

FULBRIDGE ACADEMY



Minibus Policy

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Minibus Policy

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Purpose:

Fulbridge Academy greatly appreciate that staff and others volunteer to operate the minibuses thereby enhancing opportunities for students.

The minibus is a valuable resource which helps to provide students with access to school visits and off-site residential trips, as well as to numerous other extra-curricular activities. It is essential that all users of this resource are aware of all legal and procedural responsibilities pertaining to its use.

The following information and documentation clarifies procedures to ensure the safety of students, staff and property.

1. General Information

The responsibility for the use of the minibus is shared among staff as follows:

- **Business & Operations Lead & Finance Manager** will be responsible for:
 - Raising invoices for hire charges
 - Ensuring that services/MOTs are done on time
 - Checking insurance arrangements

- **Admin Assistant**
 - Issuing keys to pre-booked drivers only with minibus folder including safety checklist and journey form (Appendix 1) for completion for every use.
 - Checking the faults recorded on safety checklist and journey form with the Site Team.
 - Arrange all driving assessments.
 - Maintain the Academy approved driver list and keep up to date on the google drive system.

- **Site Team** (Site Manager) will be responsible for:
 - Checking the general roadworthiness condition of the bus (Appendix 3 – Site Team checks).
 - Ensuring that the minibus is parked in the designated parking space.
 - Ensuring that the minibus is regularly deep cleaned.
 - Ensuring that any problems associated with the minibus is recorded and addressed.

- **All staff** using the minibuses will be responsible for:
 - Booking the minibus via the school office/ admin assistant. An online calendar to kept (every entry includes driver names, journey description, destination and estimated timings)
 - Cleanliness of the bus (inside and out) on return.
 - Ensuring that diesel is in the bus for the next user (minimum of a quarter of a tank).
 - Ensuring that the minibus is parked in the designated parking space.
 - Completing a safety checklist and journey form for every trip (Appendix 1)
 - Ensuring that keys are returned to the admin assistant with complete safety checklist and journey form as soon as possible at the end of each trip

2. Safety Routines

All safety routines must complete before students are allowed on the minibus. Please refer to Driver Responsibilities (Section 2) for individual responsibilities.

A Safety Checklist and Journey Form (Appendix 1) and an Accident/Incident Checklist (Appendix 2) will be issued to the driver on collection of the minibus keys. All safety checks must be completed before the bus leaves the car park.

In addition the Site Team will perform weekly checks (Appendix 3) and a regular deep cleaning schedule.

3. Drivers Responsibilities

It is greatly appreciated that Fulbridge Academy staff are willing to take on the considerable responsibility for driving a minibus.

It is hoped that all staff and hirers understand why the procedures need to be so carefully determined and adhered to and that by doing so it helps to protect the driver. The safety of the passengers and the protection of the driver are paramount. The Academy and Governors know and expect that drivers will appreciate the need to comply with the policy.

- Before driving a vehicle make sure that it is in a fit and serviceable condition, by carrying out the safety routines specified and certifying on the Safety Checklist and Journey Form (Appendix 1) that this has been done. **The driver is legally responsible for the condition of the vehicle.**

In the event of an accident due to failure by the driver to carry out the safety routines prior to using the vehicle, then it is likely that the driver would be prosecuted, if it were shown beyond reasonable doubt that the incident was due to this failure. If an incident was due to mechanical failure which was outside the control of the driver, the driver may escape prosecution.

Clear instructions regarding acceptable behaviour must be given to passengers, and boarding and disembarking from the bus at the roadside must be supervised. If there is baggage in the bus it must be securely stowed and the bus must not be overloaded by passengers or baggage. All passengers must be briefed what to do in the event of an enforced stop or accident. The driver and/or supervisors of the students will be responsible for directing the students to a place of safety.

- During the journey the driver must ensure that passengers do not move around, that they wear their seatbelts at all times and that there are no passengers standing. Student behaviour must be up to the high standard expected. The driver is totally responsible for all his/her passengers en route.
- Check diesel. If diesel needs to be purchased during the journey request a VAT receipt with the VAT number (the amount will be reimbursed). The minibus has an account at the Jet Garage in Werrington at the top of Lincoln Road (opposite the Cock Inn) where the driver just needs to sign against the Academy account after filling the vehicle. The Academy is invoiced separately. Leave it at least a quarter full. When it is necessary to add fuel please ensure to completely fill the tank – full tank.
- At the end of each trip, the driver must complete the Safety Checklist and Journey Form recording mileage etc and ensure that the minibus is clean and tidy. Note on the Safety Checklist and Journey Form any vehicle faults or problems in handling which have given rise to any concern and return the form to admin assistant with the keys asking them to inform Site Team or Finance

Team. There is available a cloth, dustpan and brush under the sink (at the back of the rear car park next to the kitchen entrance) so minibuses can be cleared of rubbish, cleaned out or mirrors cleaned if required before or after a journey.

4. Drivers Information and Adult Supervision

- **Drivers** - All drivers must be on the Fulbridge Academy approved driver list.

Recent advice:

Departmental advice on health and safety for schools: School staff driving the school minibus (December 2012)

School staff can drive the school minibus without any special licence, as long as their employer agrees and the following conditions are met:

- The staff member obtained their car driving licence before January 1997
- The staff member obtained their car driving licence later than January 1997 - but has held it for at least two years - and
 - is not being paid to drive the minibus (because exemption depends on no consideration being received by the driver); and
 - the minibus weighs no more than 3.5 tonnes or 4.25 tonnes including specialist equipment for disabled passengers (for example, a wheelchair ramp).
 - the mini bus is not used for hire or reward.

<http://www.education.gov.uk/aboutdfe/advice/f00191759/departmental-advice-on-health-and-safety-for-schools/school-staff-driving-the-school-minibus>

The minibus is 4.1 tonnes and has a wheelchair ramp included. The mini bus is insured for any nominated driver who will be on the Academy's approved driver list.

To become an approved driver for inclusion on the Academy's approved driver list staff and volunteers will be required to:

- complete a driver assessment with the driving instructor (1 hour).
- renew the driver assessment every 5 years with the driving instructor.

Please request all assessments through the Admin Assistant so suitable times can be arranged with the external driving instructor. On passing the assessment each driver will be provided with a copy of this policy as notification that they are approved to drive Fulbridge Academy's minibus. Within the documents inside the minibus there will be a headed document displaying the approved driver list as proof of the Academy's authority to drive The Academy's minibus. There will be a Driver Record Log for each driver to collate dates of tests and their driving licence details.

Onus is on drivers to:

- Advise the Academy (notify the Admin Assistant) if they are not fit to drive the minibus for a medical or other reason.
 - Advise the Academy (notify the Business & Operations Lead) if any points are incurred on their driving licence. This will be considered and be notified if they can continue to drive the minibuses. The final decision is with the Principal.
 - Never drink and drive and be aware that alcohol can remain in the body for up to 24 hours. Neither should staff drive if they feel ill or affected by medicines. Drivers who drive for more than 2 hours after a day's works are significantly more likely to be involved in an accident.
 - On each trip drivers must complete a Safety Checklist and Journey Form (issued with the minibus keys) to record the journey, checks completed and for charges.
- **Loading and Parking**
 - All students must embark from the Academy car parks and on return disembark in the car parks.
 - The minibus should be parked in designated parking bays to ensure ease of use for the next driver

Please note Health and Safety regarding driving on Academy property must be paramount. Please ensure site speed limits are observed at all times.

- **Breakdowns**

In the event of the vehicle breaking down the driver's first responsibility is to ensure the safety of the passengers. This is particularly important if any passengers are disabled. Drivers are responsible for taking all reasonable steps to ensure the safety and security of the vehicle. Please use the high visibility jackets (located in minibus) when exiting the vehicle, especially when the minibus has stopped in an unsafe position.

Contact should be made to the Academy to inform them of the situation.

Local breakdown cover is available. Current details are held within the documents and further details with the Business & Operations Lead.

Insurance details are held within the documents and full details of the Academy's insurers and Insurance Agent are held by the finance team.

- **General rules for the use of the minibus**

- The operation of the minibus has at all times to be carried out in a safe manner and within the law. The rules laid down in the Highway Code should prevail at all times
- The procedures set out are designed to ensure adequacy of insurance cover, conformity with legal requirements, serviceability of the vehicle and the safety, comfort and enjoyment of the drivers and passengers and must be abided by at all times.
- At all times the driver is responsible for the safety of the passengers and minibus. Decisions in the event of any difficulties as to whether or not to continue a journey is the responsibility of the driver.
- The Principal, acting on behalf of the Governors, has the authority to stop minibus or drivers from leaving the premises if it is believed safety will be compromised.

- Passengers must wear seat belts whilst in the minibus.

- **Recommended Driving Times and Adult Supervision**

The Academy Senior Management recognise the danger of driver fatigue and distraction, especially on long journeys, by applying the following recommendations. For journeys:

- Not exceeding 45 minutes each way from base, a single driver operating alone may be considered adequate, subject to the nature of the group and the driver's ability and confidence to manage that group.
- Involving between 45 minutes and 1.5 hours driving each way from base, a second, responsible adult should be present.
- Involving between 1.5 and 3.0 hours driving each way from base, the second adult should also be an appropriately qualified driver.
- Involving over 3.0 hours driving each way from base, one of these drivers should have had a rest period, free of duties, of at least one hour immediately prior to the start of the journey.

Mobile telephones are not be used by the driver when driving the minibus.

5. Bookings

The minibus must be booked via the school office/ admin assistant. An online calendar to be kept (every entry includes driver names, journey description, destination and estimated timings). The minibus ignition key will be held by the Admin Assistant and collected by the driver with the Safety Checklist and Journey Form.

A condition of the Academy is that the minibus should only be used for the purposes of carrying young people from the Academy, educational establishment or community group (see Section 10). The minibus is not available for hire or for any other purpose and cannot be taken abroad.

6. In the event of an accident: Complying with the law in the UK

In the event of an accident resulting in damage to another vehicle, an animal or other property, the driver must stop and give their name, address and the registration particulars of the vehicle driven to anybody who has reasonable grounds for requiring the information. Insurance details will be provided with the Safety Checklist and Journey Form so these can be shown to the police or to anybody who has reasonable grounds to see it.

If the driver is unable to comply with these requirements at the time of the accident the details must be reported to the police as soon as possible and in any case within 24 hours.

ALWAYS

- Switch off the engine and ask others to do likewise
- Do not smoke, as there may be a spillage of diesel
- Switch on the hazard warning lights and ensure no-one obstructs them.
- Help all those who are not injured to a safe place away from the road (use high visibility vests).
- Should anyone be injured summon an ambulance and the police immediately
- Do not move anyone who is seriously injured but attempt to keep them warm and comfortable.
- Write names, address and phone numbers of all those involved, including witnesses, together with registration numbers.
- Do not discuss who was at fault. Only give statements to the police.
- Wait for the police to come before moving vehicles (unless they are in a dangerous situation).

- If the police are not involved, make sure wherever possible, that an independent witness has noted the position of the vehicles.
- Please take as many photographs as possible giving regard to the safety of yourself and passengers. Weather and road conditions should be noted with any other relevant information.

Accident/Incident checklist (Appendix 2) will always be provided for each journey (in the folder collected with the ignition keys)

7. Contact Numbers

Fulbridge Academy 01733 556990

Out of hours Fulbridge Academy emergency contact numbers please use one of following:

- Nominated member of Senior Management Team for the trip.
- Business & Operations Lead, Sam Smee 07538201200
- Site Team, Graham Barnes 07549050282

8. Emergency Plans

● Accident

In the event of an accident draw a plan to show what happened as soon as possible after the accident that clearly shows:-

- Approximate road layout, speeds and direction of travel of everybody concerned
- Position of cars/vehicles immediately before and after the accident and distances they were from each other, from road junctions and from the side of the road.
- Position and length of any skid marks
- Names, widths and gradients of roads
- Positions of any witnesses
- Any traffic signs and road markings
- Any obstructions of the view of traffic (eg sharp bend, brick wall, hedge, parked cars, etc)
- Which direction is north, weather and road conditions with any other relevant information
- Please take as many photographs as possible giving regard to the safety of yourself and passengers.

● Dealing with a major incident

This written guidance should be held by each adult member of the party.

- Establish the nature and extent of the emergency
- Make sure all other members of the party are accounted for and are safe (ie carry out a head count). Remember drivers must carry with them a list of the members of their party; this is a requirement of the Academy's Visits Policy and School Journey Insurance.
- Call the appropriate emergency services. If there are injuries, establish their extent and administer appropriate first aid if appropriately trained and feel capable.
- Advise other staff member of the incident and of actions taken. Decide, if appropriate, who is in charge and responsibilities to be undertaken by each adult member of the group.
- Ensure that an adult accompanies any casualties to hospital. If only one adult is available in the circumstances a decision will have to be reached as to the best course of action.

- Ensure that the remaining students are adequately supervised and arrange for early return to base.
- Arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over and all the students accounted for.
- Contact the senior member of staff on call (as agreed before departure).
- Control access to telephones/mobiles until a member of the Academy Senior Leadership Team has contacted parents/others involved
- Give full details of the incident including:
 - Nature, date, location and time of incident, details of injuries, if any casualty taken to hospital etc.
 - Names and home telephone numbers of those involved
 - Action taken so far
 - Telephone number for future communication
- Do not discuss matters with the media.
- The member of senior staff should contact the Principal and establish who will take charge of the situation and what immediate actions will be taken. The Principal will advise the Chair of Governors.

The party leader should at the first opportunity make notes on the incident, as should other people involved. A record should be kept of the names and addresses of any witnesses or people involved.

The party leader should not discuss legal liability and ensure that accident forms are completed as soon as possible.

9. Costs

Fulbridge Academy will arrange an annual budget to cover fuel and maintenance costs for the use of the minibus.

Swift Car Care Services Ltd t/a Express Autocare, 7 Wareley Road, Woodston, Peterborough PE2 9PF will provide the Servicing & annual MOT Testing of the Minibus owned by Fulbridge Academy as a sponsor.

All drivers should ensure that the minibus is delivered back to the Academy with a minimum of a quarter tank of diesel.

In all cases if the bus is not clean on return a valeting charge of £30 will be charged to the user.

10. Community Use

The Fulbridge Academy minibus can be hired within the Four Cs Multi Academy Trust so long as drivers are on the Academy "approved list" maintained by the Admin Assistant. All users will be charged a rate per mile travelled.

The Academy will require completion of the Booking Form for Community Minibus and a non-refundable deposit of £10.00. There is an excess payable by hirer in event of accident.

11. Policy Review

The Governing Body (or responsible committee) will review this policy in line with the procedure for policy review.

**APPENDIX 1 (Fulbridge Academy)
Safety Checklist and Journey Form**

Name of Driver _____ Date of Journey _____

Brief details of route _____

Start time _____ End time _____

All safety routines must be checked (ticked) and where necessary with comments.

Action	√ Tick	Comments
Trip documentation completed and approved.		
Passengers briefed on what to do in the event of an enforced stop or an accident.		
Fuel/Water levels (dashboard) checked.		
Tyres - visual check.		
Brakes are operational.		
Mirrors/windscreen wipers/windows are operational.		
Horn works.		
Fire extinguisher, Jack and High Visibility Jackets in place.		
Driving lights are operational.		
First Aid Kit/Tool Kit in place.		
Latches, safety belts/straps in place and in use.		
Interior lights are off after all doors are closed.		
Bus is locked at all times when not in use.		
Minibus left clean and tidy.		
Sufficient fuel for next journey (at least quarter of tank)		

Any other comments (please report concerns or items used in first aid)

Speedometer Readings

Start (klms/mls) _____

End (klms/mls) _____

Total Journey (klms/mls) _____

Fuel Purchased £ _____ (Receipt)

Accident/Incident (Please ✓ relevant box)

I can confirm no accident/incident took place during the journey

Or

Accident/incident took place and full report is attached.

Signature of Driver _____

Date _____

I can confirm I have read and understood the Academy Minibus Policy, that I am an authorised driver and that I will abide by the guidance given in the Academy Minibus Policy.

DOMAIN/ PHASE/ DEPARTMENT

**APPENDIX 2 (Fulbridge Academy)
Accident/Incident Checklist**

In the event of an accident/incident inform the Academy immediately you are able.
To assist you in the possible confusion a checklist is provided below.

No	Action	√Tick
1	STOP – it is an offence not to stop after an accident	
2	Switch off the minibus engine	
3	Ensure your passengers are safe from other hazards (use high visibility jackets)	
4	Account for all members of the trip (head count). Do not leave students unattended	
5	Make sure no one smokes near the accident site	
6	If anyone is injured contact the emergency services and the police	
7	Administer first aid if required and you are able	
8	Do not remove casualties unless absolutely necessary	
9	Do not move vehicles involved until the police arrive	
10	Notify the Academy through agreed contact. Give full details: Nature, location, time of incident, injuries (any casualties to hospital), action taken so far and number for further communication if required.	
11	Give your name, address, the registration number and in case of personal injury, insurance particulars to any person having reasonable grounds for requiring them	
12	Obtain from the other person involved in the accident/incident their name, address and registration number of their vehicle and insurance details	
13	If there are any witnesses to the accident obtain their name(s) and address(es). Take photographs of scene, if possible.	
14	Under no circumstances admit liability for the accident/incident	
15	If the police are not called to the scene of the incident make sure the incident is reported to the police within 24 hours	
16	Make a plan to show what happened – if a road accident include road layouts, weather conditions, road conditions (sharp bend, gradient, hedge obstructing view) where your vehicle was in relation to others both before and after the incident. Use photographic evidence if possible.	
17	Accident form(s) completed, where necessary	

APPENDIX 3 (Fulbridge Academy)
Site Team Check Sheet

Name _____

Date _____

SITE TEAM CHECKLIST	CHECKED / LEVEL	OK
1. Oil level		
2. Coolant level		
3 Brake fluid		
4. Clutch fluid		
5. Fan belt		
6. Fuel (quarter tank)		
7. Fuel cut-off		
8. Tyre condition		
9. Tyre pressure		
10. Lights and indicators <ul style="list-style-type: none"> ● Hazard ● Indicators ● Side lights ● Main Beam/Dip ● Cab/Interior lights ● Brake lights ● Reverse Lights 		
11. Brake operation		
12. Horn (working)		
13. Mirror alignment and cleanliness		
14. Wipers and washers		
15. Door locks		
16. Emergency exit		
17. Driver seat adjustment		
18. Seat belt condition		
19. First aid kit (check contents) <ul style="list-style-type: none"> ● 10 Antiseptic Wipes 		

<ul style="list-style-type: none"> ● 1 Disposable Bandage (Not less than 7.5cm wide) ● 2 Triangular Bandages ● 1 Packet of 24 assorted adhesive dressings ● 2 Sterile eye pads with attachments ● 12 Assorted Safety Pins ● One pair of blunt rustproof scissors 		
20. Fire Extinguisher, Jack and High Visibility Jackets in place		
21. Reverse Buzzer		
22. Battery		
23. Washer Fluid		
24. Power Steering Fluid		

Any other comments (including external condition)