



# Minibus Policy

Date policy last reviewed: January 2023

Date of next review: January 2026

Signed by:

A Martin Principal Date: January 2023

M O'Connell Chair of Governors Date: January 2023

## **Vision**

**Developing people of good character who achieve excellence and make a positive contribution to their communities.**

## **Mission**

Our mission is to ensure that:

- students develop the knowledge, skills and character to live happy, healthy and successful lives
- all are included and work hard to fulfil their potential regardless of background or starting point
- student choices are not limited by self-belief, opportunity or circumstance.

This can be achieved at Magnus through world class learning, high expectations and through encouraging personal, moral and spiritual development within a Christian framework.

## **Our Core Values...**

*All our work will be underpinned and driven by the following core values:*

### **• Determination**

- Have the courage to work hard and keep going with a relentless drive to achieve excellence.

**“Run in such a way that you may win” 1 Corin 9 v 24**

### **• Integrity**

- Have the strength of character to choose honesty and truth at all times and be accountable for our actions.

**“ We are taking pains to do what is right not only in the eyes of the Lord but also in the eyes of man” 2 Corin 8 v21**

### **• Ambition**

- Have the belief and drive to succeed, placing no limits on what can be achieved

**“ I can do all things through Christ who strengthens me” Phillips 4 v 13**

### **• Humility**

- Recognise and respect the value of everyone and celebrate success together.

**“Be completely humble and gentle; be patient, bearing with one another in love” Ephesians 4v2**

### **• Compassion**

- Comfort and support all those in need and offer grace to all in our community.

**“Be like minded, be sympathetic, love one another, be compassionate and humble” 1 Peter 3 v 8**

## **Policy**

As in other matters, the Academy has a general duty of care for passengers when being transported in the Academy minibus or hired vehicles. This has implications for all aspects of minibus use, including the type of bus, its maintenance, the authorisation of drivers, the stowing of luggage and seat belt usage.

Detailed procedures concerning the use of the Academy minibus follow. For the purposes of these procedures, the term “minibus” is taken to mean either of the minibuses owned by the Academy or hired vehicles being used for Academy events.

The procedures have been written to provide any members of the Magnus Academy community, who may need to drive vehicles on behalf of the Academy, with the necessary consolidated knowledge in the light of growing legislation regarding the necessary qualifications, insurance, operating, servicing and inspection requirements to safely operate our vehicles and carry passengers.

A copy of this policy and procedures will be provided in the Academy minibus file (kept in the Main Academy Office) and on the Academy shared doc's Staff (X) Health and Safety. The policy and procedures will be revisited annually as part of the Academy's Health and Safety review.

## **Minibus Procedures**

The Academy has Section 19 Permits which enables entitled staff to transport students, staff or their helpers in our academy minibus.

### **Persons Entitled to Drive the Minibus**

Driving should be done on a voluntary basis and should not be written into staff's contracts.

Members of staff aged 25 and over are allowed to drive the Academy minibus if they have authorisation from the Site Manager. Before being authorised to drive the minibus, staff will be required to undergo a Minibus Driver Awareness training course, this assessment and training will be carried out in-house.

Additionally, at periodic intervals, staff with D1 annotations will be requested to take minibus driving assessments to ensure that they have maintained the necessary level of proficiency to drive the Academy minibus safely.

### **Driving Licences**

Staff wishing to drive the Academy minibuses will be requested firstly to provide their driving licence to the Site Manager so that she we can determine that the member of staff has the correct authorised licence with annotations to drive the Academy's vehicles or to carry pupils on behalf of the Academy.

Our staff need to have a category D1 Driving Licence to drive the Academy minibuses. Anyone who passed his or her car UK driving licence prior to 1st January 1997 will normally have this annotation. However, if the licence is returned to DVLA for any reason, such as change of address/name etc. DVLA's occasional practice has been to remove the annotation. It is incumbent for on staff to monitor this and advise the Site Manager if the D1 annotation has been removed.

A minibus that is heavier than 3 ½ tonnes cannot be driven by anyone who passed their test after 1997 unless they have completed and passed a PCVD1 test. None of the current academy's minibuses exceed this limit.

The Site Manager will check driver's licenses annually to ensure that they are valid (D1 entitlement is required, points should be checked, current address, medical conditions etc).

Drivers must be medically fit to drive and sign a declaration to that effect. Staff with a medical condition that needs to be declared to the insurers should advise the Site Manager accordingly.

Drivers must pass on information regarding penalty points to the Site Manager

It is unlikely that the Academy minibus will be used for trips abroad. However, if this does happen it will be necessary to train drivers to the full PCV standard. Driving the Minibus abroad also requires the use of a tachograph.

### **Servicing, M.O.T. Insurance & Taxation**

Regular servicing and M.O.T. testing will be carried out at the appropriate intervals, and in accordance with the manufacturer's recommendations. The Site Manager will ensure that servicing is performed at the correct mileage and that the service book is ready for inspection at any time.

The minibus should have an independent mini-check (fuel, water, oil and battery levels, tyre pressures and lights) every 8 to 12 weeks (vehicle dependant). This should be done by a suitably trained person, who will sign it off and take responsibility for it being roadworthy. The signed forms must be kept for reference if necessary.

The SNMAT will arrange for appropriate insurance cover and for the payment of annual road tax will be by Magnus Academy

### **Drivers' Responsibilities**

All bookings should be made on the on-line booking system. Ideally, this will happen when events are booked into the Academy calendar.

A list of pupils and staff on the journey, journey details (i.e. proposed route), departure and arrival times should be left with the Main Academy Office. These will be on the risk assessment form through EVOLE for trips or the team sheet for sports events. The Office should be able to contact staff via their mobile phones.

### **Pre and Post-Use Vehicle Checks**

The Academy minibus should be maintained to high levels as mentioned. As well as MOT, servicing and additional checks drivers should satisfy themselves that the vehicle is safe to drive.

Pre-use and post-use checks (which take about 5 minutes) should include checking:

- Fluid levels under the bonnet (oil, power steering, brakes, wipers and water levels) ☐ Ignition
- Reverse lights
- lights (including hazards, brakes and indicators) as you walk around the vehicle
- Horn
- Tyre condition (NB There should be a gap between the pairs of back tyres)
- Seat belts
- The correct opening and closure of all doors ☐ Windscreen washers and wipers
- ☐ Fuel level.

Completed vehicle check concerns must be raised with the Site Manager, who will take any action necessary. **IN THESE SITUATIONS, THE BUS MUST NOT BE USED.** These concerns will be retained by the Academy.

**Responsibility for the condition of the vehicle cannot be passed to any other person by the driver.**

The driver should go through a brief talk with pupils regarding the wearing of seatbelts, journey time, being seated at all times, behaviour, noise levels and escape procedures.

### **Driver's Assistant**

A second member of staff or an adult volunteer should be on every journey for children under 11 years old as the driver's assistant. For very short journeys an assistant may not be required.

The assistant should be positioned near the back of the Minibus to observe behaviour and maintain good order. They can also make and receive phone calls so the driver does not. They should also help with reversing and need to be visible at all times to the reversing driver. They should assist in a breakdown or accident and can act as a relief driver if they are trained and authorised.

### **Seat belts/Luggage**

Before setting off, the driver and/or his/her assistant are to ensure that passengers have their own seat, are wearing seat belts and any luggage is securely stowed.

Stickers should help remind pupils about the need to wear seatbelts.

### **Use of Child Restraints**

All staff are advised that from the 18th September 2006 new legislation was introduced that requires children up to 1.35m in height (or 12th birthday, whichever they reach first) to use the appropriate child restraint when travelling in cars, vans & goods vehicles; this does not apply to children travelling in minibuses or coaches.

### **Driving Rules**

Drivers are responsible for driving within the law and in accordance with the Highway Code. National speed limits apply to the Academy minibus, a reminder is displayed in each vehicle.

NB. A minibus should not be driven in the third lane of a motorway.

### **Security**

Whenever the vehicle is left unattended, all windows should be closed and doors locked.

### **Fuel**

The Academy Minibuses have a fuel card that enables fuel to be purchased and charged to the Academy's account. However, the person delegated to regularly check the Academy minibuses would normally ensure that they are fully replenished for the intended known journeys each day.

Ideally the diesel level should not go below a quarter and would preferably be filled up when it is half full. This helps prevent primer and other matter from getting into the engine.

A sticker on the fuel gauge could remind drivers of this.

### **Breakdown Assistance**

In the event of breakdown contact details are carried in the minibus folder. It is best to use a roadside emergency telephone if possible, as this will pinpoint your location. The Academy should also be contacted, when practical, in the event of a breakdown.

Pupils should not remain in a broken down vehicle on the hard shoulder. They should leave the vehicle safely and stand behind a barrier until help arrives, hi-vis jackets should be worn. Hazard lights should be on when the vehicle is broken down. Staff should not change a tyre or attempt repairs. A breakdown team should do it

### **Accidents**

In the event of an accident check the number plates of the vehicles involved. Take the names, addresses and telephone numbers of people involved, including independent witnesses. Call police and ambulance services if you feel that anyone may require medical help. Take no chances. Take photos of the accident scene from various angles if possible.

Breakdown procedures should be carried out if necessary.

After a collision is it required to fill in the Road Traffic Accident form (RTA) with-in the minibus folder, on return to The Site Manager, along with any damage. All accidents, illnesses and injuries should be reported upon return.

In the event of a serious incident, emergency contact numbers (Principal, Assistant Principal, and Site Manager) are available in the Minibus File (carried in all vehicles).

## **Tiredness**

Driving when tired greatly increases the risk of an accident. The Highway Code recommends that a driver takes a minimum break of at least 15 minutes after every 2 hours of driving. However, after a full working day, a driver **MUST NOT** drive for a continuous period of more than 2 hours without taking a suitable break.

The Highway Code advises that the most effective ways to counter sleepiness are to take a short nap or drink, for example, 2 cups of strong coffee. Fresh air, exercise or turning up the radio may help for a short time but are not as effective. If an authorised relief driver is available to drive, a journey can be continued without a break.

Drivers should use common sense to ascertain their suitability to drive at a given time (consider tiredness, recent alcohol or medicine consumption, illness etc).

## **Drugs**

Drivers must not drive under the influence of drugs or medicine without seeking doctor's advice.

## **Phones**

A working, charged mobile phone should be taken on all journeys. The use of a hand-held mobile phone when driving a vehicle is illegal.

The Academy has not fitted the minibus with the equipment necessary to allow hands-free use of telephones. Mobile phones should not therefore be used by drivers while the vehicle is moving or the engine is running. However, mobile phones should be turned on such that staff can always be contacted. The driver's assistant can receive and make phone calls if necessary.

If drivers need to make a call or alternatively receive a call whilst driving, they should safely stop the vehicle in an appropriate location prior to answering or making the mobile phone call, switching the engine off.

## **Safety**

Whilst driving the minibus, drivers should ensure that all doors are unlocked to assist with emergency egress if the need arises.

Drivers should ensure that internal lights are off whilst driving so that their vision is not impaired by the internal light. Exits/gangways should be clear of obstructions (such as bags) at all times.

Bags can go on spare seats and under seats. If a trailer is used the back doors of the Minibus need to be able to open fully to help pupils escape safely if necessary.

## **Equipment**

It is recommended that the following equipment is carried on-board the Minibus:

- A First Aid Kit,
- Fire extinguisher (check pressure gauge as part of 5 minute check).
- Clean up kit (gloves, wipes, scoop, crystals, cat litter, alcohol gel).
- High Visibility vests.
- Torch.
- Red triangles to warn other drivers if you have had to stop    □    Bin bags

### **Tidiness**

The Minibus should be left tidy. Eating and drinking on it should be discouraged. Exceptions can be made in circumstances of long delay. Bin bags are available for rubbish.

Dirty/muddy kit (especially boots and shoes) must not be worn in the minibus. Clean tracksuits and footwear should be taken if pupils are likely to get muddy.

The Site Manager will arrange for the regular cleaning of the vehicle.

### **General**

Any member of staff who has queries relating to the driving of the Academy Minibus or the condition of the vehicle should bring them to the attention of the Site Manager. The minibus can be exempted from Congestion Charge at no cost.

*For further information, see Risk Assessment for Minibuses*

### **Third Party Usage**

At the Principal's discretion any of the Academy's minibuses may be lent to an external non-profit organisation on proviso of the following:

- It will in no way interfere with any academy planned activity.
- The driver will hold a driving licence enabling them to drive a mini bus in their own right. This will be inspected by the Site Manager and a photocopy taken.
- The driver is in full knowledge of this policy document and the minibus's risk assessments. A signed statement should be obtained to confirm this, at least yearly.
  - In the event of any accident, any 'out of pocket' expenses incurred by Magnus Academy should be reimbursed. These may include, but not limited to:
    - Insurance Policy Excess
    - Additional vehicle hire
    - Repair costs that are quoted under the Insurance Policy Excess limit
  - The mini buses should be brought back in a clean and tidy condition.
- The minibus should be returned with all fuel replaced.

Signed on behalf of the Governors

Name



Date Jan 2023

Signed on behalf of the Academy

Name



Date Jan 2023

**Date for review Jan 2026**

### **Revision Details**



<b>Date of Revision</b>	<b>Page Number</b>	<b>Details</b>
April 2020		New Policy Document
Jan 2023		No change