



HEADLANDS SCHOOL
SINCE 1965

School Minibus Emergency Policy

(To be read alongside the Minibus Policy)

Written by	Director of School Business Operations		
Creation date	Summer 2026		
Adopted by Governors	Summer 2026		
Reviewed by	Spring 2027	Date	
Next Review Date			

Headlands School

1. Purpose and Scope

This policy sets out the procedures to be followed in the event of an emergency involving a school minibus. It applies to all staff, volunteer drivers, and passengers travelling in any minibus operated by or on behalf of the school, whether for curricular trips, extracurricular activities, or sports fixtures. The safety of students and staff is the school's highest priority; this policy is to be read alongside the school's Educational Visits Policy, Health & Safety Policy, Minibus Policy and Safeguarding Policy.

2. Definition of an Emergency

For the purposes of this policy, an emergency is any incident that threatens the safety, health, or welfare of those on board, or that prevents the minibus from continuing its journey safely. Examples include road traffic collisions, mechanical breakdown in a hazardous location, fire or smoke, serious illness or injury of a passenger or driver, the minibus becoming stranded, and incidents involving missing or absconding students.

3. Pre-Journey Requirements

Before any journey, the driver must complete the following checks and ensure the items listed are on board.

3.1 Driver checks

- Valid licence (category D1 or equivalent), MIDAS certification where required, and confirmation of fitness to drive.
- Walk-around vehicle check: tyres, lights, indicators, mirrors, wipers, fluid levels, and warning lights.
- Fuel sufficient for the planned journey plus reserve.
- Seatbelts functional at every seat to be occupied.
- First aid kit, fire extinguisher, warning triangle, and high-visibility vests present and in date.
- Passenger list with emergency contact numbers for each student.
- Fully charged mobile phone and in-vehicle charger.

3.2 Items to be carried

- First aid kit compliant with BS 8599-2 (small vehicle).
- Working fire extinguisher (dry powder, minimum 2kg) within driver's reach.
- Reflective warning triangle and a hi-vis vest for every occupant.
- Torch with spare batteries.
- Copy of this policy and the school's emergency contact card.
- Emergency grab-bag containing water, foil blankets, and any student-specific medication (e.g. inhalers, EpiPens).

4. Immediate Actions in an Emergency

The driver's first responsibility is to make the vehicle and its occupants safe. The following sequence applies to any emergency.

4.1 Stop, Secure, Assess

- Stop the minibus in the safest available location, ideally off the carriageway. Apply the handbrake, switch off the engine, and turn on hazard warning lights.
- Secure the vehicle: instruct all passengers to remain seated and belted unless evacuation is necessary.
- Assess the situation calmly: identify the nature of the emergency, any injuries, and whether evacuation is required.

4.2 Evacuation

- Evacuate immediately if there is fire, smoke, fuel leak, or risk of further collision.
- Use the safest exit, away from moving traffic where possible.
- Move all passengers to a safe location at least 50 metres from the vehicle, behind a barrier if available.
- Take the passenger list and headcount; account for every student and adult by name.
- Ensure all evacuees remain together under direct supervision.

4.3 Calling the emergency services

Dial 999 if there is any injury, fire, fuel spillage, obstruction of the carriageway, or risk to life. Provide: precise location (road number, direction of travel, nearest junction or landmark, what3words reference where possible), nature of the incident, number of people involved, ages of students, and any injuries. Do not end the call until told to do so by the operator.

5. Specific Emergency Scenarios

5.1 Road traffic collision

- Follow Stop, Secure, Assess. Do not move injured passengers unless they are in immediate further danger.
- Call 999 for any injury, however minor in appearance.
- Exchange details with other drivers involved: name, address, insurance, vehicle registration. Do not admit liability.
- Photograph the scene, vehicle positions, and any damage if it is safe to do so.
- Notify the school as soon as the scene is safe (see Section 6).

5.2 Breakdown

- Move the minibus off the carriageway where possible. On a motorway, use the hard shoulder or the next emergency refuge area.
- Evacuate passengers to behind the barrier on the nearside, away from live lanes.
- Place the warning triangle at least 45 metres behind the vehicle on ordinary roads (do not use on motorways).
- Contact the school's recovery provider and notify the school office.

5.3 Fire

- Evacuate all passengers immediately to at least 50 metres from the vehicle.
- Only attempt to use the fire extinguisher on a small, contained fire and only if it is safe to do so.
- Call 999 and request fire and rescue.
- Do not return to the vehicle for any belongings.

5.4 Medical emergency

- Stop the vehicle in the safest available location.
- Administer first aid within the limits of training; use any student-specific medication carried (inhaler, EpiPen, etc.) per the student's care plan.
- Call 999 for any loss of consciousness, severe bleeding, breathing difficulty, suspected anaphylaxis, suspected fracture, or seizure.
- Notify the school and the student's parents or carers as soon as possible.

5.5 Missing or absconding student

- Conduct an immediate headcount and confirm the student is missing.
- Search the immediate vicinity if safe to do so, with at least one supervising adult remaining with the group at all times.
- Notify the school and the police if the student is not located within 10 minutes, or sooner if there is concern for the student's safety.
- Record the time the student was last seen, what they were wearing, and direction of travel.

5.6 Driver incapacitation

- If the driver becomes unwell or unable to drive, the supervising adult must stop the vehicle safely and call 999.
- No other adult may take over driving the minibus unless they hold the appropriate licence and the school's authorisation.
- Wait for assistance; do not attempt to continue the journey.

6. Emergency Contact List

A printed copy of the contact list below must be carried on every minibus journey, kept in the driver's door pocket or glovebox. The list is to be reviewed and updated at the start of each term and immediately following any change in personnel. Student-specific emergency contacts (parents/carers and any medical contacts) must be carried separately on the trip-specific passenger list.

6.1 School and operational contacts

Role	Name	Phone
School office (main)		01262 676198
Headteacher	Sarah Bone	07815 102 425
Educational Visits Coordinator (EVC)	David Stamper	07375 714 307
Designated Safeguarding Lead (DSL)	Fran Westcott	07378 179 536
Head of School	Amy Stamford	07958 021 382
Site / facilities manager	PPP-IML	01262 402150
Director of School Business Operations (Finance/Premises/Insurance issues)	Steph Hale	07503 442 248
School Business Operations Officer (Staff Sickness / HR)	Helen Keyworth	07708 288 844

6.2 Emergency services and external contacts

Service	Number	Notes
Emergency services (police, fire, ambulance)	999	112 also works from any mobile
Non-emergency police	101	
NHS non-emergency	111	
Highways England (motorway/A-road incidents)	0300 123 5000	
Minibus insurer	Zurich Municipal	Policy no.: QLA-03U004-0013-51
Local hospital A&E	01723 368111	Address: Scarborough Hospital Woodlands Drive Scarborough YO12 6QL
Local Hospital Minor Injuries	01262 606666	Address: Bridlington Hospital Bessingby Road Bridlington YO16 4QP

6.3 Vehicle details

Detail	Value
Registration	HX18 EUU
Make / model	Peugeot Boxer
Number of seats	17
Fuel type	Diesel
MOT expiry	29.03.2027
Insurance expiry	30.09.2026
Location of first aid kit	Drivers Cabin
Location of fire extinguisher	Drivers Cabin

6.4 Reporting an incident to the school

Once the scene is safe and emergency services (if required) are in attendance, the driver or trip leader must contact the school office at the earliest opportunity. If the office is closed, call the headteacher's out-of-hours number above. Provide: location, nature of the incident, whether emergency services are involved, number and condition of students and adults, and immediate support required. The school will then initiate parental notification and, where appropriate, the critical incident procedure.