



The Romero Catholic Academy
Nurturing the Talent of Tomorrow

School Minibus Policy

Responsible for policy	Academy Business Director
Date of policy	March 2018
Date approved by	
Date of review	



The Romero Catholic Academy c/o Corpus Christi Primary School
Langbank Avenue, Coventry, West Midlands CV3 2QP
t:02476 451888 e:office@romero.coventry.sch.uk w:romeromac.com



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Introduction

This policy has been drawn up to ensure, as far as reasonably practical, the safety of all persons using a Romero Catholic Academy School Minibus and to also ensure that expensive assets are kept in a good and safe condition.

This policy applies to ALL journeys in the school minibus, leased in the name of The Romero Catholic Academy.

The minibuses must:-

- Be used on behalf of a non-profit making organisation
- Be used for social purposes (i.e. on behalf of the community)
- Not for hire or reward
- Without a trailer attached
- Have a maximum of 16 passengers
- Not exceed their maximum load weight (as per the vehicle handbook)

Policy

Drivers

1. In order to be drive our school minibus the driver must meet the following criteria:-

Car Driving Licence Obtained Before 1 January 1997

Drivers who obtained their full car (category B) driving licence before 1 January 1997 may drive a minibus in the UK because their licence included category D1. Such drivers will obviously be older than 21 years, which is the minimum age for driving a minibus. If their licence has the code 101 next to D1 they cannot drive a minibus for hire or reward.

The entitlement to drive a minibus remains valid until their licence expires. However, if they have renewed their licence (for example, because they have changed address or renewed their photocard licence) they should check that the D1 (101) entitlement has been retained on their new licence.

Car Driving Licence Obtained After 1 January 1997

- Be over the age of 21 and under the age of 70 (unless they have passed the PCV Medical Test)
 - Held a full category B driving licence for over 2 years
2. The drivers driving license should be inspected every 6 months and should be free from any conviction for drunk, reckless or dangerous driving. These can be reviewed using the DVLA's website <https://www.gov.uk/check-drivinginformation>

3. Every member of staff/school volunteer who drives the minibus must have a MiDAS (Minibus Driver Aware Scheme) Certificate of Competence before they can drive the bus. This must be renewed every 4 years or in line with current MiDAS/Community Transport Association guidelines.
4. Must have permission from the Principal to drive the bus
5. At no time must the driver drive a vehicle under the influence of either alcohol or other drugs which might impair driving ability. It should be noted that there are many “over the counter” medicines which would fall within this category. Any driver taking prescribed drugs should heed any warning given with the prescription. If any driver is found to be driving under the influence of alcohol or drugs where they are recommended not to drive, they could be investigated under the Romero Catholic Disciplinary Policy. The Romero Catholic Academy may also inform/liaise with, any necessary law enforcement agency as required.
6. Are personally liable for any parking or speeding fines (payment and penalties). If any member of staff is found to be driving over the legal speed limit, they could be investigated under the Romero Catholic Disciplinary Policy. If any school volunteer is found to be driving over the legal speed limit, they could be prohibited from driving the minibus. The Romero Catholic Academy may also inform/liaise with, any necessary law enforcement agency as required. Any subsequent driving endorsements may (where necessary) be passed on to the driver.
7. The minibus is fitted with both interior CCTV and on-board dashcams for the safety of both passengers and drivers. They must remain switched on at all times. The images from these can be used if required in investigations noted in points 5 and 6 above and any allegations of misconduct whilst in charge of the minibus.
8. Notify the Principal of any endorsements they receive on their driving licence immediately upon receipt, who must in turn notify the Hub.
9. Immediately notify the Principal of any health conditions (or change in any health conditions) that may affect their ability to drive.
10. Are responsible for the safety and security of the vehicle whilst it is in their charge.
11. Notify the Principal of any damage or defect that occurs, or noticed whilst the minibus is in their charge. The Principal must then notify the Academy Business Director.

Care of the Minibus

1. Member of staff are expected to:-
 - a. Complete a checklist (**Appendix 1**) to check the condition of the vehicle upon takeover and notify the Principal of any faults.
 - b. Check that the equipment which must be carried on the vehicle (fire extinguisher, first aid box, red triangle etc...) are there.
 - c. Inform the office of any use of the first aid box so that it can quickly be replenished.
 - d. Regularly check the gauges whilst driving for signs of overheating
 - e. STOP if there is a malfunction and ring for assistance
 - f. Leave the vehicle clean and tidy for the next user
 - g. If the fuel gauge is less than half-full, refill as soon as possible
 - h. When you have completed your journey ensure that the minibus is left secure before you hand the keys back
 - i. When you have completed your journey ensure that the minibus is left clean and tidy

Safety

1. Maximum load and passenger capacity must not be exceeded
2. Seatbelts must be worn at all times
3. The Highway code must be adhered to at all times
4. Pupil behaviour: pupils must be seated at all times. If pupils distract the driver stop the bus until they are settled.
5. At least one member of staff travelling on the minibus must have basic First Aid Training.
6. A file must be taken on every journey and contain the following:-
 - a. A copy of the emergency during an offsite activity policy
 - b. Pupil names
 - c. Parental contact numbers
 - d. Medical information
 - e. School contact numbers
 - f. Minibus Useful information sheet
7. Do not eat, drink or use a mobile phone whilst driving
8. Adhere to the following guidelines regarding driver hours:-

	Domestic Rules	EC Rules
Maximum length of working day	16 hours	13 hours
Daily driving period	10 hours	9 hours
Time driving without a break*	5 1/2 hours	4 1/2 hours
Minimum length of break	30 minutes	45 minutes
Daily rest period	10 hours	11 hours
Weekly driving limit		56 hours

*The break is a period during which the driver may not perform other work and is exclusively used for recuperation. This break may be split into smaller periods and distributed throughout the 4 1/2 hour. In this case, the first period must be at least 15 minutes, and the second period must be at least 30 minutes. With each additional driving period, the break time should be extended.

Drivers should not be required to supervise children during their break, as this would not be a rest for the driver.

Accident or Breakdown

1. In the event of an accident all normal procedures should be followed. Details of time, place, road conditions, vehicles, drivers involved, damage, injury, photos taken (if possible), must be noted.

The school Principal must be notified as soon as possible. The Principal will then notify the Academy Business Director.

2. If you breakdown; the recovery telephone number is on the Minibus Useful information sheet **(Appendix 2)** that can be found in the glovebox.
3. Contact the school
4. Pupils should NOT remain in the broken down vehicle on the motorway/dual carriageway hard shoulder but are to stand at a safe distance behind the barrier.
5. Staff are not to attempt repairs. They must wait for help.

Admin - School

1. Ensure keys to the minibus are kept secure at all times when the minibus is not in use.
2. Ensure that the driver completes the Daily Checklist **(Appendix 1)** before starting the journey and that the mileage is completed at the end of the journey.
3. Ensure that the above checklists are completed accurately and are kept in date order available for inspection by as required.
4. Ensure that their drivers report any new license endorsements to Principal immediately. This must in turn be reported to the Hub.
5. Once every half term submit to Days Fleet the current mileage of your vehicle. This must be done via the Days Fleet website (driver area) at <http://daysfleet.com/driver-area/submit-mileage/>
6. Develop a system for “booking out” the minibus, including times for routine servicing, 12 weekly safety inspections and MOTs these must be booked via Days Fleet Driver Line 0345 296 4423 or <http://daysfleet.com/my-fleet/book-service-mot/>
7. Each school must nominate a dedicated person as a point of contact for the Hub
8. Familiarise themselves with the Days Fleet Driver Area website <http://daysfleet.com>
9. Advise the Hub of any faults, breakdowns or accidents
10. Any excess mileage over and above the contract of 30000miles over the 60-month term will be charged to the individual school at a rate of 4.58p per mile.
11. The school must keep accurate records for servicing by ensuring that the dealer affixes an appropriate stamp in the service book provided.
12. Arrangements for purchase and payment of fuel
13. Arrangements for cleaning the minibus both inside and out.

Admin – Hub

1. Whilst the schools insurance contract is maintained via the Hub, the Hub will be responsible for ensuring that relevant insurance is in place.
2. The Hub will remain responsible for applying for the relevant S19 permits.
3. Ensure all MiDAS certification for all drivers remains up to date and update the Days Fleet Client Dashboard accordingly.
4. Ensure all driving license checks are undertaken as detailed above. These checks should be free from any conviction for drunk, reckless or dangerous driving. If there are more than 6 points on a license it should be referred to the Hub for further consideration by the Academy Business Director.
5. Periodically inspect school minibus records to ensure adherence to this policy and our minibus contract with Days Fleet

6. Administer all banking and payments with the contract lease company Days Fleet, and recharge as necessary to the schools via their monthly GAG
7. Act as the main point of contact with Days Fleet and to manage the Days Fleet contract.

Recommended Reading

Community Transport Association - <http://www.ctauk.org/>

ROSPA Minibus Safety Code of Practice - <http://www.rospa.com/rospaweb/docs/advice-services/road-safety/practitioners/minibus-code-of-practice.pdf>

Days Fleet website - <http://daysfleet.com>

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Minibus Driver Checklist

Every day the minibus is used, the driver should conduct a pre-drive safety check. This should be repeated whenever another driver takes over the vehicle. Walk around the vehicle to check for visible defects and the items listed below:

Exterior Check	OK	Not Ok	Defect Reported to
Oil Level (once only at start of day)			
Coolant Level (once only at start of day)			
Windscreen washer fluid level (once only at start of day)			
Brake fluid level (once only at start of day)			
Windscreen and windows are clean and undamaged			
Exterior mirrors are correctly adjusted, clean and unobstructed			
Lights, including brake lights and indicators, are clean and working			
Tyre pressures, including the spare			
Tyre tread, including the spare. At least 3.0mm across the centre $\frac{3}{4}$ is recommended			
Any cuts and bulges on tyres?			
Doors open and close properly			
Ramp (if fitted) works safely and is securely stowed			
Roof Rack is properly fitted, and all luggage is securely held			
Damage to bodywork or sharp edges			
Fluid Leaks			
Passenger ramp is working and securely stowed (if fitted)			

Minibus Driver Useful Information Sheet

School Emergency Contact's telephone Number (school to insert details):

Academy Business Director – Patrick Taggart - 07970722594

Days Fleet 24hr DriverLine for maintenance, servicing, breakdown, tyres and glass: 0345 296 4423

Insurance: Zurich Insurance Policy Number KSC – 242052-7293

Minibus Reg (school to insert details):

In the case of an Incident

- Report to (school to insert details), who will report to the Academy Business Director