

Safety and Supervision of pupils when using transport policy and procedures for staff

Date	Review Date	Coordinator	Nominated Governor
June 16	June 17	Kirsty North	Roger Ivens

The School Minibus is a valuable school resource, which helps to provide pupils with access to school visits as well as to numerous extra-curricular activities. It is essential that all users of this resource are aware of all legal and procedural responsibilities pertaining to its use.

Aims

- To provide clear procedures relating to use of the School Minibus.
- To ensure that all users of the School Minibus are aware of their legal responsibilities.

VEHICLE INFORMATION

- * Vehicles are built to comply with appropriate regulations of construction and use
- * They carry insurance in line with current legislation
- * A current MOT certificate on buses over 12 months old is required
- * Regular service and maintenance inspections will be carried out in line fleet hire policy and County Council policy
- * Daily inspection of the vehicles will be undertaken by the Premises Officer (Appendix B) and a weekly inspection as Appendix C
- All drivers must ensure, to their own satisfaction that the minibus operates safely
- The driver is responsible in law for the safety and legality of the bus
- * The minibus must contain both First Aid Kit and Fire Extinguisher
- * Breakdown cover is carried by the school to cover all vehicles

Responsibility for the Policy and Procedure

Role of the School

The School will:-

- ensure that minibuses are maintained in a roadworthy condition, and are checked and serviced; (see Appendix B)
 - ensure that minibuses will not be used until defects which have safety implications are rectified;
 - ensure that the proper insurance, taxation, licences and permits are held and kept up to date;
 - ensure that all minibuses conform to the relevant legislation;
 - maintain a list of authorised drivers.
-
- **The School will not:-**
 - pay fines for parking, speeding or other motoring offences;

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- provide legal support for staff charged with the above.

School Personnel will

Staff /drivers will:-

- operate minibuses in accordance with this policy document and the school vehicle risk assessment documents;
- use minibuses (where appropriate) in preference to hiring buses;
- not drive any school owned vehicle unless they are on the list of authorised drivers
- when organising the use of the minibus ensure that only authorised drivers are selected and available;
- inform the School of any change in their health which affects their ability to drive;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community
- refrain from driving while taking medication which carries warnings to this effect and not drive within 12 hours of consuming alcohol .
- refrain from smoking while in the vehicle.
- ensure that the minibus(s) are cleared of litter at the end of each use and that any damage to interior fittings is reported to the Business Manager
- Not use their mobile phone whilst driving

Role of the Coordinator

The coordinator will:

- lead the development of this policy throughout the school and work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff when the need arises;
- keep up to date with new developments and resources;
- review and monitor;

Safety

- When taking charge of a minibus, drivers **must** satisfy themselves that the vehicle is in a fit condition for use (check tyres, lights etc and complete the check list located in the vehicle) and that there is an adequate supply of fuel.
- When in charge of a party and/or when driving a minibus, staff must ensure that:
 - the maximum permitted number of passengers is not exceeded,
 - seat belts are worn correctly at all times,
 - all luggage or other material is loaded securely in a safe manner and that it presents no danger to occupants of the minibus or to other road users,
 - all current road traffic legislation is observed

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- Drivers must be aware of and comply with the minibus risk assessment and ensure that students with vulnerability and/or behavioral concerns are seated in a position that allows close supervision. The driver must ensure that all passengers are wearing seatbelts at the start of each journey.
- The second member of staff must be seated directly next to the side sliding door.
- Drivers must ensure they are properly rested before starting a journey, plan rest stops of 15 minutes at least every 2 hours and/or carry a relief driver.
- A minibus must not be driven with a Category A Defect (see Appendix A).
- Hazard warning flashers are for emergency use only.
- All doors must remain **unlocked** when driving to enable a safe exit in case of problems.
- Equipment being transported must be securely stowed; exits must not be blocked by luggage.

Reporting and Recording

Drivers will sign for the keys and fuel card if necessary and make the necessary entries in the Minibus Log, which is kept in the vehicle, at the start and end of each journey.

Drivers will report all accidents, however minor, to the Headteacher, as soon as possible and the LA Insurance Team.

- Drivers must report all Category A Defects (see Appendix A) to the Headteacher and Caretaker immediately, who retain the keys to prevent the use of the minibus and make an appropriate entry in the Log Book.
- Drivers must report all Category B Defects (see Appendix A) to the Headteacher and Business manager as soon as possible and make an appropriate entry in the Minibus Log.
- In the event of a minibus becoming unserviceable while away from School the following action must be taken :-
 - a) Report to School by telephone, as soon as possible, giving details of the location and the problem. Remember to give the school office the number from which you are calling.
 - b) Call the breakdown organisation (**Appendix E**) The information card will be stored in the vehicle).

Fuel

- A TESCO/Sainsbury's fuel card should be drawn with the keys when minibus is taken out. Fuel cards may be used to refuel vehicles belonging to School or hired by school in connection with official and properly authorized activities. The use of a fuel card to refuel a private vehicle is forbidden and doing so will lead to disciplinary action.
- If it is not possible/not likely to be possible to refuel at a TESCO/Sainsbury station the member of staff must either make suitable arrangements to allow the purchase of fuel, or settle the fuel cost and present a receipt to the School Office for reimbursement.
- In all cases above receipts for fuel purchased must be returned to the school office along with the keys and fuel card(s).

Authorisation to Drive

- Only drivers who have passed the Midas assessment training and are on the school's list of authorised drivers are allowed to drive the vehicles.
- All drivers must sign a driving license declaration form (Appendix C)
- Once on the list, drivers are obliged to advise the Business Manager of any change in circumstances which might have a bearing on their insurability. This will include notification of **any** motoring offences occurring between annual declarations. The business manager will check with the insurance company about whether it is acceptable for the individual to continue as an authorized driver.
- Use of the minibus will not be considered to be "Authorised" unless the Minibus has been booked correctly in advance via the school office.
- Keys are to be collected immediately before use and returned immediately after use. If, however, the vehicle is thought to have a potentially hazardous defect (see Appendix A) keys should be handed in to the School office and the *Head driver* (E Hall) contacted immediately with details of the defect. If he is not available the information should be passed to KN or JB
- Prior to **any** journey, the named driver **must complete** a visual check of the vehicle. This must be completed using a **Vehicle Check Sheet** kept on board the Vehicle. Drivers **MUST NOT** assume that point checks have been completed. They should remember that as driver, they will be held legally responsible for driving with any defect
- Personal use of the minibuses is not permitted without the express permission of the Headteacher. If use is agreed you are responsible for arranging insurance and providing a copy of this to the business manager.

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- school events
- meetings with school personnel
- reports such annual report to parents and Headteacher reports to the Governing Body

Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

APPENDIX A

Defects

Category A

- Defect to steering, brakes, clutch, tyres
- Damage to swept portion of windscreen
- Damage to doors which prevents their secure closure or which prevents them from being opened easily as intended by the manufacturer
- Damage to the bodywork which results in loose panels or jagged projections
- Damage to bodywork which results in restriction to steering lock or which otherwise results in contact with a tyre
- Insecure seat(s)
- Engine Oil light failing to extinguish within 5 seconds
- Abnormal noise form engine, gearbox or rear axle
- Difficulty in changing gear or clutch slip
- Failure of lights or indicators.
- Defect to windscreen wipers which impairs their ability to clear the windscreen
- Inoperable seat belts

Category B

All items of cosmetic or minor nature which do not impair security and safety of driver and/or passenger, vehicle handling, drivers view of the road or the welfare of the engine and transmission.

APPENDIX B

Maintenance Procedures

Before any journey the drivers is responsible for completing the vehicle checks as per the checklist which is kept in each vehicle.

The planning of any outing should include time for the driver to complete these checks.

Insert checklist

The vehicles are leased from Castles fleet. They are serviced by a company called ARVAL. Any queries regarding the vehicle welfare should be raised by the fleet/business manager with Castles who will advise the next step.

Defect report

Minor (Cat B) defects to be reported to Fleet/business manager on the Defect report form that is kept in the vehicle's advice folder.

More serious (Cat A) defects as above but ensure keys are placed in a sealed envelope marked "Do not use –Vehicle unsafe and awaiting repair". Notify reception who will check if the vehicle is booked for further use and then they will notify those affected.

Fleet/business manager will contact Castles for advice. If they are not available the Castles contact details (**appendix E Insert "what to do if"**) are in the advice file and a member of office staff can be asked to make contact with them

Appendix C



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More than a school

DRIVING LICENCE

I confirm that should my driving license status change or I receive any indorsements on my license during the current academic year, I will notify the school immediately.

I understand that failure to disclose this information may result in disciplinary action.

Only those with valid driving licenses with no endorsements are eligible to drive the school vehicles.

Name: _____

Signed: _____

Date: _____

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(insert RA)

This Risk assessment is generic for all trips and should be read in conjunction with the off-site visit risk assessment, the MHS off site visits policy, H and S policy, and MHS minibus use policy.

If Major Incident support is required, the Resilience Partnership Team Duty Officer can be contacted on:

- ***07786 198283 or***
- ***07659 170195 (Pager)***

Appendix E



What to do if.....

In the event of a vehicle breakdown or collision.

Please call the Arval Driver Support Line on **0870 600 4499** for recovery. Please ensure you report any collisions to the appropriate authorities and to your insurance and follow your insurance company's advice and guidance. Note: Collision damage needs to be claimed via your insurance. If you need assistance locating a garage to complete the works please call Arval. **Please ensure if you calling from a mobile it is safe and legal to do so. Please keep your and your passengers' safety in mind at all times.**

In the event of a broken windscreen.

Please call the Arval Driver Support Line on **0870 600 4499**. Note: Windscreen damage may need to be claimed on your insurance. Arval can advise you. **Please ensure if you calling from a mobile it is safe and legal to do so. Please keep your and your passengers' safety in mind at all times.**

In the event of a puncture or issue with your tyre.

Please call the Arval Driver Support Line on **0870 600 4499**. **Please ensure if you calling from a mobile it is safe and legal to do so. Please keep you and your passengers' safety in mind at all times.** Please note not all tyre issues are covered in your Arval policy. Please ask Castle for a copy of the tyre policy.

Your vehicle is stolen or vandalised

Please call Castle on 01869 253744 to report the theft.

The theft or vandalism needs to be reported to both the police and your insurance company. For theft all insurance companies have a period of time in which the vehicle is to be located. You will need to check with your insurer to if you are entitled to a free of charge replacement or if they are prepared to pay for a hire for you. Please contact Castle if you need assistance arranging a charged for hire vehicle.

If the vehicle can not be located in this time or is located but is a write off then:

- Your insurance company need to write to Arval to notify them of the theft and request a settlement figure
- Once agreed Arval send the V5 to the insurance company.
- Then the lease is terminated. Note: The lease will continue to be deducted up until settlement is raised.

A new minibus lease can now be obtained. Please call Castle on 01869 253744 so we can organise a replacement lease vehicle.

Vandalism needs to be claimed via your insurance.

What to do if.....

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You are fined

Should you incur a parking fine some issuing authorities will contact Arval. They will pay the fine and re-charge you for the fine plus an administration fee. Please contact Arval directly should you get a parking fine on **0870 600 4499**.

Should you incur a speeding fine the issuing Police Authority will contact Arval. They are obliged by law to supply your details. For this reason we recommend that you know who was driving your vehicle as you will be obliged by law to provide the driver's details. Arval do charge an administration fee for handling speeding fines. The driver will need to deal with the issuing Police Authority directly. Excessive speeding may result in prosecution.

If your safety inspection, MOT or Service is due and you have not been contacted.

You will be contacted by Fleet Complete 1 month prior to any scheduled works being due. If you have not heard from them or wish to change an appointment please call us on **01869 253 744**.

You wish to take your vehicle abroad.

You must obtain a VE103 certificate as your vehicle is leased. Please contact Castle on **01869 253744** for a Travel Abroad request at least **ONE MONTH prior to travel**. You need to complete this and return it Castle. This will then be sent to Arval, they charge an administration fee for this service.

Arval will send you the VE103 the original must be kept in the vehicle. Copies are not acceptable and in certain countries fines are imposed. You will also then get details of how to call for assistance whilst aboard. Please keep a copy of this in the vehicle. Please ensure you are aware of the driving legislation in the country of destination and all counties en route.

You wish to put "private" or "cherished" plates on your vehicle

Arval charge an administration fee for changing your vehicles registration plate. You will need to notify Arval as the you will need a copy of your vehicle's V5 to complete this process. For further information on the forms required for this process click to: www.direct.gov.uk and navigate to motoring where you will find the information. Please call Castle on **01869 253744** if you are changing your registration number.

You change your financial organisation, company registration number or your school changes to an academy

You will need to apply to Arval for a novation. This can be done by contacting Castle on **01869 253744**. Arval charge an administration fee for this per vehicle.

You have a query with your lease or vehicle.

Please call Castle on **01869 253744**. We are open Monday – Friday 9am – 5pm, excluding public and bank holidays.

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Headteacher:		Date:	
Chair of Governing Body:		Date:	

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Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
Mini-Bus Policy			✓	

This policy affects or is likely to affect the following members of the school community (✓)	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community
			*				

Question	Equality Groups																		Conclusion							
	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Yes	No
Does or could this policy have a negative impact on any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
	✓			✓			✓			✓			✓			✓			✓			✓				✓
Does or could this policy help promote equality for any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓				✓
Does data collected from the equality groups have a positive impact on this policy?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓				✓

Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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Preliminary EIA completed by	Date	Preliminary EIA approved by	Date

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Policy Evaluation

Points to be considered	Yes	No	N/A	Please supply evidence
• Policy annually reviewed				
• Policy in line with current legislation				
• Coordinator in place				
• Nominated governor in place				
• Coordinator carries out role effectively				
• Headteacher, coordinator and nominated governor work closely				
• Policy endorsed by governing body				
• Policy regularly discussed at meetings of the governing body				
• School personnel aware of this policy				
• School personnel comply with this policy				
• Pupils aware of this policy				
• Parents aware of this policy				
• Visitors aware of this policy				
• Local community aware of this policy				
• Funding in place				
• Policy complies with the Equality Act				
• Equality Impact Assessment undertaken				
• Policy referred to the School Handbook				
• Policy available from the school office				
• Policy available from the school website				
• School Council involved with policy development				
• All stakeholders take part in questionnaires and surveys				
• All associated training in place				
• All outlined procedures complied with				
• Linked policies in place and up to date				
• Associated policies in place and up to date				
A statement outlining the overall effectiveness of this policy				