



HEADLANDS SCHOOL
SINCE 1965

Minibus Policy

(To be read alongside the School Minibus Emergency Policy)

Reviewed By	Director of Business Operations
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HEADTEACHERLANDS SCHOOL

USE OF THE SCHOOL MINIBUS FOR SCHOOL VISITS AND TRIPS

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1. INTRODUCTION

These local Rules apply to the use of minibuses, operating within the U.K., which can carry more than eight passengers, but no more than sixteen. These rules and recommendations are extracted from the Royal Society for the Prevention of Accidents in their publication entitled: 'Minibus Safety - A Code of Practice'.

The rules are implemented by the Headteacher.

The rules set standards that are designed to minimise the risk of accidents to passengers and ensure compliance with relevant legislation.

2. ADMINISTRATION

The Headteacher is responsible for implementing these rules. The Headteacher has delegated specific duties relating to the 'day-to-day' management of minibuses to the Director of Business Operations with administration completed by the associate team, overall responsibility lies with the Headteacher.

Any member of staff wishing to use the minibus must book this online using the Minibus Diary or through the Support Services Team.

The following information should be logged on the booking:

- Name of driver(s)
- Reason for booking
- Estimated times of departure and return
- How many passengers

The member of staff making the booking is responsible for ensuring all appropriate risk assessments are carried out, letters to parents are arranged and Evolve online is completed in respect of the trip.

Minibus keys are kept in the main school office and should be collected with the relevant Minibus Pack just prior to the trip.

After use the vehicle must be returned to the garage in a clean condition and re-fuelled.

3. RISK ASSESSMENT

All activities with students being taken off the school site must be assessed via the Educational Visits systems, following the procedure for risk assessment contained within those guidelines.

4. DRIVING LICENCE REQUIREMENTS AND AUTHORISATION TO DRIVE

The driving licence requirements for driving a minibus in the course of employment are;

The driver must be aged 25 or over and hold a full United Kingdom driving licence to drive a car.

In addition, all drivers must complete a MIDAS training course prior to commencing driving responsibilities, this is retested every 4 years.

All drivers are required to inform the Driver Vehicle Licensing Agency (DVLA) in Swansea of any disability which might affect their fitness to drive any vehicle. Any driver with such a disability, also intending to drive a minibus in the course of their employment, should inform the Director of Business Operations.

NOTE: All licence endorsements must be reported to the Director of Business Operations to verify that the minibus insurance is not void.

The Headteacher and/or Director of Business Operations may put additional restrictions on drivers of minibuses at their discretion. The School holds a list of all minibus drivers approved by the Headteacher.

5. JOURNEY AND DRIVING TIMES

Tiredness of the driver has often been a significant factor in minibus accidents.

The recommended maximum periods for driving a minibus are: -

	Recommended Limits for Driving Only	Recommended Limits for Driving Plus Other Work	UK Legal Limits
Maximum time driving without a break.	2 Hours (or sooner if tired)	2 Hours (or sooner if tired)	5.5 Hours
Minimum length of break	15 Minutes **	15 Minutes **	30 Minutes
Maximum length of working day ++	13 Hours	10 Hours	16 Hours
Of which, spent driving	9 Hours	4 Hours	10 Hours

++ Taking account of other work undertaken before starting a journey

** After 4.5 hours of driving, the accumulated length of breaks from driving should be at least 45 minutes.

(Recommended limits derived from guidance produced by Royal Society for the Prevention of Accidents in their publication entitled: 'Minibus Safety - A Code of Practice')

These recommendations apply to journeys within the United Kingdom only.

N.B. It is vital that, if a driver feels tired, they stop at the nearest appropriate stopping point.

6. SECOND DRIVERS

If the risk assessment of the journey requires it (e.g. due to a long journey), two drivers should be allocated to the journey. This will allow drivers to have an appropriate rest period.

7. CONSUMPTION OF ALCOHOL OR DRUGS BY A DRIVER

The consumption of alcohol or drugs during, or in the period before, any journey, is **strictly forbidden**.

Certain medications can also severely impair driving ability, particularly medications that have sedative properties. It is therefore vital that the Headteacher or Director of Business Operations is informed of any medication (prescribed or non-prescribed), which may be required to be taken by a minibus driver.

Staff members who drive the minibus in an unfit state could face disciplinary action.

8. COMMUNICATIONS - MOBILE TELEPHONES

It is recommended that a mobile telephone should be taken on all journeys. This is to obtain help in an emergency and to communicate any problems with the journey to the Headteacher or nominated person.

NOTE: Mobile telephones **must not** be used by the driver when the minibus is in motion.

9. HEALTH OF DRIVERS

All drivers are required to inform the Driver Vehicle Licensing Agency (DVLA) in Swansea of any disability which might affect their fitness to drive any vehicle. Any driver with such a disability, also intending to drive a minibus in the course of their employment, should inform the Headteacher or Director of Business Operations.

It should be appreciated that certain medications can severely impair the ability of drivers, particularly medications that have sedative properties. It is therefore vital that the Headteacher or Director of Business Operations is informed of any medication (prescribed or non-prescribed) which may be required to be taken by a minibus driver.

Drivers are also required to judge on a journey basis whether, due to a temporary impairment, they are capable of driving. Where drivers believe they are not capable of driving (e.g. due to severe headaches, flu etc.), they should stop driving until they have sufficiently recovered. Also informing the Headteacher or nominated person at School.

Note: Under new legislation, no insulin-dependent drivers may drive a minibus or similar vehicle over 3.5 tonnes.

Drivers with diabetes which is being treated with tablets, or by diet, are unaffected by the new legislation.

10. PLANNING JOURNEYS

All journeys should be carefully planned before the trip. This includes identifying the route to be taken and if traffic jams can be foreseen, then identifying an alternative route(s).

The planning should also include details of where breaks in the journey will occur and also identify appropriate rest periods for the driver (e.g. overnight stops).

The most likely times for drivers to feel tired are:

- Long monotonous roads
- between 2.00 and 6.00am
- Between 2.00 and 4.00pm (after eating)
- After having less sleep than normal;
- After taking medicines that may cause drowsiness.

11. PASSENGER DETAILS

A register of the passengers, with a contact address and any medical information, should be available before a journey begins. This register should be used to ensure that nobody is left behind or for information in the case of a medical emergency.

12. INSURANCE

The Minibus drivers are covered by a blanket insurance Policy provided through the East Riding of Yorkshire Council.

13. ROADWORTHINESS OF THE MINIBUS

The school minibuses are maintained and kept in a roadworthy condition by the School. The minibuses have an annual MOT test and regular maintenance inspections.

Before starting a journey, a driver of a School minibus (or a hired minibus) should perform certain checks on the minibus. A sample checklist is given in Appendix 1.

If, during the inspection, any item is found to be faulty, then it should be reported immediately to the Director of Business Operations or Finance Manager, who will organise the repair. The minibus should not be used until the fault has been repaired.

14. SEAT BELTS

Seat belts must be worn at all times by the driver and all passengers, and this must be ensured by the most senior member of staff present, or the driver, the driver is responsible and would be liable should seatbelts not be worn.

15. LOADING OF THE MINIBUS

The total weight of travellers and luggage, must not exceed the maximum weight limits specified by the manufacturer of the vehicle. Luggage may shift during a journey and should therefore be safely secured.

16. SPEED LIMITS

For minibuses, not towing a trailer, the speed limits are: -

Motorways70 m.p.h.

Dual Carriageways60 m.p.h.

Other roads where a lower limit is not sign posted50 m.p.h.

17. EMERGENCY EQUIPMENT

All minibuses have one foam fire extinguisher which has a minimum fire rating of 8A or 21B and a first aid kit that complies with the relevant regulations.

18. EMERGENCY PROCEDURES

- Refer to School Minibus Emergency Policy

If the vehicle is involved in an accident: -

1. make sure all passengers are safe and, if necessary, summon the relevant emergency services;
2. obtain the registration number(s) and insurance details of any other vehicles involved;
3. take the name(s) and address(es) of any witness(es) and the number/base station of any police officer who attends the accident;
4. write down all the details of the accident in a precise manner;
5. report the details of the accident to the Director of Business Operations.

If you are involved in an accident you are legally required:

1. to stop at the site of the accident;
2. to give your own and the vehicle owner's address and the registration number of the vehicle to anyone having reasonable grounds for requiring them;
3. if a person is injured, to report the accident to the police as soon as possible (within 24 hours);
4. if a person is injured, you must produce your driving licence and insurance certificate to the police when reporting the accident or, if this is not possible, at least within seven days to a Police Station you select.

19. DOCUMENTATION

When driving a minibus, drivers should always carry appropriate documentation. The following documentation should be kept by the driver during the journey:

- Risk assessment for the use of the minibus and for the purpose of the journey;
- Driver's licence;
- List of passengers' names;
- Contact address and telephone numbers for a nominated person in the relevant School.
- Motoring breakdown policy;
- Completed vehicle checklist before the journey and after the journey;
- Planned journey route (and if necessary an alternative);

20. REFERENCES

- Minibus Safety - A Code of Practice. Published by the Royal Society for the Prevention of Accidents (RoSPA). (2002).
- Passenger Transport Provided by Voluntary Groups (Under the Section 19 or 22 Permit System) - Guide for Operators (PSV 385). Published by the Department of Transport (1997).
- Driving a Minibus in Great Britain (INF 28). Published by the Driver and Vehicle Licensing Agency (DVLA) (1996).
- Minibuses - A Guide for Users and Operators. Published by the Freight Transport Association (1997).
- The Road Vehicles (Construction and Use) Regulations 1986 (and Amendments).
- L.E.A Website http://www.eriding.net/educ_visits/risk.shtml

Appendix 1

EMERGENCY EQUIPMENT

It is recommended that the following equipment is carried on board the Minibus. If items are used during a journey, please inform the Support Services Team, who will replenish supplies:

First-Aid Kit

- 10 antiseptic wipes (foil packed);
- 1 conforming disposable bandage (not less than 7.5cm wide);
- 2 triangular bandages;
- 1 packet of 24 assorted adhesive dressings;
- 3 large sterile ambulance dressings (not less than 15 x 20 cm);
- 2 sterile eye pads with attachments;
- 12 assorted safety pins;
- 1 pair of rustproof blunt-end scissors;
- disposable gloves;
- mouth mask for resuscitation.

Fire Extinguisher

At least one foam fire extinguisher which has a minimum fire rating of 8A or 21B.

Other Equipment

- pen and paper;
- organisation's internal instructions and contact details;
- driver's licence;
- motoring Breakdown policy;
- mobile phone

Appendix 2

DOCUMENTATION

The following documentation should be kept by the driver during the journey:

- risk assessment for the use of the minibus and for the purpose of the journey;
- driver's licence;
- list of passengers' names;
- contact address and telephone numbers for a nominated person in the relevant School.
- motoring breakdown policy;
- completed vehicle checklist before the journey and after the journey;
- planned journey route (and if necessary an alternative);
- appropriate documentation if travelling overseas.

Appendix 3

Vehicle Defect Report		
Drivers Name:		Vehicle / Fleet Number:
Date / Time:		Speedo / Odometer Reading:
Daily Check		
1. Tyres, Wheels and Wheel Nuts	<input type="checkbox"/>	15. Brakes / Steering <input type="checkbox"/>
2. Bodywork Damage	<input type="checkbox"/>	16. Registration Plate <input type="checkbox"/>
3. Door Security	<input type="checkbox"/>	17. Windscreen / Glass <input type="checkbox"/>
4. Oil / Fluid / Coolant / Leaks	<input type="checkbox"/>	18. Spare Wheel <input type="checkbox"/>
5. Tow Bar Security / Connections	<input type="checkbox"/>	19. Tachograph (if applicable) <input type="checkbox"/>
6. Tail Lift / Ramps	<input type="checkbox"/>	20. Saloon Lighting* <input type="checkbox"/>
7. Lights / Reflectors	<input type="checkbox"/>	21. Saloon Floor Covering* <input type="checkbox"/>
8. Exhaust Security and Emissions	<input type="checkbox"/>	22. Heating & Ventilation* <input type="checkbox"/>
9. Battery Security	<input type="checkbox"/>	23. Exits, Locks and Handles, Markings* <input type="checkbox"/>
10. Load Security	<input type="checkbox"/>	24. First Aid Kit* <input type="checkbox"/>
11. Horn / Dashboard Lights	<input type="checkbox"/>	25. Disabled Passenger Restraints* <input type="checkbox"/>
12. Mirrors / Indicators	<input type="checkbox"/>	26. Fire Extinguisher* <input type="checkbox"/>
13. Washers / Wipers	<input type="checkbox"/>	27. Emergency Hammer* <input type="checkbox"/>
14. Seats / Seatbelts	<input type="checkbox"/>	28. Other..... <input type="checkbox"/>
		29. NIL DEFECT <input type="checkbox"/>
<small>* Minibus Check List Extras</small>		
RECORD BELOW ANY ACCIDENT HOWEVER SMALL, VEHICLE DEFECTS OR IRREGULARITIES. HAND PINK DUPLICATE COPY INTO OFFICE / TRAFFIC OFFICER. VEHICLE DEFECTS MUST ALSO BE REPORTED TO THE SENIOR MAINTENANCE & REPAIR ENGINEER WHO WILL INITIAL THE ORIGINAL COPY.		
Notes: _____ _____		
Drivers Signature		Reported to
Defect Rectified by	Signature	Date