



# The Nar Valley Federation of Church Academies

## Minibus Policy

<b>Policy Type:</b>	<b>Academy Policy</b>
<b>Approved By:</b>	<b>Local Governing Body</b>
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<b>Review Date:</b>	<b>22<sup>nd</sup> March 2023</b>
<b>Person Responsible:</b>	<b>Head Teacher</b>

## Summary of Changes

The policy has been amended as follows.

Page Ref.	Section	Amendment	Date of Change

## General Policy Roles and Accountabilities

The Diocese of Norwich Education and Academies Trust (DNEAT) is accountable for all policies across its Academies. All policies, whether relating to an individual Academy or the whole Trust, will be written and implemented in line with our ethos and values as articulated in our prospectus. We are committed to the provision of high-quality education in the context of the Christian values of service, thankfulness and humility where individuals are valued, aspirations are high, hope is nurtured, and talents released.

A Scheme of Delegation for each Academy sets out the responsibilities of the Local Governing Body and Head Teacher. The Head Teacher of each Academy is responsible for the implementation of all policies of the Academy Trust.

All employees of the Academy Trust are subject to the Trust's policies.

Through our Christian Values we are an inclusive federation which strives to we enable all staff and children to: -

***'Let your light shine'***

Matthew 5:16

***We aim to become a community which nurtures individuals to develop a sense of belonging, purpose and self-belief in order for all to flourish and shine.***

Our values of respect, responsibility, kindness, courage, hope and forgiveness are clearly illustrated in the parable of the Good Samaritan (Luke 10:25-37). This powerful message provides a basis to enable our children to flourish and shine as unique individuals.

# Minibus Policy

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The Federation operates two minibuses (one 17 seater and one 9 seater) on contract hire from RS Van Hire.

These are used to:

- Transport Year 6 pupils to and from Sporle and Castle Acre CE Primary Academies to the Federation Year 6 class at Narborough CE Primary Academy.

During non-coronavirus times these will be used to:

- Extend our curriculum into the environment.
- Ensure access to appropriate places and events that otherwise would be inaccessible.
- Enable pupils to access a wider learning environment.

## RESPONSIBILITIES/REGULATIONS

The Governing Body is responsible for ensuring any school minibuses operated on behalf of the school fully comply with all the legal transport and health and safety requirements. This responsibility is delegated to the Headteacher to ensure its appropriate implementation. The safety of passengers is paramount.

### School Responsibilities

- Ensure a copy of all drivers' licences, details of any claims within the previous 3 years, and minibus training certificates are on file with an annual review
- Ensure that a current insurance certificate is held on file and a copy is stored in the vehicle.
- Ensure that a current MOT certificate is held on file.
- Ensure that a BS fire extinguisher and first aid box is carried at all times.
- Ensure that a weekly vehicle check is carried out
- Our contract includes all routine services – the School Business Manager will ensure the vehicles are booked in and taken for their required maintenance and service at the appropriate intervals.
- Any charges are to cover running costs only and are not for profit.

### Drivers' Responsibilities

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

- Be 21 – 70
- Have held a full UK driving licence for at least 4 years and have no more than one speeding offence.
- Have successfully completed a valid minibus assessment test i.e. Norfolk LA or MIDAS.
- Not be taking any medication which may affect their fitness to drive.
- Have been resident in the UK for at least 5 years.
- Not drive a vehicle for longer than 4 hours without a minimum of a 45 minute break.
- Ensure that there is an escort with the driver and children in the minibus at all times.
- Drive on a voluntary basis.
- Be in possession of a fully working charged mobile phone with working camera

The driver is at all times responsible for (i) the condition of the vehicle he/she is driving, (ii) the passengers. The pre-drive safety check (see Appendix 1) must be completed before every journey. (iii) the minibus is left secure i.e. safely parked, windows closed and doors locked.

Both the driver and employer may commit an offence if an unsuitable vehicle is used to transport children.

In the event of a breakdown you should:-

- Remember that passengers are more important than the vehicle.
- Unless on a motorway, keep the passengers on board unless they are at risk.
- If on a motorway, evacuate the vehicle unless the dangers are greater. Once away from the vehicle, keep the passengers at the far side of the crash barriers (or 10 metres ahead of vehicle, away from oncoming traffic in the event of no crash barrier).
- Inform the school so that arrangements can be made to attend the vehicle, and parents/carers can be made aware of the delay.

### **Management System**

The School Business Manager, will have responsibility for the management of the vehicles to ensure that both organisers and drivers comply with all requirements. Records should be kept for a minimum of 18 months.

The School Business Manager (SBM) will ensure the following:-

- All drivers are familiar with, and adhere to, the contents of **Appendix 1**.
- Insurance cover, MOT, tax and service are up to date.
- Vehicle registration documents are held securely.
- All drivers complete the mileage log for all journeys (**Appendix 2**). The log should include the date of the journey, start and finish mileage, purpose of the journey and the driver's name.
- The mileage log is checked at least termly to ensure the log is correctly completed and all mileage is accounted for.
- The vehicles are parked appropriately and the keys held securely.
- Access to the minibus keys is restricted to authorised users.
- A copy of all the driver's licences, details of claims within previous 3 years and minibus training certificates are on file with an annual review.
- Familiarisation training is provided for all new users of the minibus by the SBM.

### **Monitoring**

The SBM will report to the Headteacher termly on the operation of this policy.

### **Review**

The policy will be reviewed annually by the Resources Committee during the summer term.

**ROSPA: ADVICE AND INFORMATION: MINIBUS SAFETY****The School Minibus Pre-Drive Safety Check**

Do this before every journey. Walk around the vehicle, including the trailer, if applicable, to check for visible defects, and then check the items listed below as OK or Not OK.

**Exterior check (check OK or NOT OK)**

- Oil level
- Coolant level
- Windscreen washer fluid level
- Brake fluid level
- Windscreen and windows clean and undamaged
- Lights including brake lights and indicators are clean and working.
- Tyre pressures, including spares (and inner tyres and tyres on trailer if applicable)
- Tyre tread, including spares (and inner tyres as above). At least 3mm across centre three-quarters is recommended. Any cuts and bulges?
- Doors open and close properly
- Trailer brake lights and indicators work, if applicable
- Roof rack or trailer is properly fitted, and all luggage securely held.

**Interior check**

- Mirrors correctly adjusted, clean and unobstructed
- Position and function of all dashboard controls
- Position of driving seat so all pedals can be operated comfortably
- Pressure on brake pedal
- Lights and indicators are working
- Wipers and washers working properly
- Fuel level (and type of fuel)
- Seat belts are undamaged and working properly
- Location of wheel brace and jack
- Location and contents of first aid kit and fire extinguisher(s)
- Location of relevant paperwork (permit, MoT etc)
- Change for parking or telephone (mobile/phonecard)
- Luggage securely stowed; aisles and exits clear.

**Brake checks**

- Check brakes before loading passengers. With engine running, check handbrake is working properly and brake pedal is firm when pushed
- Conduct a moving brake test, off the road, if possible. Reach a speed of not more than 15mph check mirrors and, if safe, apply brakes fairly firmly. Brakes should work efficiently; vehicle should not pull to one side; luggage should remain secure.

If faults that might affect the vehicle's or passengers' safety are found, the vehicle must not be used until they are all remedied.

## Advice for minibus drivers

On journeys where an escort is present, the items below should be divided between the escort and the driver, with the driver concentrating on those tasks which directly relate to driving the vehicle.

### Before setting off

- Allow sufficient time for the journey
- Plan breaks. Avoid long spells of driving when children might get bored and restless
- Conduct a pre-drive safety check before every journey
- Never allow passengers to board until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic-free area
- Ensure children are supervised when boarding vehicle, especially if using rear door. Plan which passengers will sit in the front seats and by the doors
- Do not exceed the carrying capacity of the minibus
- Make sure everyone is sitting, one to a seat and are using seat belts
- When school bus signs are used, make sure they are in position only while children are being transported, and that they do not obstruct your vision
- Ensure ambulant disabled passengers are seated safely and comfortably and passengers travelling in wheelchairs are safely restrained. Securely store wheelchairs not in use
- Carry a complete list of passengers with notes of special needs. Keep list with other relevant documents in place where can be readily found in event of an accident
- Comply with manufacturers' instructions when using passenger lifts and other specialist equipment
- Check that no bags or clothing are caught in doors, that all luggage is secure and gangways and exits are clear
- Check all mirrors every time before moving off in case latecomers are approaching the vehicle

### During the journey

- Do not allow boisterous play of any kind
- Try to keep children occupied (if escort on board) give something to do beforehand
- Enforce "No Smoking" and "No alcohol" rules
- Do not allow passengers to operate doors
- Approach each stop slowly and with care
- Use hazard warning lights on school trips where children are boarding or leaving vehicle
- If serious delay during journey, inform school so that information can be passed to parents. A mobile telephone is useful for this purpose (although it should not be used whilst driving the vehicle)
- Children must not be left unaccompanied on the minibus
- If there is a risk of fire, evacuate vehicle and move occupants to a safe place
- If you have to stop in an emergency or break down while on a motorway, only stop on the hard shoulder and as far away from the carriageway and passing traffic as possible

### Journey's end

- Supervise children when leaving vehicle, especially if using rear exit
- Never allow passengers to leave until vehicle is at a complete standstill and safely parked
- Always park so that passengers step onto the footway and not the road
- Take care when reversing if children are nearby. If you have to reverse, get adult help in directing you
- Do not leave children alone if no one has come to collect them
- Report problems or incidents that occurred during the trip to the operator.

## Advice for Parents and Guardians

Teaching road safety is one of the most important duties of a parent. It must include teaching children to behave properly when they use public transport. Minibuses are not places for play. Please read these guidelines before allowing your child to make a minibus journey.

### Pick Up and Drop Off Points

- Be punctual: Make sure your child is ready at the proper time. It is your responsibility to ensure that your child gets to and from the minibus safely. Make sure your child knows what to do if the minibus is late or does not arrive.
- Wait with your child: Wait on the side of the road where the bus stops. Make sure you stand on the side of the road where the bus sets them down on the return journey. Avoid calling your child across the road to you. Children are excited when they have just come back from a minibus outing and traffic will be the last thing on their mind.
- Safe Crossing Places: Make sure that your child knows and understands what are safe crossing places, and how to use them. E.g.: zebra crossings, pelican crossings, central islands, subways, footbridges. Avoid more hazardous places like bends, corners, the brows of hills, between parked cars etc. Use the Green Cross Code. Make sure your child knows and understands how to use the Code. Young children should not be allowed to cross the road unaccompanied.
- Meet your child: Make sure that you, or another carer are at the pre-arranged meeting point when your child returns home, and have the telephone number of other parents, the school or other relevant contact person to pass on messages if required.
- Safe route: Make sure that both you and your child know the safest route home after leaving the minibus, and always use it.

### On the Minibus

- Behaviour: Teach your child to act sensibly on or around minibuses. Make sure your child knows that boisterous and other poor behaviour is dangerous as it may distract the driver's attention and lead to an accident. Children need to listen to the driver's and escort's (if applicable) instructions and carry them out.
- Contact Details: Make sure that the person responsible for the minibus has up-to-date information about your child, including contact details for emergencies.
- Medical Details: If your child has any special requirements, make sure the person responsible for the minibus has all the relevant medical information.
- Other Details: Advise the driver (and escort) if there is a particular difficulty with your child on the day of the trip, e.g. is upset. Consider whether your child should go on the journey in such circumstances.
- Damage: Any vandalism caused by your child whilst on a journey is your responsibility. Persistent offenders may not be accepted on future journeys. Damage to a minibus could endanger your own, or someone else's child.
- Concerns: Report any worries you may have to a responsible person, such as the Headteacher or group leader.

### Advice for Children on Minibuses

Here are some helpful hints to keep you, and others, safe while on a minibus journey

- Arrive on time, and wait for the minibus away from the road.
- Don't push or rush towards the minibus when it arrives.
- Find a seat quickly and quietly without pushing. You may have already been allocated a seat.
- Stay seated when the minibus is moving and wear your seat belt.
- Avoid kneeling in your seat as this is dangerous.
- Make sure your bags do not block gangways and exits or take up seats.
- Only speak to the driver when he or she is not driving, or in an emergency. Distracting the driver can be very dangerous.
- Never throw things or play about in the minibus; never throw things out of the minibus window as you could cause other drivers to have an accident.

- Wait until the minibus has stopped completely before getting up to leave.
- Take your belongings with you when you leave the minibus, except in an emergency when you should leave them behind.
- Take care if returning to the minibus after getting off as the driver may be pulling away.
- If you have to cross the road after getting off the minibus, wait for it to move away first. Use the Green Cross Code.
- Go to the toilet before you get on the minibus. If you need to use the toilet or if you feel unwell during the journey, tell the escort, or the driver if the escort is not present.

### **The Green Cross Code**

1. First find a safe place to cross, then stop. It is safer to cross at subways, footbridges, pedestrian islands, zebra and pelican crossings or where there is a police officer, school crossing patrol or traffic warden. If you can't find one of these, choose a place where you can see clearly along the road in all directions.
2. Stand on the pavement near the kerb.
3. Look all around for traffic and listen. Traffic may be coming from any direction. Sometimes you can hear traffic before you can see it.
4. If traffic is coming, let it pass. Look all around again.
5. When there is no traffic near, walk straight across the road. Do not cross unless there is a safe gap and you are sure that you have plenty of time to get across. If in doubt, don't cross. Always walk across, don't run.
6. Keep looking and listening for traffic while you cross.





The Nar Valley Federation of Church Academies

**Drivers Registration Form  
School Users – Confidential**

**Personal Details**

Full Name: .....

Date of Birth: .....

Job Title: .....

**Driving Details**

If you answer 'yes' to any of the following questions, please give details in the space provided

Have you ever been disqualified from driving? **YES/NO**

.....  
.....

Have you ever had a motor insurance policy declined, cancelled or been refused renewal, or had any special conditions 'imposed'? **YES/NO**

.....  
.....

Have you been involved as a driver in a collision in the last five years, regardless of fault? **YES/NO**

.....  
.....

Have you currently, or have any history of, any conditions or disability which may affect your ability to drive safely now or in the future? If in doubt, declare any condition or disability. **YES/NO**

.....  
.....

Are you currently taking any medication which may affect your ability to drive? **YES/NO**

.....  
.....

Please give details of Minibus Qualification (i.e. MIDAS or KCC)

Authority ..... Date obtained .....

I give permission for the School Business Manager to access my Licence details from the DVLA online portal **YES/NO**

I have provided a photocopy of my Driving Licence card **YES/NO**

**Please read and sign the following declaration**

I declare that the details given are correct and that within my knowledge, there is no other material fact that I should disclose. I agree to exercise all due care for the safety of my passengers and security of the vehicle whilst it is in my charge. I also undertake to inform of any collision or accident that occurs whilst I am responsible for the vehicle. I understand that it is an offence under the Road Traffic Act 1988 to knowingly make a false statement to obtain insurance cover.

I undertake to advise of any subsequent illness, condition or event that might affect my suitability as a driver, including any subsequent refusal of motor insurance or any driving convictions. I understand that failure to do so and any false declaration made above may render the insurance cover for the vehicle invalid and that I may then be held personally responsible to pay costs or damages. I understand that all information will be treated in the strictest confidence.

Signature of Driver ..... Date.....

<b>CHANGE OF CIRCUMSTANCES</b>	
Details	
.....	
.....	
...	
.....	
.....	
Signature of Driver .....	Date.....

The Headteacher, and Governing Body will review this policy annually.