

## **Policies and Procedures Relating to the Use of the School Minibus**

### **1. The School has One Minibus which is Available to Staff**

YG66 LTJ which is a Ford Transit white 17 seater minibus.

Requests to use the minibus should be logged onto the maintenance portal and a signed EV1 or EV2 form to be given to School Office.

Please note that staff must have an initial short training session with a member of maintenance before driving this vehicle for the first time.

### **2. Users of the Minibus**

The following staff are authorised to drive the minibus:

John Brookes, Greg Carter, Alison Cox, Svetlana Emelianova, William Fong, Paul Hoskins, Paul Kindred, Nadine Sender and Neal Webber.

### **3. Minibus Driver(s)**

#### **3.1 Who Can Drive the Minibus?**

Staff who wish to drive the minibus need to:

- Be over 21 years of age
- Have a full, clean driving licence which includes D1 authorisation
- Provide a DVLA check code or grant permission to Deputy Bursar each September so they can access the DVLA website to check driving licence information
- Complete a declaration form each September obtainable from the Deputy Bursar
- Agree to complete the log book, pre- and post-journey checks as explained in the training
- Observe the School policy on driving times and rest periods (see attached table)
- Report any accidents to a member of SLT immediately they occur and complete any insurance documentation required immediately on return to School
- Undertake a medical if required to do so
- Notify the School if they receive penalty points on their driving licence

#### **3.2 Who Authorises Approved Drivers?**

A minibus assessment provider registered with Hertfordshire County Council

### 3.3 Driver Re-Assessment

Should take place at least once every 4 years

### 3.4 Approved Drivers are Responsible for the Following:

- i. Reporting to the School any changes that affect their ability to drive
- ii. Not drink-driving or driving under the influence of drugs
- iii. Not driving if ill or affected by medicines
- iv. Not using a mobile phone whilst driving

### 3.5 Safe Driver Hours

<b>Recommended Drive Hours for Drivers</b>		
	<b>Driving Only</b>	<b>Driving Plus Other Work</b>
<b>Maximum Length of Working Day</b>	13 hours	10 hours
<b>Of Which is Spent Driving</b>	9 hours	4 hours
<b>Maximum Time Spent Driving Without a Break from Work</b>	2 hours or sooner if tired	2 hours or sooner if tired
<b>Minimum Length of Break</b>	15 minutes	15 minutes
<b>Drivers should not be supervising students during their breaks</b>		
<b>Daily Rest Period</b>	11 hours	11 hours
<b>Weekly Rest Period</b>	45 hours	45 hours

### 3.6 Breakdown Procedure

- i. Contact details for School's breakdown service:  
RAC – 0333 2023000
- ii. Drivers should:
  - a. If possible, move vehicle off carriageway and switch on hazard warning lights. Use triangle safely at least 45m from minibus (not on motorway)
  - b. Move passengers to nearside of vehicle and preferable to a grass verge away from traffic
  - c. Keep passengers calm and in one group
  - d. Assess situation and keep passengers on minibus (if this is safer, e.g. if wheelchair users are on bus)
  - e. If necessary, driver should call for help leaving responsible adult with passengers. Driver should give police or breakdown service details of vehicle's location and information on children/passengers with mobility issues
  - f. Phone School or nominated contact person to get details relayed to parents using out-of-hours contact details
  - g. Use motorway roadside emergency phone if possible as this will enable emergency services to pinpoint vehicle's location

### 3.7 Road Traffic Accidents

In the event of a collision, the driver/passenger assistant should:

- i. Make the collision site as safe as possible
- ii. In an emergency evacuation, passengers should be moved to safety as quickly/safely as possible and no drivers/passengers should be allowed to attempt tackling a fire unless trained to do so
- iii. Use hazard warning lights
- iv. Not move injured passengers unless in danger of further injury
- v. Call emergency services immediately and give details of location, injuries, special needs of passengers
- vi. Report accident to the police within 24 hours if injury to people is involved
- vii. Ensure one responsible adult remains with passengers at all times
- viii. Not allow child passengers to assist with repairing/re-starting vehicle
- ix. If the accident does not involve any bodily injury, driver should ensure vehicle is roadworthy before continuing journey
- x. Complete any report forms/paperwork

### 3.8 Safety Equipment on Board

First Aid kit, jack, triangle and Hi-Viz jacket and fire extinguisher.

<b>Policy author/reviewer:</b>	<b>Policy date/review date:</b>	<b>Next review due:</b>
Jo Wallis	September 2020	September 2021