

MINIBUS POLICY

Approved by: FLM

Date: May 2025

Next review due by: May 2028

Drivers

Staff may use the minibus for school activities. Drivers must be over the age of 25 and under the age of 70 and have held a valid licence for 2 years.

Drivers who have endorsements or medical conditions which may impair their driving ability must disclose these to the school to ensure that they are covered under the insurance policy.

Drivers with convictions under Schedule 4 of the Road Traffic Act 1972 must be recorded. Notifiable convictions include drink driving, dangerous driving, speeding and vehicle maintenance. In such cases the Head teacher will consider whether they are suitable to drive.

New drivers of the minibus must undertake a minimum of 2 hours training alongside an experienced minibus driver from the school (1 hour without passengers and 1 with). Additional hours of training will be offered until the new driver feels confident.

The School Business Manager (SBM) will inspect all drivers' licences to ensure eligibility to drive. Drivers must notify the SBM of any changes on their licence holding or medical condition that may impair their ability to drive. Drivers must be fit to drive, and free from any condition that would affect their competency as a driver.

Drivers requiring the use of the minibus for outings must check with the SBM to ensure that it is not in use for normal curricular activities. Drivers must conform to all local parking restrictions wherever they park the vehicle. The school has a Blue Badge for parking, please note that **not** all London Boroughs allow Blue Badge holders to park

for free but have their own disabled parking scheme. The badge MUST NOT be used unless the vehicle is being used to transport students.

It is the responsibility of the driver to check and adhere to parking restrictions. If a staff member is repeatedly issued with Penalty Charge Notices then the school have the right to review the incidences and, if there is evidence of lack of due care on the part of the driver, to consider asking the driver to cover or contribute towards the fines and/or remove the staff member from the list of approved drivers.

Drivers should plan journeys in advance. Long journeys must be planned to include stops. On long journeys it is recommended that the driving is shared. Drivers are responsible for checking that all doors and windows are locked and lights are switched off at the end of each journey.

No driver should travel with students unaccompanied, except in exceptional circumstances agreed with the Head teacher or SBM, or in the case of an emergency, with the authorisation of the teacher in charge.

Drivers must inform a member of staff in school (usually the SBM) of the destination of the minibus, its route, its estimated time of arrival and return.

Drivers can drive a maximum of six hours in any 24-hour period and must have a break of at least fifteen minutes for every two hours they have driven. If the driver feels tired, s/he must find somewhere safe to stop for fifteen minutes or so and take whatever measures are needed to refresh. If there is a second driver s/he should take over.

On long day trips it is advisable that the driver has a rest period of about half an hour prior to embarking on the return journey. When a driver is taking a break s/he must not be involved in student supervision.

Parayhouse School recognises that it is an offence to use, cause or permit the driver to use a hand-held mobile phone or other electronic communication devices whilst driving or controlling a vehicle on the road and will instruct staff of that.

The Vehicle

In law, any person driving a minibus assumes the responsibility for that vehicle being roadworthy under the Road Traffic Act 1972. The minibus is leased from Jurni Leasing, and this lease provides for Safety Checks every six weeks, as well as all servicing and MOT's.

Drivers should be satisfied that the minibus is roadworthy each time they drive it. They must inform the SBM and in their absence the Receptionist if they find any defects.

Drivers must not drive the minibus if they are in any way concerned about safety. This includes the status of the vehicle, their own well-being and the weather conditions.

Drivers should adjust the seat and mirrors for themselves on each journey, and must be familiar with the dashboard instrumentation.

Drivers must be aware of the speed limits for minibuses:

50mph on single carriageways.

60mph on dual carriageways.

Please note the minibus is fitted with a speed restrictor, which restricts the maximum speed to 62MPH.

Horns and reversing beepers must NOT be used between 11.30pm and 7.00am.

The minibus is entitled to travel in the bus lane providing there are no local restrictions.

Drivers should be familiar with the following information about our minibus:

SCHOOL MINIBUS SPECIFICATIONS

Registration Number: SG23XWY

Make of vehicle: CITROEN (Icv) RELAY 40 HEAVY L4 DIESEL 2.2 BlueHDi H2 Window Van 140ps X Medium Roof Window Van

Length of vehicle: 6363mm

Height of vehicle: 2522mm

Width of vehicle: excluding door mirror 2050mm

Fuel: Diesel

Tyre Pressures Front: 65psi

Tyre Pressures in Back: 73psi

The registration number for insurance purposes is **SG23XWY**

This information must be stored in the minibus folder kept in the minibus.

Our minibus runs on diesel fuel. Drivers must ensure that they have sufficient fuel for the journey, and if necessary fill the tank at a petrol station. From time to time the

Minibus may require the diesel system additive, 'Ad Blue', if this is needed, the driver should purchase this from a petrol station and put into the minibus. If they are unsure how to do this, they must inform the SenLT. Such expenditure will be reimbursed on presentation of the receipt to the SBM and completion of an expenses claim form.

In the event of a breakdown, drivers will find the breakdown insurance card in a pocket on the windscreen. All the details required by the breakdown service are found on the card.

Drivers should call Jurni Leasing on 0370 0120 301 for recovery.

In the event of vandalism please report this to Innovation Broking via the SBM.

Our minibus has a disability Blue Badge which must be displayed on the dashboard along with the time clock badge.

The School Business Manager, on behalf of drivers, will ensure that the minibus is taxed and insured and has a current MOT certificate and Breakdown assistant card.

Luggage stored under the seats must be secure and not block the aisles. A trailer must not be fitted to the minibus.

It is illegal to use the minibus unless it is equipped with a Fire Extinguisher and a First Aid kit. The Medical Lead is responsible for ensuring that the First Aid kit is stocked.

The relevant items which must be kept in the minibus at all times are listed at the end of this document.

The spare wheel is located under the minibus.

The Vehicle Registration document and Insurance document must be taken when travelling abroad.

Drivers planning to take the minibus abroad must read the Department of Transport booklet, 'Taking a Minibus Abroad' to check that they will be complying with all regulations.

Students as Passengers

The responsibility of the driver is to drive the bus. It is NOT the responsibility of the driver to monitor student behaviour. No students are allowed in the minibus unaccompanied by a staff member.

The maximum number of passengers is sixteen. All passengers must be seated. All passengers must sit facing forwards, no kneeling on the seats. There must be a minimum of two staff in the minibus and one must always sit in the rear of the vehicle with the students. Support staff should reserve the back seat for themselves for supervision.

If there are enough seats in the back of the minibus to accommodate all the students travelling, then all students should sit in the back of the minibus. Students should only sit in the front of the minibus if there is insufficient room in the back or in exceptional circumstances as decided by the teacher in charge. Where possible, if the minibus is full, a member of staff should sit in the front with one student.

Where possible, a teacher should also be seated beside the side door.

No child under the age of eight may sit in the front of the minibus. All passengers must wear seatbelts. Seatbelts must be worn correctly. Staff must ensure that this is so before the driver puts the minibus in motion.

All passengers must be shown how to release the seatbelts in the event of an emergency. A member of staff must sit near any student who is unable to release his/her own belt unaided.

Seatbelts must remain fastened until the engine has been switched off.

Students must be aware of what constitutes acceptable behaviour in the minibus. Support staff must ensure that students behave properly in the minibus. In the event of poor behaviour, support staff should ask the driver to pull over and stop. Poor behaviour from any student in the minibus could result in exclusion from further minibus trips.

Staff must ensure that the doors on the minibus are unlocked whilst it is in use, so that they can be opened from the outside in the event of an emergency.

It is illegal to obstruct the emergency exit and staff must ensure that it and the aisles remain clear.

Support staff may be required to assist the driver making a manoeuvre. Staff should not stand directly behind the vehicle out of sight of the driver. Students must not direct the moving vehicle.

A member of the support staff must carry a mobile telephone which is switched on. It is illegal for the driver to use a mobile telephone whilst driving.

Students and staff sitting in the rear of the minibus should enter/exit the vehicle from the kerbside. If this is not possible, then they must enter through the back doors. Students should not enter/exit the minibus through a door facing outward into the road.

When a trip necessitates dropping students and staff off before parking, then it is advisable that there be two staff members in addition to the driver. When dropping off, the driver must ensure that all staff and students have left the minibus and are clear of the vehicle before moving off.

On long journeys, students may fall asleep. **At least one adult must remain awake at all times, both to navigate and to supervise students.** If a navigator is required, then that adult should sit in the front of the minibus, in which case a third adult must sit in the back.

The driver must not be distracted. The driver should not tune the radio, change a CD, read a map, or engage in any activity that may divert their concentration whilst driving the vehicle.

It is not necessary to seek parental permission for students to travel in the minibus if the trip is part of the curriculum.

Procedure on Outings with Students in the Minibus

The driver should inform a member of staff in school, (usually the Head teacher or School Business Manager), who is travelling on each trip (staff and students), the destination of the minibus, its route, its estimated time of arrival and return.

A Register is kept in the minibus, listing all groups on regular curriculum groups, that is, students going to the swimming pool and the sports hall. The Register shows the

names of all students scheduled to travel, where they are going, and the day on which they travel. Upon entering the minibus, the designated teacher in charge notes absentees and then calls the Register. This procedure is repeated on every occasion that the group enters the minibus.

If a student/s who should be on the minibus is/are not present when the Register is called, the teacher in charge should leave immediately to locate the student/students, leaving the driver in charge of the remaining students. The driver and the teacher in charge must carry a mobile telephone, such that contact can be maintained should a search be ongoing.

For non-regular minibus travel – e.g trips to museums, events, etc., there are blank registration sheets in the Minibus Register folder. The teacher in charge should write a list of all students on that outing and use this for the roll call exactly as described above. Individual Risk Assessments may also be required.

Any students known to have medical conditions – e.g Epilepsy or Asthma - must have their medication with them at all times. The teacher in charge is responsible for ensuring all students have their medication with them whilst travelling on the minibus. A designated staff member will be responsible for carrying this medication throughout the outing.

Accidents and Emergencies

In the event of a minibus accident, the driver should stay at the scene of the accident until the emergency services have taken all details. The driver should seek details of independent witnesses.

If the accident is damage only and no-one is injured, the driver must ensure that the vehicle is roadworthy before continuing the journey. The driver must liaise with the SBM to contact the insurance company to give a full report of the accident.

In the event of an injury, the driver must report the accident to the police as soon as possible, or in any case within 24 hours. The SBM must be informed of any accident as soon as possible.

In the event of an accident such as a fire, an emergency evacuation of the vehicle should be conducted. Staff and students should exit the vehicle as they would normally, and be supervised away from the vehicle.

Where staff are involved in an accident, they are instructed **NOT** to admit any liability or responsibility at the scene; to exchange insurance details and notify the Head Teacher as soon as possible; the driver to complete an accident report form as soon as possible whilst the details of the accident are still fresh.

In the event of a vehicle fire, staff are to be instructed to:

- Stop the vehicle in as safe a position as the situation allows
- Get all persons out of the vehicle and move to a safe location
- Contact the emergency services if required
- Only if you feel it is safe to do so without endangering yourself or others, try to put out the fire
- Staff should not attempt to tackle a vehicle fire unless they have been trained to do so. An under-bonnet fire must not be tackled.

Smart Motorways

A smart motorway is a section of a motorway that uses traffic management methods to increase capacity and reduce congestion in particularly busy areas. These methods include using the hard shoulder as a running lane and using [variable speed limits](#) to control the flow of traffic.

If your vehicle has a problem, get off the motorway immediately - that's the advice from Highways England.

Motorists are urged to make their way to one of the regularly spaced emergency areas at the side of the carriageway on smart motorways, which are marked with blue signs and an orange SOS telephone symbol.

If drivers are moving at 60mph (97km/h), they should be able to reach a refuge every 75 seconds on average, according to the agency. Once they reach it safely, there is a phone to ring for help.



Emergency areas are marked with blue and orange signs

If you can't get to an emergency area but your vehicle can be driven, **the advice** is to pull up as close as possible to the nearside (left hand) verge or other nearside boundary or slip road.

Switch on hazard lights and rear fog or side lights, especially if visibility is low.

The driver and any passengers should get out of the vehicle if it feels safe to and wait at the other side of the safety barrier if there is one, so they are clear of their vehicle.

If it does not feel safe enough to get out - or if the breakdown occurs in the middle or outside (right hand) lanes - motorists should keep seatbelts on, turn on hazard warning lights and contact 999 immediately.

In this instance, smart motorway technology can assist quickly with lane closures, as regional control centres use CCTV cameras to monitor and manage these stretches.

EQUIPMENT TO BE KEPT IN THE MINIBUS

London A-Z

UK Road Atlas

Wheel Brace

Tissues

Windscreen wash

De-icer

Window cloth

Folding Hazard Warning Sign (Triangle)

First Aid Box

Fire Extinguisher

Specifications information card

Copy of MOT Certificate

Auto Glass Cleaner Tablets

Copy of Vehicle Registration Certificate

Copy Insurance Policy

Contact details of Jurni Leasing

Disability Blue Badge

Torch

High Visibility Jacket (17)

Handbook

PHS Minibus Policy

Warning Beacon