



### 1. Scope

- 1.1. This policy applies to all drivers and passengers of the St Mary's Catholic High School's minibus, whether employees, volunteers, governors, pupils or external hires.

### 2. Aims

- 2.1. To provide clear procedures relating to the use of the St Mary's Catholic High School minibus.
- 2.2. To ensure that all users of the minibus are aware of their legal responsibilities.

### 3. Eligibility to drive

- 2.1. All drivers of the St Mary's Catholic High School's minibus must hold a full, clean British driving licence, which includes category D1 accreditation.
- 2.2. All drivers of the minibus must be between the ages of 25 and 70.
- 2.3. Before anyone is permitted to drive the minibus, they must provide their driver's licence to the Business Manager who will record confirmation of this and make a photocopy for school records.
- 2.4. Drivers of the minibus should have at least 2 years' experience as a qualified driver.
- 2.5. It is advisable that all drivers have passed the MIDAS, or another approved driving competency course.

## 4. Procedures

### 4.1. Maintenance

- The Site Staff will carry out and record a weekly maintenance check on the minibus. This will include checking:
  - Fuel levels
  - Oil levels
  - Tyre pressure
  - Tyre tread (including the spare)
  - Screenwash levels
  - Antifreeze concentration
  - Coolant levels
  - Lights
  - Brakes
  - Power steering
  - Bodywork
  - Windscreen
  
- The minibus maintenance log must be updated following every service with details of each of the above checks.
- Where the Site Staff has any concerns regarding the safety or roadworthiness of the minibus, they must inform the Business Manager.
- The vehicle should not be used until any issue which is a cause for concern has been assessed by a qualified car mechanic.
- Whenever a driver of the minibus has concerns about a defect, they should report this to the Assistant Site Supervisor. Minor defects can be reported after the journey; however, if the driver is in any doubt about the severity of a defect, the school should be notified and no journeys should be embarked on until the minibus is deemed safe to use.

### 4.2. First aid

- The first aid kit should be checked before every journey.
- Whenever supplies from the first aid kit are used, the Site Staff should be informed on return to the school and will be responsible for re-stocking the kit prior to the next use of the minibus.

### 4.3. Purchase of fuel

- The St Mary's Fuel card should be used to purchase fuel for the minibus. Receipts should be retained and provided to the Business Manager.
- Where the school fuel card cannot be used to purchase fuel for the minibus, receipts should be retained and reimbursement organised with the Business Manager.

#### **4.4. Booking**

- Where a staff member wishes to book the school minibus for an educational/sport/extra-curricular excursion, a booking should be submitted to the Business Manager via the booking planner.
- Where there are conflicting requests for the minibus, bookings will be made on a 'first come first served' basis. Alternatively, 'one off' educational opportunities or events of exceptional importance will be prioritised.

#### **4.5. Cleaning**

- In order to extend the working life of the minibus, care should always be taken when travelling in the minibus and the interior should be well maintained.
- Eating is not allowed in the minibus.
- Damp or dirty clothing should be changed out of before sitting in the minibus or blankets/seat protectors used.
- Muddy footwear should be removed and placed in the boot.

#### **4.6. Keys**

- The keys for the minibus are kept at the Business Manager's office.
- Taking of the key should be alerted to the Business Manager.

#### **4.7. Smoking & Alcohol Consumption**

- Smoking is strictly prohibited whilst on the mini-bus.
- The consumption of alcohol is strictly prohibited whilst on the mini-bus.

## **5. Responsibilities**

### **5.1. School**

- It is the responsibility of the Business Manager to ensure that a full MOT on the minibus is carried out by the required date.
- Licensing and taxing of the vehicle is the responsibility of the Business Manager.

- The Business Manager is additionally responsible for ensuring that the minibus is insured and that roadside assistance is organised. Comprehensive, first party insurance will be used.
- All daily checks, maintenance and cleaning will be undertaken by site staff.

## **5.2. Driver**

- Drivers are responsible for ensuring that they are eligible to drive per the eligibility requirements stated in this policy.
- Drivers are responsible for adhering to all relevant road rules and laws, including ensuring that all passengers are wearing a seatbelt and that driving hours regulations are adhered to. Where necessary, a second driver should accompany the excursion to ensure that driving hours are not exceeded.
- The names and contact numbers for any pupils travelling in the minibus must be held by the driver and a copy provided to the school office.
- Additional checks which should be made before driving the minibus include:
  - A brief visual inspection of the vehicle to check that the windscreen is clear, tyres are adequate, etc.
  - A brake check.
  - A check of the glove compartment to ensure that all relevant contact details for the insurance/roadside assistance provider are available.
  - Ensuring that all lights are working.
  - Ensuring there is sufficient fuel for the journey.
  - Ensuring that all passengers are wearing a seatbelt.
  - Ensuring that all exits are free and accessible.
  - Ensuring that the vehicle is correctly loaded.
  - Ensuring that no more than 16 passengers are being carried.

## **5.3. Passenger**

- When travelling as a passenger in the school's minibus, passengers must follow all instructions issued by the driver. The following rules should also be adhered to:
  - Passengers are responsible for ensuring that they wear their seatbelt while the minibus is moving and for the duration of any journey.
  - Passengers must not behave in a way which could cause injury to themselves or others, including making sure not to distract the driver or behave in a way which may cause the driver to be distracted.
  - All exits should be kept clear for the duration of the journey.
  - Other road users should be respected and behavior towards other road users should be respectful.
  - No eating or drinking should take place on the minibus.

- The interior and exterior of the vehicle should be taken care of and never vandalised.

## 6. Accidents/Breakdown

- 6.1. In the event of an accident, all necessary steps should be taken to ensure the safety, health and wellbeing of all passengers and the driver.
- 6.2. Take photographs of any damage to the vehicles involved
- 6.3. Don't apologise or admit it was your fault
- 6.4. Take the other persons, name, address, contact number, registration number, make and model of their vehicle and their insurer's name and policy number.
- 6.5. Make a note of injuries to anyone involved, the number of passengers in the other vehicle and contact details of any witnesses or police officer who attend the scene of the accident
- 6.6. After emergency procedures are carried out, and as soon as is reasonably practicable, the driver should inform the school of the accident.
- 6.7. The Site Supervisor is responsible for putting measures in place to ensure that alternative transport is arranged for all those travelling in the minibus on school business where the vehicle is no longer fit for road use.
- 6.8. In the event of a breakdown, puncture, etc., the driver should contact Equity Redstar 0800 0850361. Contact details for the insurance provider and roadside assistance provider should always be kept in the glove compartment of the vehicle.

## 7. Trained Drivers

- 7.1 The following members of staff have been MIDAS trained:-
  - Anthony Cave
  - Laura Pilling
  - Phil Riley
  - Michael Walsh

## 8. Hire Fees

Hirers will be invoiced upon return and the vehicle inspected for any damage.

- 8.1 There is a one off charge of £25.00 per hire for external users.
- 8.2 Mileage is charged at 0.45p per mile. Please ensure the log book is completed.
- 8.3 For school use the mileage will be charged at the cost of 26 mpg at average cost that week.

## Appendix A:

### Maintenance checklist template:

Check	Checked?	Details of defect	Reported (date)
Tyre pressure			
Tyre condition and tread depth			
Lights – operation/cleanliness			
Engine oil level			
Coolant level			
Brakes, including fluid level			
Battery			
Windscreen wipers/jets/reservoir			
Seat belts/buckles/fixings			
Operation of steering/gears/clutch			
Fire extinguisher			
Jack/handle/wheel brace			
First aid kit			
Operation of horn			
Doors, latches, locks			
Condition of wheel rims and trims			
Road fund licence/transport permit			
Condition of mirrors			
Operation of dash controls			
Excessive exhaust smoke			
Condition of body work/number plates			
Silhouette signs			
Rear scope			
Cleanliness of exterior			
Cleanliness of interior			

All checks have been made and all defects reported to the Kevin Ripley, Site Supervisor.

Name: \_\_\_\_\_ Signed \_\_\_\_\_

Dated: \_\_\_\_\_



### ST MARY'S CATHOLIC HIGH SCHOOL APPLICATION TO BOOK MINIBUS

It is the originator's responsibility to arrange a driver. Please check the notice board for the mini-bus driving guidance. Once completed, please hand to the Business Manager for confirmation of use.

Name:	Department:
Date Required:	Destination:
Approx Distance:	Reason for Trip:
Time from:	Time to:
Designated Driver (1) <small>The driver must hold category D on their licence, be over 21 and have 2 years experience.</small>	Designated Driver (2) <small>It is strong advisable that the driver holds a MIDAS certificate.</small>
Driver's Mobile No:	Driver's Mobile No:

#### External bookings only

Driver's Licence No:	Expiry Date:
£25 per journey plus 45p per mile.	Invoice Address:
Email address:	

Signed \_\_\_\_\_ Date \_\_\_\_\_

#### Office Use:

Date of Agreed use:	Satisfactory Evidence from Driver?
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#### Mini Bus Information

## In Case of Accident

In the event of a breakdown, puncture, etc., the driver should contact:  
Equity Redstar 0800 0850361

Action	Notes	Check
Take photographs of any damage to the vehicles involved.		<input type="checkbox"/>
Don't apologise or admit it was your fault.		<input type="checkbox"/>
Take the other persons, name, address, contact number, registration number, make and model of their vehicle and their insurer's name and policy number.	Name: Address:  Reg No: Make & Model: Insurer's Details:	<input type="checkbox"/>
Make a note of injuries to anyone involved, the number of passengers in the other vehicle and contact details of any witnesses or policy officer who attend the scene of the accident	No of passengers In other vehicle:  Contact Details of Witnesses:	<input type="checkbox"/>

Registration No PK57 RHX

Expiry Date		Policy No	
4 November 2017	Insurance	00008722MBP	QBE Insurance (Europe) Ltd One Coval Wells CHELMSFORD CM1 1WZ Tel 0800 389 1708  BREAKDOWN COVER
14 April 2018	MOT	138815504175	Station Garage Leyland
	Road Fund Tax		March
	Radio Code	8988	