

Minibus Policy

January 2012

Reviewed annually by the governing body



Introduction

The Priory Primary Academy Trust values the use of a minibus for the transportation of small groups of up to 16 people.

It is school policy to ensure that pupils are transported in comfort and safety and that all driving is undertaken in a fully professional way.

Vehicle use

The Academy values off-site visits, both for sporting fixtures and field trips. For larger groups a coach will be hired, complete with driver. For small groups, of up to 16 passengers, the minibus will be used, which will be driven by a trained member of the School staff. On a daily basis, the School transports the children who are entitled to free transport. Additionally, subject to available space, the School transports other children by pre-arrangement. There is a small charge to cover fuel costs.

Following the terms and conditions of the service level agreement with Hampshire County Council, the council ensures that the vehicle meets legal requirements with respect to licensing, insurance, maintenance and the procurement of appropriate permits.

Educational visits co-ordinator

At The Priory Primary Academy, the educational visits co-ordinator is the Head Teacher, Mrs. Kelly. The co-ordinator is responsible for ensuring that:

- a risk assessment is carried out before every off-site visit or journey
- the School meets its legal requirements
- all drivers are appropriately qualified, trained and vetted.

Risk assessment

In order to ensure the safety of all pupils transported on school vehicles, the School will carry out a full and comprehensive risk assessment before undertaking any off-site journey. The emphasis of the risk assessment will be on:

- identifying risk
- deciding who or what is at risk
- considering ways in which the risk can be reduced or mitigated
- deciding how the risk can be controlled.

The assessment will consider areas such as:

- size of the group
- ages of members of the group
- destination, route and stops on the journey
- appropriate means of transport
- the nominated driver if a minibus is to be used.

Approved drivers

A MIDAS trained member of the School staff drives the minibus. All drivers' driving licences have been checked for the appropriate D1 categorisation.

All drivers must:

- notify the School of any changes to their driving licences
- participate in additional driver training as required by the School
- agree to driver re-assessment at regular intervals
- be fit and able to drive, having had an adequate rest period and not being under the influence of alcohol or drugs
- carry out pre-drive safety checks on brakes, tyres, steering etc and to ensure that the vehicle is appropriate for the passengers to be carried
- have a clear plan of action in event of a breakdown or accident
- complete any appropriate documentation before and/or after the journey.

Record-keeping

The School will ensure that appropriate records are kept with respect to operation, accident and damage, maintenance, staff training and who is allowed to drive the vehicle.

Breakdown/Emergency procedures

All drivers of the School minibus must be aware of the appropriate breakdown/emergency procedures. In the event of a breakdown/emergency the driver should:

- ensure that the vehicle is stationary in as safe a place as possible
- contact the breakdown organisation immediately and arrange for rescue or repair
- contact the School and inform the Head
- ensure the safety of all on board, where necessary evacuating the passengers and moving them to a safe place.

Where appropriate, the School will arrange for parents to be informed or arrange for passengers to be picked up.

Basic tools will be kept in each school vehicle to enable drivers to undertake repairs that are within their capabilities.

Any driver involved in an accident must stop. If anyone with reasonable grounds requests it, the driver must give his name and address and particulars of insurance. If particulars cannot be exchanged at the time, the accident must be reported to the police as soon as possible and certainly before 24 hours have elapsed.

Training

All staff that drive or help to maintain a school vehicle will be properly trained and made aware of:

- their responsibilities and limitations regarding health and safety as defined in the Schools health and safety policy
- the risks and control measures associated with vehicle inspection/maintenance
- the maintenance and servicing programmes of vehicles
- the procedures for regular in-house inspection and maintenance
- the location and safe use of tools and equipment for in-house inspections
- the contact names, addresses and telephone numbers of persons for inspection, maintenance and notification in an emergency.

All new drivers will be trained in the procedures to adopt in case of breakdown or an accident and how to undertake all the required daily checks necessary to ensure that the vehicle is in order.