

Three Counties Academy Trust



Minibus Policy

#GN10

Last amended 19th June 2026 (v1.2)

Policy lifespan: 3 years. Subject to annual compliance check. Next full review 27th January 2029.

Version history

Date	Version	Details	Actioned by	PDF to Websites	Word to Governor Hub
28.01.26	1.0	Updated document. Formatted to house style and checked against model for updates	MF	✓	✓
28.04.26	1.1	Adopted updated format, no contextual changes	MF	✓	✓
19.06.26	1.2	Trustee, Local Governor and Staff Summary, and Third-Party Summary added	MF	✓	✓

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Trust Glossary

Policy Abbreviations and Acronyms

CEO	Chief Executive Officer
CFO	Chief Financial Officer
DBS	Disclosure and Barring Service
DVLA	Driver and Vehicle Licensing Agency
MOT	Ministry of Transport / Ministry of Transport Test
PCV	Passenger Carrying Vehicle
SEND	Special Educational Needs and Disabilities
TCAT	Three Counties Academy Trust

NB. Where the term “parent” or “parents” is used this includes those who act as carers or have parental responsibility.

Statement of intent

Three Counties Academy Trust (TCAT) understands that minibuses are a useful form of transport and are often required for outings such as educational visits or trips.

TCAT also understands that safety on the minibus, and of the minibus itself, is paramount when travelling. As a result, this policy has been created to provide guidance on the responsibilities and procedures associated with the use of minibuses. Though TCAT predominantly uses owned or leased vehicles and is therefore only responsible for the maintenance of owned or leased vehicles, all safety related elements of this policy would apply were the minibus rented from a third party to be driven by a member of TCAT staff.

Trustee, Local Governor and Staff Summary

Purpose of the Policy

- Provides a clear framework for the safe use of minibuses across the Trust
- Ensures compliance with legal, safeguarding and health and safety requirements
- Emphasises that safety of passengers, drivers and vehicles is paramount

Key Principles

- Minibuses are used to support educational visits and school activities
- Safety, compliance and risk management underpin all use
- All users share responsibility for safe operation and behaviour

Roles and Responsibilities

- Trust leadership: ensure insurance, licensing and policy compliance
- Trust Estate Manager: oversees vehicle maintenance, checks and risk assessment
- Headteachers/Heads of School: ensure appropriate staffing, drivers and trip planning
- Drivers: ensure legal compliance, vehicle safety and safe driving practices
- Supervisors: manage pupil safety, behaviour and headcounts
- Passengers: follow instructions and behave safely at all times

Driver Eligibility

- Drivers must meet licence and eligibility requirements (e.g. DVLA standards)
- Must be appropriately experienced, trained and authorised to drive
- Driving is voluntary unless required within a contract of employment

Risk Management

- Generic and trip-specific risk assessments must be completed
- Journey planning must consider safety, route suitability and passenger needs
- Emergency procedures must be in place and understood by staff

Operational Procedures

- Minibus keys controlled and signed in/out appropriately
- Drivers must complete pre-journey checks and vehicle inspections
- Weekly maintenance checks and servicing requirements must be met
- All journeys must be planned and communicated to relevant parties

Health and Safety Requirements

- Seatbelts must be worn by all passengers at all times
- Drivers must be fit to drive and free from impairment
- Regular breaks required on longer journeys to reduce fatigue
- First aid provision and trained staff must be available on all journeys

Behaviour Expectations

- Passengers must behave appropriately and not distract the driver
- Supervisors must actively manage behaviour during journeys
- Policies on behaviour and educational visits apply throughout

Breakdowns and Emergencies

- Clear procedures in place for breakdowns and incidents
- Passengers must remain supervised and in a safe location
- Trust support will arrange recovery or alternative transport if required

Accidents

- Emergency services must be contacted immediately where required
- Incidents must be reported and recorded appropriately
- Pupils must be supervised and kept safe at all times

Governance and Monitoring

- Policy subject to annual compliance checks and full review every 3 years
- Trust Board approves and monitors implementation
- Updates communicated to Local Governing Bodies and school leaders

Third-Party User Summary

Purpose

This document sets out the expectations for third-party organisations or individuals borrowing a TCAT minibus. Use of TCAT vehicles carries a significant duty of care and must align fully with TCAT safety, legal and safeguarding requirements.

Core Responsibilities

- You are responsible for the safe operation of the vehicle for the duration of the loan
- All use must comply with UK road traffic law and relevant safeguarding expectations
- You must follow all instructions provided by TCAT prior to and during use

Driver Requirements

- Drivers must hold the correct licence and meet DVLA eligibility requirements
- Drivers must have appropriate experience and be authorised in advance by TCAT
- Drivers must be fit to drive and free from alcohol, drugs or any impairment
- Drivers must comply with all speed limits and driving regulations

Vehicle Condition and Checks

- The minibus must only be used if it is roadworthy, insured and has a valid MOT
- A full visual and safety check must be completed before every journey
- Any defects must be reported immediately to TCAT
- The vehicle must not be used if there are any safety concerns

Use of the Vehicle

- The minibus must only be used for agreed purposes
- No unauthorised drivers are permitted

- Keys must be collected, signed for and returned in line with TCAT procedures
- The vehicle must be returned in a clean and orderly condition

Passenger Safety

- All passengers must wear seatbelts at all times
- Passengers must behave appropriately and not distract the driver
- Adequate supervision must be in place where transporting children or young people
- Safeguarding expectations must be adhered to at all times

Journey Planning and Communication

- Journeys must be planned in advance, including route and timings
- Emergency contact details must be held during the journey
- A named TCAT contact must be aware of travel plans where required

Health and Safety

- Drivers must take appropriate rest breaks on longer journeys
- A first aid kit must be available within the vehicle
- Any medical or additional needs of passengers must be considered and managed

Breakdowns

- Follow the breakdown procedure provided by TCAT
- Passengers must be kept safe and supervised at all times
- TCAT must be informed as soon as possible

Accidents

- Emergency services must be contacted immediately where required

- All passengers must be moved to a place of safety where possible
- TCAT must be informed as soon as possible after the incident
- All incidents must be formally recorded and reported

Liability and Compliance

- Failure to follow these requirements may result in withdrawal of permission to use TCAT vehicles
- Third-party users are expected to operate to the same standards as TCAT staff

Key Message

Borrowing a TCAT minibus is a position of trust. Full compliance with these expectations is essential to ensure the safety, wellbeing and safeguarding of all passengers.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance and good practice including, but not limited to, the following:

- [Road Traffic Act 1988 \(As amended\)](#)
- [The Motor Vehicles \(Driving Licenses\) Regulations 1999 \(As amended 2015\)](#)
- [Health and Safety at Work etc. Act 1974](#)
- [DfE and Department for Transport \(2013\) 'Driving school minibuses: advice for schools and local authorities'](#)
- [RoSPA \(2015\) 'Minibus safety A Code of Practice'](#)
- [GOV.UK \(2016\) 'Child car seats: the law'](#)
- [GOV.UK \(2014\) 'Seat belts: the law'](#)
- [NASUWT \(2024\) 'Use of Minibuses – Joint guidance issued by NASUWT, GMB, UNISON and Unite to Members in Great Britain'](#)

Where legislation has been passed or updated during the shelf life of this policy, we will always apply the latest version available.

This policy operates in conjunction with the following policies and documents:

- Behaviour Policy
- Educational Visits and School Trips Policy (CU10)
- Health and Safety Policy (HS1)
- First Aid Policy (HS2)
- Driving at Work Policy (HS9)
- Vehicle Policy (HS15)
- Child Protection and Safeguarding Policy and Procedures (SG1)
- Administering Medication Policy (SG20)

Central TCAT policies have the policy number identified, e.g. "SG1". Where no policy number is identified this indicates the policy is a school specific policy available from an individual TCAT school's website.

Roles and responsibilities

The Chief Finance Officer (CFO) is responsible for:

- Providing appropriate tax and licensing for the minibus
- Ensuring that the minibus is appropriately insured, and roadside assistance is organised
- Reviewing this policy
- Ensuring adequate insurance provision and relevant permits are purchased

The Trust Estate Manager is responsible for:

- Ensuring that a full MOT on any TCAT minibus is carried out by the required date
- Setting minimum criteria for any minibus driver(s) and ensuring they conform to it.
- Undertaking generic risk assessments
- Handling any maintenance reports
- Establishing an emergency procedure in the event of accidents or breakdowns
- Ensuring that a hard copy of Appendix B Maintenance Checklist is available for inspection in the minibus, detailing the checks that should be made, and an at time record of the minibus condition by the driver
- Ensuring minibus drivers are aware and have a copy of the procedures to follow in the event of an emergency or breakdown
- Reviewing this policy

Headteachers/Heads of School are responsible for:

- Ensuring that a second driver is available when appropriate
- Undertaking or delegating to the trip lead, specific risk assessments
- Ensuring all drivers wear, as directed, hi-vis safety jackets at all times and on all journeys

Drivers are responsible for:

- Ensuring that they are eligible to drive as per the eligibility requirements outlined in this policy

- Adhering to all relevant road rules and laws, including any driving hours regulations
- Ensuring that all passengers are wearing a seatbelt
- Ensuring that the minibus is roadworthy in accordance with the Road Vehicles (Construction and Use) Regulations (England, Scotland, Wales) 1986
- Undertaking mileage checks and entering data into the vehicle log book
- Performing those checks designated as driver checks on the hard copy Appendix B Maintenance Checklist located in the cab and reporting any defects to the Trust Estate Manager
- Ensuring that the minibus is used for the purposes outlined in the insurance policy
- Wearing, as directed, hi-vis safety jackets at all times and on all journeys

Additional onboard Supervisors are responsible for:

- Taking headcounts when boarding and exiting the minibus to ensure everyone is accounted for
- Keeping a record of the names and contact numbers for any pupils travelling in the minibus
- Ensuring that passengers continue to wear their seatbelts throughout the journey
- Ensuring that all passengers model good levels of behaviour, and responding to any disruption appropriately
- Ensuring that passengers do not consume food or drink on the minibus
- Ensuring that there is at least one first aider on the minibus

Passengers are responsible for:

- Following all instructions issued by the driver and supervisors
- Wearing their seatbelt at all times during the journey
- Conducting good levels of behaviour, and not distracting the driver
- Conducting good levels of behaviour towards drivers in other vehicles
- Keeping all exits clear for the duration of the journey
- Maintaining the exterior and interior of the vehicle, and ensuring no damage is caused

Eligibility

No staff member will be required to drive a minibus unless there is an explicit requirement to do so within their contract of employment. Staff members will not be required or coerced into driving a minibus against their wishes.

A minibus is defined as a motor vehicle with between 9 and 16 passenger seats. It is described as a category D1 vehicle by the Driving Vehicle Licencing Authority (DVLA).

To be eligible to drive a minibus for hire or reward, drivers will hold a full D1 (or D) passenger carrying vehicle (PCV) entitlement. All drivers of the minibus will be between the ages of 21 and 70.

Before any individual is permitted to drive the minibus, they are required to provide their driver's licence to their Headteacher/Head of School or the Trust Estate Manager, who will record confirmation of this and make a photocopy for TCAT records only where that staff member has an explicit requirement to drive as part of their employment contract. In such instances the copy will be retained on the staff members personnel file only whilst they remain in employ of TCAT and their contract specifies driving on behalf of TCAT as a responsibility.

If the Headteacher/Head of School or Trust Estate Manager is not satisfied that the driver's licence is sufficient, they will inform the driver that they are not eligible to drive the minibus.

Drivers of the minibus are required to have at least two years' experience as a qualified driver with category B status.

Drivers will also be eligible to drive a minibus if they passed their category B (car) driving test **before** 1 January 1997, provided the minibus is not being used for hire or reward.

In these circumstances, there will be a passenger limit of 16 and no maximum weight restriction on the vehicle.

Drivers with a D1 + E entitlement may also tow a trailer weighing up to 750kg.

TCAT employed drivers will also be eligible to drive a minibus if they passed their category B (car) driving test **on or after** 1 January 1997, provided the minibus is not being used for hire or reward, and the following conditions are met:

- The driver is over 21 years old and has held a category B (car) driving licence for at least two years. In exceptional circumstances i.e. if a driver has held a driving licence less than 2 years, they would be permitted to drive a minibus if they have completed a minibus driving assessment conducted by the Trust Estate Manager, and a risk assessment is completed before they can commence driving
- The minibus is used by a non-commercial body for non-commercial purposes, e.g., school sports team travelling to a fixture
- The gross vehicle weight of the minibus does not exceed 3.5 tonnes (or 4.25 tonnes if including any specialist equipment to carry disabled passengers)
- The driver does not tow a trailer

Volunteer drivers (e.g. attendant volunteers on Duke of Edinburgh trips) will also be eligible to drive a minibus in an emergency situation if they passed their category B (car) driving test **on or after** 1 January 1997, provided the minibus is not being used for hire or reward, and the following conditions are met:

- The driver receives no payment other than the recovery of their out-of-pocket expenses, e.g., fuel and parking costs
- The driver provides the service on a voluntary basis

Drivers holding a category B (car) licence, obtained on or after 1 January 1997, are eligible to drive any vehicle weighing a maximum of 3.5 tonnes, with a maximum of eight passengers, and with a trailer weighing a maximum of 750kg, e.g., 'Lightweight Minibuses'.

Risk assessment

The Trust Estate Manager will conduct a risk assessment of the minibus covering factors such as supervising drivers, parental consent, journey planning, accident procedures, etc. This will be reviewed annually and in response to any services or following a breakdown/accident.

Additional risk assessments may also be completed for specific journeys, if necessary, by the Headteacher/Head of School or as delegated to the Trip Leader and should be uploaded to Evolve where required.

Procedures

The keys for the minibus are held in the Trust Estate Manager's Office.

The keys will be signed in and out of the Trust Estate Manager's Office by the driver of the minibus – they will be signed back in as soon as the minibus returns to the premises.

The driver of the minibus will ensure that:

- They are legally entitled, and properly insured, to drive the minibus
- The minibus is well-maintained and legally allowed on the road
- The minibus has a valid MOT certificate and insurance

A designated member of site staff, nominally the Fleet Manager, will carry out and record a weekly maintenance check on the minibus using the 'Maintenance checklist'.

The 'Maintenance checklist' will be updated following every service, with details of each of the checks.

The minibus will be cleaned on a weekly basis by a designated member of staff.

If the appointed person has any concerns regarding the safety or roadworthiness of the minibus, they will inform the Trust Estate Manager, who will organise appropriate action.

If the driver has any serious concerns regarding the safety or roadworthiness of the minibus during the journey, e.g., a flat tyre, a call will be made to the Trust Estate Manager, and the breakdown procedure will be followed.

If the driver notices any minor defects during the journey which do not compromise the safety of the driver or passengers, e.g., one broken windscreen wiper, these can be reported to the Trust Estate Manager after the journey.

The minibus will not be used in any situations where a cause for concern has been identified by a qualified mechanic.

In addition to the weekly checks, and before beginning the journey, the driver will:

- Plan the journey so that it can be completed safely and comfortably in line with the passengers' needs
- Conduct a visual inspection of the minibus and the pre-drive checklist
- Ensure that they are fit and able to drive

- Conduct a moving brake test
- Ensure that all rubbish is removed and there is no damage to the inside or outside of the vehicle
- Ensure that passengers are aware that they must not consume food or drink on the vehicle
- Ensure that no passengers embark on the minibus with muddy shoes or damp, dirty clothing

The driver of the vehicle will plan all routes accordingly, ensuring that the route is suitable and safe for use by minibuses.

Mobile phones are not permitted for use by the driver whilst they are driving the minibus. If the driver must make a call, they will pull over to a safe stopping place to do so.

A mobile phone will be carried by at least one member of staff in case of an emergency. The member of staff will have the numbers of all parents of pupils on the minibus, as well as emergency contacts for the school.

A nominated person at the school, who is not on the journey, will be aware of the destination of the minibus, its route and its expected time of arrival and return.

Parents will also be informed of the above information and will be provided with contact details if the risk assessment deems it necessary (e.g. Duke of Edinburgh expedition trips).

Smoking, drinking alcohol and taking non-prescription drugs is strictly prohibited by pupils, staff members and the driver at all times whilst on the vehicle. Users of TCAT vehicles, including those hired by TCAT, must be clear of any form of intoxication before alighting at any point, and for the duration of the journey.

The driver will ensure that the legal speed limits for minibuses are followed at all times during the journey.

Pupils will be required to maintain good levels of behaviour at all times whilst on the minibus, in line with their individual school's Behaviour Policy and will avoid any behaviour that may distract the driver.

Any disruption on the minibus will be dealt with appropriately by supervisors, in accordance with the individual school's Behaviour Policy and the TCAT Educational Visits and School Trips Policy.

The driver will take frequent breaks if they are travelling for long distances and will not drive continuously for more than two hours without a break away from the vehicle of a minimum of 15 minutes.

Drivers who are to travel for 50 miles or more each way will be allowed adequate time off from any other work to ensure that they are properly rested before commencing the journey.

Health and safety

If a driver is taking any prescribed drugs or medicine that may affect their ability to drive, they are not permitted to drive the minibus, in accordance with the TCAT Health and Safety Policy and Driving at Work Policy.

If any driver feels unwell before or during the journey and that this may affect their ability to drive, they are not permitted to drive the bus. Another member of staff who holds a relevant license will be available to drive the minibus in such cases. If there is no suitable alternative driver, the trip will be postponed.

Drivers will not drive for longer than two hours without taking a break and leaving the vehicle for at least 15 minutes.

A second driver with a valid license will be available to take over driving the minibus during driving breaks, or if the driver is ill.

A first aid kit will always be available on the minibus and will be fully stocked, and at least one member of staff on the minibus will be a qualified first aider. This will align with the TCAT First Aid Policy.

Additional medication may be taken for pupils with medical conditions, though only staff trained to administer medication will do so, in accordance with TCAT's Administering Medication Policy.

Seatbelts and seats will be fitted and worn in accordance with relevant seat belt laws.

The minibus will also be fitted with child car seats for pupils between 3 and 12 years old, or those under 135cm tall, and in accordance with relevant child car seat laws.

Additional seat belts will be fitted for pupils with SEND, for those that require additional postural support.

The driver will instruct all pupils to wear their seatbelts throughout the journey; supervisors will ensure that they continue to do this whilst on the minibus.

All members of staff aboard the vehicle will wear their seatbelts at all times.

Pupils over the age of 14 are personally responsible for wearing their seatbelt and must ensure they do this throughout the journey.

Passengers will ensure that all emergency exits are clear at all times.

TCAT will ensure that another adult who is eligible to drive a minibus is available to supervise passengers, provide cover in emergencies and to minimise the risk of driver fatigue.

Breakdowns

The driver or a supervisor will contact the Trust Estate Manager after arranging a breakdown call out.

Contact details for the relevant breakdown cover and insurance provider will always be kept in the glove compartment of the minibus.

If the breakdown occurs on a motorway, the driver or a supervisor will use the roadside emergency telephone, and will provide the police with the breakdown service, the vehicle's location, and if any pupils on board have SEND.

All passengers will be kept together in one group, and pupils will be constantly supervised.

If necessary, the driver will seek help, leaving the pupils with the supervisors. If the driver is the only adult present, pupils will not be left alone.

The driver, supervisors and pupils will all wait in the safe place until it is safe to return on the minibus.

If passengers are unable to return on the minibus, appropriate transport will be arranged by the Trust Estate Manager to collect pupils, supervisors, and the driver.

Accidents

An emergency procedure will be established by the Trust Estate Manager prior to beginning the journey, and a copy will be kept inside the glove compartment in the minibus.

The emergency procedure will be communicated to the driver and all supervisors on the journey, to ensure they are fully aware of the process to be followed.

In the event of an accident, emergency services will be contacted immediately, and if able, supervisors will remain with pupils at all times at a place of safety.

Each driver and supervisor is provided with a hi-vis vest and is instructed to wear it at all times when driving or chaperoning.

The driver or a supervisor will contact the CFO as soon as possible after calling the emergency services.

All passengers will remain at the scene of the accident in a safe place until the emergency services and any additional transport has arrived.

If injuries are sustained, the names of those involved will be reported to the CFO and Trust Estate Manager and an accident log will be completed upon return to the premises.

If no injuries are sustained and the vehicle is not damaged, the driver will ensure that the vehicle is roadworthy and safe before continuing the journey. An accident log will be completed upon return to site.

Monitoring and review

Lifespan of Policy: 3 Years

At any point this policy is updated or fully reviewed, it will be updated on the main TCAT website and will automatically update on all TCAT school websites simultaneously.

Where an annual check or other check results in minor changes, the Version History will be reviewed and updated with a change in the number following the decimal point, for example, v1.1 ⇒ v1.2. Where the policy is reviewed in full, then the number before the decimal point will change and reset, for example v1.4 ⇒ v2.0.

Any changes made by the CEO in collaboration with the Board Appointed Trustee will be passed to the Trust Board for ratification and subsequently be notified to Clerks to Local Governing Bodies and Headteachers/Heads of School.

The next scheduled full review date for this policy is 27th January 2029.

Date approved by the Board Appointed Trustee: 28th January 2026.

To be ratified and recorded in the minutes at the first Trust Board Meeting after 28th January 2026.

Appendix A: Minibus Risk Assessment

Important note: *This risk assessment identifies typical examples and controls to illustrate how schools may manage certain risks. These can be used as a guide to think about hazards in your school and the steps needed to manage those risks. In order to be compliant with the law and protect your community, you must consider the specific hazards and controls your school needs and **must not** use this template without assessing your school's risks.*

Name of school

Assessment conducted by:	Job title:	Covered by this assessment:
Date of assessment:	Review interval:	Date of next review:

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe: Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor: Causes physical or emotional discomfort.	M	L	L

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
Insufficient awareness of school procedures	Staff and pupils	<u>M</u>	<ul style="list-style-type: none"> The school has due regard to all relevant legislation and statutory guidance, including: DfE 'Keeping children safe in education' Health and Safety at Work etc. Act 1974 Road Traffic Act 1988 The school has clear procedures in its Driving at Work Policy and Child Protection and Safeguarding Policy, which all staff adhere to when transporting pupils. 	[Outline what additional steps are required in line with an assessment of your school's specific circumstances to eliminate the hazard or control the risk].	Trust Estate Manager	<u>Signature</u> <u>Date</u>
Driver error	Staff and pupils		<ul style="list-style-type: none"> All drivers are suitably qualified and known to the school. All drivers are properly insured before driving the minibus. The Trust Estate Manager reviews all drivers' licences before they are allowed to drive the minibus. Drivers with more than three points on their licence are not eligible to drive the minibus. 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> • Drivers have held a full driving licence for at least two years before they can drive the school's minibus. • Under no circumstances is an individual allowed to drive the minibus if they are under the influence of alcohol, non-prescription drugs or high-strength prescription medication. • Smoking is not tolerated on the minibus. • A zero-tolerance approach is taken to substance misuse and any drivers found to be under the influence of drugs and/or alcohol will be reported to the police and dealt with in accordance with the school's Disciplinary Policy and Procedure and the Staff Drug and Alcohol Policy. • Drivers are not permitted to drive if they are feeling too tired or unwell to drive safely. • Drivers take a break every two hours while on a journey of over three hours. 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> • A second driver attends the trip and takes over driving responsibilities where necessary, e.g. if the original driver is taken ill. • Drivers report any changes to their licence, e.g. the accumulation of points or its removal, to the <u>Headteacher/Head of School</u> immediately. • Drivers report all medical conditions to the <u>Headteacher/Head of School</u> immediately and in accordance with DVLA guidelines. • Drivers familiarise themselves with the school's <u>Minibus Policy</u>. • Drivers follow the Highway Code. • All drivers have completed an enhanced DBS check. 			
First aid and injuries	Staff and pupils		<ul style="list-style-type: none"> • A trained first aider is always present on minibus journeys. • The minibus is fitted with a first aid kit which the <u>first aider</u> checks and, where necessary, re-stocks on a <u>weekly</u> basis. 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> • In the event of an accident, the emergency services are called immediately. • Incident reporting forms are completed by the supervisor and reported to the school nurse. • If a pupil is injured or is taken ill while the minibus is being driven, the driver pulls over in the nearest safe place. • Any medical needs pupils have are noted and additional medicines or treatments are stocked in the first aid kit to ensure their needs are met. • School trip registration forms include emergency contact details for parents. 			
Unsuitable route	Staff and pupils		<ul style="list-style-type: none"> • The driver plans their route in advance of departing to ensure they have knowledge of where they are going. • The driver tries to travel along familiar roads. • The minibus is fitted with a sat-nav to assist the driver if they are lost. 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> Relevant parties, e.g. staff members, parents or hosts, are called and informed of any delays if necessary. 			
Pupil misbehaviour	Staff and pupils		<ul style="list-style-type: none"> Where present, Supervisors are spaced out across the minibus to ensure pupils remain seated and wear their seatbelts at all times. All pupils are briefed on how they should behave during the journey. Challenging behaviour is dealt with in accordance with the school's Behaviour Policy. Pupils wear their seatbelts until they are told to take them off. Pupils only disembark the minibus when it is safe to do so. 			
Lack of servicing	Staff and pupils		<ul style="list-style-type: none"> The minibus is well-maintained and road legal. The Trust Estate Manager and the CFO take responsibility for organising the vehicles servicing and MOT, insurance and tax every year. 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> The CFO purchases relevant permits, e.g. those issued under section 19 of the Transport Act 1985. All insurance cover purchased is fully comprehensive. Under no circumstance is the minibus used if it does not have the appropriate MOT, insurance or tax in place. All receipts for previous services, MOTs and other relevant transactions, e.g. for parts, are kept in the vehicles handbook. 			
Travel sickness	Staff and pupils		<ul style="list-style-type: none"> The driver and supervisors are made aware of any pupils who suffer from travel sickness before departing. Pupils who suffer from travel sickness sit near open windows to ensure they have access to fresh air. Where necessary, pupils take medication to mitigate the risk of sickness. Sick bags are readily available on the minibus. 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> Staff members are not permitted to supervise journeys if they suffer from severe travel sickness. Cleaning products are kept on the minibus to ensure any vomit can be cleaned immediately. 			
Adverse weather	Staff and pupils		<ul style="list-style-type: none"> The driver checks the weather forecast before setting off and makes adjustments to the route, where necessary. ETAs are amended in light of adverse weather to ensure the driver does not have to rush. The driver changes their driving style in the event of adverse weather, e.g. driving slower and allowing more time to brake. The Headteacher/Head of School and driver may make the decision to cancel any journeys in the event of dangerous weather. Decisions to cancel journeys are made in accordance with the Adverse Weather Policy. 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
Breakdowns and accidents	Staff and pupils		<ul style="list-style-type: none"> • The driver checks the levels of oil, fuel and windscreen wash before setting off. • The driver checks the vehicles tyres before setting off, including tyre pressure and for any damage. • The driver checks the interior and exterior lights before setting off. • Any vehicle defects are reported immediately to the Trust Estate Manager, who arranges for the minibus to be fixed. • The ABM ensures sufficient breakdown cover is purchased for the minibus, which includes the provision of a courtesy minibus to ensure pupils can get home safely in the event of an accident or breakdown. • All repairs are undertaken by a suitably trained and qualified professional at a reputable garage. • If the minibus breaks down, the driver switches off the engine immediately and all passengers disembark safely 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<p>and wait by the side of the road for assistance to arrive.</p> <ul style="list-style-type: none"> • A red warning triangle is always kept in the minibus. In the event of a breakdown, the driver displays this to warn other motorists of potential dangers. • Drivers and where possible all passengers wear fluorescent vests to ensure they are visible to other road users. • When out of use, the minibus is started at least once per week to ensure it still runs smoothly and to identify any faults. • All passengers understand the emergency procedures to be followed in the event of an emergency. • Where possible, details of other drivers involved in the incident are taken immediately, e.g. their registration plate, name, phone number, and insurance company. • If necessary, the driver calls the emergency services immediately. 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> The <u>Headteacher/Head of School</u> is informed of the incident as soon as possible and passes this information on to the parents of all pupils involved. A fire extinguisher is carried onboard the minibus at all times. 			
Accessibility issues	Staff and pupils		<ul style="list-style-type: none"> The minibus is accessible to all passengers. Wheelchairs are securely fixed using the appropriate fixings during journeys. Electric wheelchairs are switched off during journeys. Brakes are applied to manual wheelchairs before setting off. If the wheelchair user remains in their wheelchair, the appropriate seatbelts and wheel restraints are used. Reasonable adjustments are made to ensure all pupils and staff members can travel safely and comfortably. 			

Appendix B: Maintenance checklist

Check	Checked? (Y/N)	Details of defect	Reported (date)
Tyre pressure and battery condition			
Tyre condition and tread depth			
Lights – operation/cleanliness			
Engine oil and coolant levels			
Brakes, including fluid level			
Windscreen wipers/jets/reservoir			
Seat belts/buckles/fixings			
Operation of steering/gears/clutch			
Fire extinguisher			
Jack/handle/wheel brace			

First aid kit and Hi-Vis			
Operation of horn			
Doors, latches, locks			
Road fund licence/transport permit			
MOT and insurance			
Condition of mirrors			
Operation of dash controls			
Excessive exhaust smoke			
Condition of body work/number plates			
Cleanliness of interior/exterior			

All checks have been made, and all defects have been reported to:

Name: _____

Signature: _____

Date: _____

Trust Glossary

AA	Admissions Authority	H&S	Health and Safety
AAI	Adrenaline Auto-Injector (Epi Pen)	HoS	Head of School
ACM	Asbestos Containing Materials	HSE	Health and Safety Executive
AHT	Assistant Headteacher	ICO	Information Commissioners Office
AIR	Attendance Intervention Reviews	IDSR	Inspection Data Summary Report
APDR	Assess Plan Do Review Cycle	IHP	Individual Healthcare Plan
APIs	Application Programming Interfaces	IRMS	Information and Records Management Society
ASC	Autistic Spectrum Condition	IWF	Internet Watch Foundation
ASP	Analyse School Performance	KCSIE	Keeping Children Safe in Education
ATH	Academy Trust Handbook	KS1/2/3/4	Key Stage 1/2/3/4
BAME	Black, Asian and Minority Ethnic Backgrounds	LAC	Looked After Child
BAT	Board Appointed Trustee	LADO	Local Authority Designated Officer
BCP	Business Continuity Plan	LGB	Local Governing Body
BFR	Budget Forecast Return	LLC	Low-Level Concerns
CEO	Chief Executive Officer	LSA	Learning Support Assistants
CFO	Chief Financial Officer	MASH	Multi-Agency Safeguarding Hub
CIF	Condition Improvement Fund	MAT	Multi-Academy Trust

CIN	Child in Need	MFA	Multi-Factor Authentication
CLA	Children Looked After	MFL	Modern Foreign Language
CMIE	Child Missing in Education	NCSC	National Cyber Security Centre
COO	Chief Operating Officer	NoV	Note of Visit
COSHH	Control of Substances Hazardous to Health	NPQ	National Professional Qualifications
CP	Child Protection	PA	Persistent Absence
CPD	Continuing Professional Development	PAN	Published Admission Number
CPOMS	Child Protection Online Management System	PECR	Privacy and Electronic Communications Regulations
CSCS	Children's Social Care Services	PEP	Personal Education Plan
CSE	Child Sexual Exploitation	PEEP	Personal Emergency Evacuation Plan
CTIRU	Counter-Terrorism Internet Referral Unit	PEx	Permanent Exclusion
CWD	Children with Disabilities	PP	Pupil Premium
CYPMHS	Children and Young People's Mental Health Services	PPG	Pupil Premium Grant
DBS	Disclosure and Barring Service	PSHE	Personal, Social and Health Education
DDSL	Deputy Designated Safeguarding Lead	PSED	Public Sector Equality Duty
DfE	Department for Education	PTFA	Parent, Teacher and Friends Association
DHT	Deputy Headteacher	QA	Quality Assurance

DSE	Display Screen Equipment	RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
DSL	Designated Safeguarding Lead	RHE	Relationships and Health Education
DPO	Data Protection Officer	RPA	Risk Protection Arrangement
EAL	English as an Additional Language	RSHE	Relationships, Sex and Health Education
ECT	Early Career Teacher	SA	Severely Absent
EDIB	Equality, Diversity, Inclusion and Belonging	SALT	Speech and Language Therapist
EHA	Early Help Assessment	SARC	Sexual Assault Referral Centre
EHCNA	Education, Health and Care Needs Assessment	SBM	School Business Manager
EHCP	Education, Health and Care Plan	SCC	Standard Contractual Clause
EHE	Elective Home Education	SCITT	School-Centred Initial Teacher Training
ELSA	Emotional Literacy Support Assistant	SCR	Single Central Record
ESFA	Education and Skills Funding Agency	SDP	School Development Plan
EVC	Educational Visit Coordinator	SDQ	Strengths and Difficulties Questionnaire
EWOSSO	Education Welfare and Safeguarding Support Officer	SEF	Self-Evaluation Form
EYFS	Early Years Foundation Stage	SEMH	Social, Emotional, and Mental Health
FBV	Fundamental British Values	SENCO	Special Educational Needs Coordinator
FFT	Fischer Family Trust	SEND	Special Educational Needs and Disabilities

FGM	Female Genital Mutilation	SIP	School Improvement Partner
FGMPO	FGM Protection Order	SLA	Service Level Agreement
FOI	Freedom of Information	SLCN	Speech, Language and Communication Needs
FSM	Free School Meals	SLT	Senior Leadership Team
FTS	Find a Tender Service	SPOC	Single Point of Contact
GAG	General Annual Grant	STEM	Science, Technology, Engineering and Maths
GDPR	General Data Protection Regulation	TA	Teaching Assistant
GIAS	Get Information about Schools	TAC	Team Around the Child
HASH	Herefordshire Association of Secondary Heads	TCAT	Three Counties Academy Trust
HBA	Honour Based Abuse	TUPE	Transfer of Undertakings (Protection of Employment)
HR	Human Resources	VSH	Virtual School Headteacher