



The Chalfonts Community College

Minibus Policy

2022-2023

Approved by: RFL Committee

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1. Aims

This policy relates to The Chalfonts Community College (CCC) minibuses which are used to Transport students. CCC has 3 minibuses, one owned by CCC, the other owned by a community charity and the third is leased, they are registered off road with the DVLA

2. Policy

This policy relates to The Chalfonts Community College (CCC) minibuses which are used to transport students. CCC has 3 minibuses, one owned by CCC, the other owned by a community charity and the third is leased, they are registered off road with the DVLA.

3. Authorisation to drive the school minibus

All drivers that wish to drive a minibus heavier than 3.5 tons must hold a D1 licence and have passed Driver Risk Assessment. Drivers wishing to drive a minibus under 3.5 tons, must have a B licence and have also passed Driver Risk Assessment.

The driver is authorised to drive until any of the conditions below are met (all drivers have a duty of care to inform SLT Member if any condition below is met during the school year):

1. Accumulating more than 6 live points on their licence
2. Have a collision in the minibus unless it was clearly the fault of a third party
3. Have complaints about their driving confirmed
4. Acquire a medical condition that would affect their ability to drive
5. They reach an age not covered by the College's insurance policy
6. Not driven a minibus for more than 2 academic years, in this case the individual would have to complete the mini bus training before permitted to drive
7. There is a change in DBS clearance

A central record is held of copies of driving licences for those members of staff who are authorised to drive the mini buses and this is updated annually by a Senior Team Administrator, who will also carry out a Driver Licence Check annually on the Gov.uk website.

On a long-distance journey when a member of staff is driving a minibus, it is not acceptable to expect them to exercise general supervisory responsibilities during the journey. The governors, therefore, require that there is an adequate number of adults to supervise the pupils.

When a driver undertakes a single planned journey of up to two hours, a rest break is voluntary. There must be a second driver for any minibus undertaking a planned single journey of more than three hours. Neither driver may drive for more than two hours without a mandatory rest.

4. Procedure

4.1 Driving The Minibus

All drivers must follow the Minibus Protocol – see appendix 1.

4.21 Accidents/Incidents

4.21 Minor- The minibus is still drivable and legal

If an accident occurs, the mini bus driver or additional member of staff should ensure that the students are safe and uninjured.

The driver should ensure that the details of other vehicles at the scene are taken and recorded,
E.g. type of vehicle, number plate, insurance details and name and address of other driver(s). Where possible photographs should be taken of the accident/incident to assist with any insurance claim.

An incident form must be completed on return to the academy and given to the Site Manager and Senior Team Administrator.

4.22 Major - The minibus is not drivable or injuries sustained to staff or students

The driver must telephone the emergency services.

Then telephone a senior member of staff on call to advise them of the incident. The SLT member will assess the situation and advise accordingly.

The staff and students must go to an area of safety away from traffic and staff must stay with the students at all times.

The driver or additional staff member should keep the SLT member up to date on events at all times.

4.23 Breakdown

The designated Senior Team member of staff will have contact details of the recovery service and these are also held in the mini buses.

If the minibus breaks down the driver must call the recovery services who will attempt to repair the vehicle and if unable to, will arrange for the bus to be towed back to the academy.

The staff and students must go to an area of safety away from traffic and stay with the students at all times. All parties should wear a hi-vis jacket. These are provided in each vehicle.

If the minibus cannot be repaired on the roadside then the driver must call the SLT member on call or Site Team Manager who will arrange transport to return the staff and students to the Academy.

4.24 Maintenance

As a minimum the minibuses will be serviced annually or in accordance with the manufacturer's guidelines and have a valid MOT certificate and insurance in place.

Each minibus will be checked every 4 months by an independent party to ensure that each minibus meets the requirements set by the DVLA.

Maintenance of the minibuses will be routinely checked by a minibus technician, which should include tyre pressure, washer bottles, coolant etc.

Before the minibus is driven a Pre Drive Safety Check will be done by the driver and any defects will be reported to designated school manager to arrange repair.

5. Monitoring and Evaluation

The effectiveness of this policy will be regularly monitored by the Site Manager and Director of Finance and Operations.

6. Implementation & Review

This policy will be circulated to all academy staff and published on the academy website for parent/carer information. The policy will be reviewed annually or as required.

History

Date	Issue	Status	Comments
October 2022	1	New	

Appendix 1: Minibus Protocol

- 1) Only an authorised driver can drive the mini bus -
- 2) The driver must check vehicle before departure and complete the Daily Checklist and Record Sheet – SEE APPENDIX 2
- 3) Consumption of alcohol or medication that would impair ability to drive a vehicle is strictly prohibited
- 4) The driver is fully responsible for vehicle.
- 5) Ensure reception, or if out of hours, the SLT member on call are given a register of students and staff on board and an itinerary for the journey.
- 6) The site team is responsible for the adequate refueling of all the mini busses and will refuel at the Colleges designated filling station
- 7) The driver must ensure that all the doors are unlocked before journey starts.
- 8) The driver must have school emergency contact number and the breakdown service number.
- 9) When parking at school please reverse into parking space.
- 10) On your return, the driver must ensure all doors locked, windows closed and lights off.
- 11) The driver to ensure that all refuse is removed from vehicle.
- 12) The driver must report any faults to the site manager.

- 13) After the journey please can the driver return the keys to the Senior Team Administrator.

Appendix 2: Daily Check List and Record Sheet for driving the Minibus

The Chalfonts Community College									
Daily Check List and record sheet for Minibus									
This form must be completed each time the vehicle is used									
The minibus MUST be left in a clean and tidy condition after each journey									
Date		Name of Driver				Department			
Odometer Reading Start				Odometer Reading End					
Fuel Empty		1/4 Full		Half Full		3/4 Full		Full Tank	
Each item below must be checked and tick entered in relevant Box						Tick Box	Comment		
Section 19 Permit									
Tyres: Check the condition of all the tyres for any cuts, bulges, & tread wear. There should be at least 2mm of tread across three quarters of the tyre.									
Wheel Nuts : Ensure all wheel nuts are secure.									
Wiper Blades: are clean and undamaged.									
Lights : Ensure lights, including brake and indicator lights are working.									
Mirrors : are correctly adjusted, clean undamaged and unobstructed									
Horn & reverse waring siren is working.									
First Aid Box									
Fire Extinguisher									
Emergency break glass hammer									
Seat belts : are undamaged and working properly									
Is the minibus in a clean & tidy condition									
Two reflective jackets									
Any damage found interior & exterior - Report to Site Team Manager - Chris Parks									
All faults to be reported to Site Manager Chris Parks within 24hours of the journey.									
The full cost of repair for damage to the interior of the minibus will be met by the person responsible.									
In case of a breakdown please telephone QBE on 0800 389 1708 and state Policy No for the vehicle 0007064MBP plus Master Policy No 36521.									
QBE will then arrange for the AA.									

