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Minibus Policy

#GN10

**Last amended 16th September 2025**

**To be reviewed no later than August 31st 2028**

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**Common abbreviations and acronyms**

|  |  |  |  |
| --- | --- | --- | --- |
| **AA** | Admissions Authority | **HASH** | Herefordshire Association of Secondary Heads |
| **AAI** | Adrenaline Auto-Injector (Epi Pen) | **HBV** | Honour Based Violence |
| **ACM** | Asbestos Containing Materials | **HR** | Human Resources |
| **AFH** | Academies Financial Handbook | **H&S** | Health and Safety |
| **AHT** | Assistant Headteacher | **HoS** | Head of School |
| **AIR** | Attendance Intervention Reviews | **HSE** | Health and Safety Executive |
| **APIs** | Application Programme Interfaces | **ICO** | Information Commissioners Office |
| **BAME** | Black, Asian and Minority Ethnic Backgrounds | **IHP** | Individual Healthcare Plan |
| **BCP** | Business Continuity Plan | **IRMS** | Information and Records Management Society |
| **BFR** | Budget Forecast Return | **IWF** | Internet Watch Foundation |
| **CAMHS** | Child and Adolescent Mental Health Services | **KCSIE** | Keeping Children Safe in Education |
| **CEO** | Chief Executive Officer | **KS1/2/3/4** | Key Stage 1/2/3/4 |
| **CFO** | Chief Financial Officer | **LAC** | Looked After Child |
| **CIF** | Condition Improvement Fund | **LADO** | Local Authority Designated Officer |
| **CIN** | Child in Need | **LGB** | Local Governing Body |
| **CLA** | Children Looked After | **LLC** | Low-Level Concerns |
| **CMIE** | Child Missing in Education | **LSA** | Learning Support Assistants |
| **COO** | Chief Operating Officer | **MASH** | Multi-Agency Safeguarding Hub |
| **COSHH** | Control and Substances Hazardous to Health | **MAT** | Multi-Academy Trust |
| **CP** | Child Protection | **MFA** | Multi-Factor Authentication |
| **CPD** | Continuing Professional Development | **MFL** | Modern Foreign Language |
| **CSCS** | Children’s Social Care Services | **NCSC’s** | National Cyber Security Centres |
| **CSE** | Child Sexual Exploitation | **NPQEL** | National Professional Qualification in Executive Leadership |
| **CTIRU** | Counter-Terrorism Internet Referral Unit | **PA** | Persistent Absence |
| **CWD** | Children with Disabilities | **PAN** | Published Admission Number |
| **DBS** | Disclosure and Barring Service | **PECR** | Privacy and Electronic Communications Regulations |
| **DDSL** | Deputy Designated Safeguarding Lead | **PEP** | Personal Education Plan |
| **DfE** | Department for Education | **PEEP** | Personal Emergency Evacuation Plan |
| **DHT** | Deputy Headteacher | **PEx** | Permanent Exclusion |
| **DSE** | Display Screen Equipment | **PLAC** | Previously Looked After Child |
| **DSL** | Designated Safeguarding Lead | **PP** | Pupil Premium |
| **DPO** | Data Protection Officer | **PSHE** | Personal, Social and Health Education |
| **EAL** | English as an Additional Language | **PSED** | Public Sector Equality Duty |
| **ECT** | Early Career Teacher | **PTFA** | Parent, Teacher and Friends Association |
| **EHA** | Early Help Assessment | **RIDDOR** | Reporting of Injuries, Diseases and Dangerous Occurrences Regulations |
| **EHCNA** | Education, Health and Care Needs Assessment | **RHE** | Relationships and Health Education |
| **EHCP** | Education, Health and Care Plan | **RSHE** | Relationships, Sex and Health Education |
| **EHE** | Elective Home Education | **SALT** | Speech and Language Therapist |
| **ELSA** | Emotional, Literacy and Support Assistant | **SARC** | Sexual Assault Referral Centre |
| **ESFA** | Education and Skills Funding Agency | **SBM** | School Business Manager |
| **EVC** | Educational Visit Coordinator | **SCCs** | Standard Contractual Clauses |
| **EWO** | Education Welfare and Safeguarding Support Officer | **SDQ** | Strengths and Difficulties Questionnaire |
| **EYFS** | Early Years Foundation Stage | **SEMH** | Social, Emotional, and Mental Health |
| **FBV** | Fundamental British Values | **SENCO** | Special Educational Needs Coordinator |
| **FGM** | Female Genital Mutilation | **SEND** | Special Educational Needs and Disabilities |
| **FOI** | Freedom of Information | **SLA’s** | Service Level Agreements |
| **FSM** | Free School Meals | **STEM** | Science, Technology, Engineering and Maths |
| **FTS** | Find a Tender Service | **TA** | Teaching Assistant |
| **GAG** | General Annual Grant | **TCAT** | Three Counties Academy Trust |
| **GDPR** | General Data Protection Regulation | **VSH** | Virtual School Headteacher |
| **GIAS** | Get Information about Schools |  |  |
| **GPA** | Government Procurement Arrangement |  |  |

**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.

# Legal framework

This policy has due regard to all relevant legislation and statutory and non-statutory guidance 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 irrespective of the version quoted here.

This policy operates in conjunction with the following policies:

* 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

The Trust Estate Manager is responsible for:

* Ensuring that a full MOT on the school minibus is carried out by the required date
* Setting minimum criteria for the minibus driver 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 A 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

The driver is 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 A 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

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 with more than three points on their license will not be eligible to drive the minibus. Drivers will be subject to a driver assessment at least once every four years, or in response to any incidents. TCAT will cover the costs of any training and testing required.

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 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

This policy will be reviewed in line with the published schedule at the front of this document and at any point material changes require it by the Executive Headteacher/CEO in collaboration with the Board appointed Trustee, the Trust Board and Executive and Senior Leadership.

Any changes made to the policy will be amended by the Executive Headteacher/CEO and will be communicated to Executive Leaders, the TCAT Central Team and to Headteachers/Heads of School, who, in turn, will alert school-based staff.

The next scheduled review date for this policy is 31st August 2028.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed by: | | | |
|  | Executive Headteacher/CEO | Date: |  |
|  | Board appointed Trustee | Date: |  |

# Appendix A: Maintenance Checklist

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

All checks have been made, and all driver identified defects have been reported to the Trust Estate Manager

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

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_