- ensure, where possible, one person (driver/escort or nominated person) remains with the passengers at the place of safety
- call the emergency services immediately, if necessary. The driver must stay at the scene of the incident until the emergency services (and anyone else with reasonable cause) have taken all the details
- exchange drivers' and vehicle owners' names, addresses, insurance details and the registration number of the vehicles involved
- take photographs of the damage if safe to do so
- in the event of an injury the incident must be reported to the police as soon as possible
- further information on driver's responsibilities at RTCs can be found on the Kent Police website

After the incident:

- as soon as possible details of the event should be written down and include any helpful diagrams.

Note: Under no circumstances should there be an admission or views on liability, any offer or promise to pay compensation, on behalf of Kent County Council.

Vehicle fires can be particularly dangerous as they can develop very quickly and burn with great intensity.

All vehicles must be fitted with at least one fire extinguisher, preferably 2, conforming to BS 5432. Kent Fire and Rescue Service recommend an 'AFFF' Foam Extinguisher (red with a cream or white colour coded panel affixed). Fire extinguishers must be checked and serviced annually by an approved contractor.

Drivers must be trained and familiarise themselves with the extinguisher's location, method of removal from its mounting and operating instructions.

If the extinguisher is missing, damaged or appears to have been used, this must be reported and replaced. If this cannot be rectified immediately the minibus must NOT be used.

In the event of a fire:

- when it is safe to do so, evacuate the passengers to a place of safety, away from the vehicle and off the highway immediately
- call 999/112 and ask for the fire service once connected you will be asked for your location, why you need the fire service and you may be asked for more information, such as "where are you near to?"
- in circumstances where persons are trapped in the vehicle after an accident and awaiting help from the emergency services, the fire extinguisher should be made ready to extinguish any fire in its early stage

FIRST AID

There must always be a qualified first aider, either the driver or escort, on each journey.

Every minibus must carry a first aid kit in a suitable protective container. It should be readily available and clearly marked with a white cross on a green background. The kit should contain a minimum quantity of first aid equipment as set out in the Motor Vehicles (Construction and Use) Regulations 1986 as amended, please see below.

- ten foil packed antiseptic wipes
- one conforming disposable bandage (not less than 7.5cm wide)
- two triangular bandages
- one packet of 24 assorted adhesive dressings
- three large sterile non-medicated ambulance dressings (min 15 x 20 cm)
- two sterile eye pads, with attachments
- twelve assorted safety pins
- one pair of rustproof blunt-ended scissors
- sterile gloves
- mouth mask for resuscitation
- anything else required following risk assessment, dependent on passenger needs

JOURNEY PLANNING AND RISK ASSESSMENTS

The journey should be planned well in advance and will generally fall into one of two broad categories:

- Routine journeys – one which will be taken at regular intervals with little variety
- Occasional or unusual journeys – journeys to places which may be visited once a year or less

The journey plan will allow for adequate time to complete the journey and should not be viewed as a rigid schedule. Drivers must never feel under pressure to drive at unsafe speeds to meet deadlines. The time allowed should take account of safe driving speeds or any other restrictions and allow for delays. Drivers must never exceed speed limits. If necessary, a passenger, or the escort should phone the destination to advise them of the changed arrival time.

The plan for all journeys will need to allow for any needs associated with the passengers, and will therefore indicate whether an escort or additional driver is needed.

For routine journeys: Plans must be clear and contain sufficient detail such as information about likely journey times etc. The advantage is that this plan will only need to be prepared once, and will only need to be reviewed if there is a major change in traffic conditions, such as the construction of a new road. The plan must include some degree of flexibility to consider varying weather or traffic conditions.

For occasional or unique journeys: The plan should define the route to be used, state the expected duration of the journey and if it is likely to involve more than two hours driving, should include details of break points at prescribed time intervals (which will allow the driver to rest). The time allowed should take account of safe driving speeds or any other restrictions and allow for delays. Consideration must also be given to the needs of the passengers when planning breaks; it may be that the journey will need to be broken at more frequent intervals if passenger comfort requires this. In all cases, the plan should indicate how the expected risk of the journey would be reduced, for example, by avoiding schools in the early morning or late afternoon. The local police or driving associations will give advice about safer routes, however, some of their general advice is:

- Use motorways for longer journeys
- Use arterial routes in built up areas
- Avoid driving through residential areas wherever possible

NB: The plan detailing the duration, departure and arrival time, will be given to the responsible person. Managers and Head teachers, or named delegated persons should always be aware of where the service / school vehicles are.