G8 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 the 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:

William Fong, Paul Hoskins, Paul Kindred, Anthony Bond, Ziggi Szafranski, Becky Menday, Hannah Noonan and Simon Hayter.

Any staff who have D1 licence and/or completed minibus training.

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 and below 70 (in accordance with school insurance)
- Have a full, clean driving licence which includes D1 authorisation
- Provide a DVLA check code or grant permission to Director of Operations each September so they can access the DVLA website to check driving licence information
- Complete a declaration form each September obtainable from the Director of Operations
- 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

Recommended Drive Hours for Drivers		
	Driving Only	**Driving Plus Other Work**
Maximum Length of Working Day	13 hours	10 hours
Of Which is Spent Driving	9 hours	4 hours
Maximum Time Spent 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
Drivers should not be supervising students during their breaks		
Daily Rest Period	11 hours	11 hours
Weekly Rest Period	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.

Policy author/reviewer:	***Policy date/review date:***	***Next review due:***
Jo Wallis	September 2020	September 2021
Adam Wroblewski	September 2021	September 2022
Adam Wroblewski	September 2022	September 2023
Adam Wroblewski	September 2023	September 2024
Adam Wroblewski	September 2024	September 2025
Emma Bantock	September 2025	September 2026
Emma Bantock	September 2025	September 2026