## CROMWELL HIGH SCHOOL

**Transport and Minibus Policy**

Status: Draft Date: Jan 2022 Review Date: Jan 2024

Governor Leadership: H&S, Finance& Resources Committee

Executive Leadership: Headteacher

Key Manager: Educational Visits Co-ordinator

Core Consultation group: Minibus drivers,

Wider Consultation group: Contact staff

What the students need to know:

* Be sensible on the minibus
* Do not disturb the driver
* Take care when getting on or off as vehicles may be moving
* In the case of an emergency follow staff instructions

What every adult needs to know:

* Road transport is one of the most hazardous activities we undertake at school and we need to take every care to keep it safe.

What every supporting member of staff needs to know:

* Be in the back of the bus with students to help the driver to make sure that all students remain in their seatbelts and do not disturb the driver.
* Talk and interact with students as appropriate throughout the journey.
* Follow the driver’s instructions when they are in charge of the vehicle.

Cromwell High School

**MINIBUS / VEHICLE POLICY**

This policy is to be read in conjunction with the educational visits policy and Risk Assessment.

We have two fifteen (15) seat school minibus each with one space for the removal of seats and the transport of a person in a wheelchair, a fourteen (14) seater minibus including space for up to 3 wheelchair users and a people carrier including up to 2 places for wheelchair users using a clamping system and standard seat belt restraints to other seats.

These are used to:-

* Extend our curriculum into the environment.
* Ensure access to appropriate places that otherwise would be inaccessible because of the time factor.
* Enable pupils who are unable to use public transport access a wider learning environment.
* The vehicles are an educational facility and must only be used for educational purposes including sporting events and relationship and self esteem building activities. No ‘fares’ may be collected from passengers.

Only **approved** drivers over 25 years old who have achieved a satisfactory level through the MIDAS training and assessment process may drive **pupils** in the school vehicles. Drivers over 70 years old need to have refreshed their licence. The school follows DFE guidance that drivers without a D1 classification on their licence may drive the school buses, under the proscribed weight, provided that they do so on a voluntary basis and they do not receive any direct payment for driving.

In exceptional unforeseen circumstances the Headteacher may authorize members of the Senior Leadership Team or other proven staff who are without MIDAS assessment to drive pupils in the People Carrier (preferably) or the minibuses where he assesses that the risk of not doing so is greater than the risk of the member of staff driving. Drivers without MIDAS training- but who are acceptable in every other way- may be authorised to drive school vehicles provided there are no pupils on board.

**SCHOOL DRIVER ASSESSMENT- each authorized driver will complete MIDAS training and assessment at least every four years, penalty points have been given to the driver (up to a maximum of 3) or after an incident or a concern has been raised.**

* Driver training followed by driver quiz
* Observed safe drive

To test for the following:

* Familiarisation with the minibus
* Vehicle checks that should be conducted before and after each journey
* Emergency procedures
* Passenger care, including disability awareness (if applicable)
* Using passenger lifts or ramps (if relevant)
* Passengers travelling in wheelchairs
* Proper use of seat belts, harnesses and other passenger safety equipment
* On road assessment on the types of road the driver is likely to use (e.g., motorways or dual carriageways, urban and/or rural roads)
* Journey planning
* Dealing with luggage and equipment

**SCHOOL RESPONSIBILITIES**

* Ensure a copy of all drivers licences are on file with an annual review;
* Ensure that a current Insurance Certificate is held on file and a copy is stored on the vehicles;
* Ensure that a current MOT certificate is held on file.
* Generic Minibus Risk Assessment detailing:
	+ Hazards
	+ The likelihood of a hazard occurring
	+ The likely severity of any injury or property damage
	+ Who might be affected
	+ Existing safety measures
	+ New safety measures that might be needed
	+ How safety measures are implemented
	+ Emergency procedures

**A member of staff who is NOT driving must take responsibility for leading the pupil group in the rear of the minibus during use of the minibus. They must be seated in the rear of the bus in order to do this.**

**DRIVERS RESPONSIBILITIES**

**To be eligible to drive pupils in any school vehicle the driver must:**

* Be over 25 years old and have successfully completed the approved school assessment and

Assessment (unless in exceptional circumstances detailed above);

* Hold a current licence, with fewer than 6 current penalty points
* To inform the school of any changes to their licence, including the addition of penalty points, without delay
* Should not be taking any medication that may affect their fitness to drive
* Should be familiar with the contents of the Highway Code;
* Should not drive a school vehicle for longer than two (2) hours without a minimum of a 20 minute break
* Should always carry an adequately charged mobile phone.

The Driver also retains responsibility for:

* Pupils who have specialist seats/car seats these should be fitted following the manufacturer’s instructions. Where pupils have their own seats these must not be loaned to any other pupil in any circumstance
* Ensuring that all seat belts and specialist fastenings are properly secured and adjusted to fit pupils prior to departure (the driver retains responsibility, from a school and legal perspective, that all pupils are using the seatbelts appropriately)
* That the bus aisles and doorways are to be kept free of obstructions at all times to aid with evacuation should an emergency arise
* That doors must be unlocked to allow emergency escape

***Drivers should note:***

**Speed Limits**

Minibuses are subject to lower speed limits than cars on some roads, therefore, it is essential that minibus drivers know what speed limits apply to them.

**Minibus Speed Limits**

|  |  |
| --- | --- |
| Built-up Roads  | 30 mph (unless signed otherwise)  |
| Single carriageway  | 50 mph (unless signed lower)  |
| Dual carriageway  | 60 mph (unless signed lower)  |
| Motorway  | 70 mph (unless signed lower)  |
| Motorway  | 60 mph (if the minibus is longer than 12 metres)  |

It is important that drivers know whether their minibus is fitted with a speed limiter, and understand how to drive a speed-limited minibus and especially how the speed limiter affects their ability to overtake, accelerate, change lanes and join high speed roads from a slip road.

***Maximum Driving hours***

|  |  |  |
| --- | --- | --- |
|  | **Driving only**  | **Driving + Other work**  |
| Max. length of working day\*  | 13 hours  | 10 hours  |
| Of which, spent driving  | 9 hours  | 4 hours  |
| Maximum time driving without a break from work  | 2 hours or sooner if tired  | 2 hours or sooner if tired  |
| Minimum length of break  | 15 minutes  | 15 minutes  |
| Daily rest period  | 11 hours  | 11 hours  |
| Weekly rest period  | 45 hours  | 45 hours  |

***Before taking any vehicle out, the driver must ensure that the following inspections (along with all others outlined in the vehicle log) have been completed:***

* Oil, fuel, water and screen wash levels as appropriate
* Tyres for wear and damage
* All lights
* First aid kits are in place
* You have your mobile phone and the warning triangle / fluorescent jacket
* is available
* Fire extinguishers are in place and un-damaged
* The general condition of the vehicle is good
* Ensure that there is sufficient fuel in the vehicle for the return journey
* A moving brake test:
	+ Whilst on school property reach a speed of not more than 15 mph, check the mirrors and if it is safe, apply the brakes fairly firmly. The brakes should work effectively, the vehicle should not pull to one side, luggage should be stored securely.
	+ If faults that might affect the vehicle’s or passengers’ safety are found, the vehicle must not be used until they are all remedied.

**The record sheet must always be completed prior to taking the vehicle off the premises.**

***After Use:***

* Do not leave the vehicle with an empty tank, if less than a quarter full inform the Business Manager
* Report any faults to the Business Manager
* Leave the bus in a clean condition (in particular the clamp tracking) with all wheelchair clamps and seatbelt units returned to the appropriate stowage location.

**VISIT LEADER RESPONSIBILITIES**

**The Visit Leader is responsible for:**

* The safety of pupils entering and leaving the vehicles by supervising them at all times
* Wheelchairs should always be loaded using the tail lift observing MIDAS procedures
* Pupils under thirteen (13) years of age must not sit in the front seats of vehicles
* The visit leader should ensure that, in an emergency, they could deal with the number of pupils on the vehicle, having regard for their behaviour and disabilities;
* The visit leader should ensure that they have all necessary pupil medication and care plans and that staff are trained to follow these.
* The visit leader should always take a mobile phone and have it switched on so that the school can contact them in an emergency, as well as it being available for them to use in an emergency;
* The visit leader is responsible for pupils emergency forms being included with the ‘essentials’ as should a portable first aid kit for use when away from the vehicle;
* That Escorts/staff should always sit where they can observe pupils and best meet their needs;
* No pupil who may distract the driver may be sat where they pose an intolerable risk.
* That unlocked doors are covered by an escort/staff member as risk assessed prior to the journey.
* Driver and/or escorts should aid with loading and securing of pupils in the vehicle;
* The driver is not to use a mobile phone whilst the engine is on- even in a hands-free format.

**PARKING**

Always park the vehicle so that pupils can enter and leave on the left-hand side without endangering themselves or damaging other vehicles. The Blue Badge Scheme provides parking concessions for disabled drivers and/or passengers. Please read the conditions, a copy of which is kept on the vehicle. Remember that the badge is not a licence to park anywhere, misuse may lead to the badge being withdrawn and a prosecution could follow.

**FUEL**

Cromwell High School uses a Fuel Genie Fuel card to obtain fuel. Please remember the following points:

* Keep the card secure at all times, do not leave it in the vehicle;
* Inform the Head Teacher immediately if the card is lost or stolen;
* The card is only valid at Tesco, Morrisons and Sainsburys garages.

**BREAKDOWNS**

In case of a breakdown, carry out the following procedure:-

1. Ensure pupil and Staff safety

2. Contact the AA Truck Breakdown Rescue’s Control Centre 0800 389 1708 this information can also be located with the insurance policies within each vehicle.

3. Relay your vehicle details to the controller – registration number, vehicle type, nature of problem, location etc. **Inform them that you have** **passengers with special needs**

4. Stay with the vehicle until the AA arrives

5. Never leave the pupils unattended

6. Inform the school, using your mobile, so that they can make any necessary arrangements

7. If you breakdown on a motorway follow the drill below:

 Ensure that the vehicle is as far on the left hand side of the hard shoulder as possible

 Switch on the hazard warning lights

 Put the red triangular warning sign 150 yards to the rear of the vehicle on the hard shoulder

 Summon help as quickly as possible;

 Wait with students on the other side of the barrier unless it would be unsafe to do so.

**ACCIDENTS**

If you are involved in an accident / incident involving another vehicle:

a. Give your name, address of the school, vehicle registration and obtain the

same details from the driver of the other vehicle;

b. In the case of injury, call the police and an ambulance;

c. If you have a camera, take appropriate photographs;

d. Obtain names and addresses of any witnesses;

**e. Do not admit liability under any circumstances;**

f. Inform school

g. At your earliest opportunity complete an accident report form;

h. The vehicle is insured under the Local Authority Insurance, copy on the vehicle;

i. Drivers should be acquainted with: - MIDAS guidance regarding best practice and the rules and regulations for drivers of minibuses and the Highway Code.

**LIABILITY**

School expects all drivers to strictly follow the law and does not accept liability to pay any prosecutions, fines or damage that are the responsibility of the driver.

With thanks to SPRINGWATER SCHOOL North Yorkshire for model to base policy upon