



School Policy on the use of School Minibuses

Before any member of the teaching staff, support staff or members of the public are allowed to drive one of the school minibuses there are a number of regulations with which that person will have to comply.

Regulations with which all drivers must comply.

1. Any potential driver must have reached the age of 21 years before being allowed to drive the School minibus.
2. Any potential driver must have a full UK driving licence which you have held for a minimum of 3 years, and which includes D1 classification. (NB – People who have taken their test since 1st January 1997 will not have the D1 classification). Drivers must also have passed the NCC/Dept training.
3. The school office will need to see and make photocopies of your full driving licence and County Assessment Certificate, and retain these copies, before you drive a minibus. Those who have the new 'photo-card' type licence will need to bring to school the supporting paper document which will need to be photocopied.
4. Drivers must not have more than 6 penalty points on their licence, above this number you will NOT be allowed to drive a school minibus. All drivers must provide a copy of their driving licence (both parts if a photo card licence) every term to allow them to continue driving the minibus.
5. The driver has a responsibility to feel confident that the vehicle is road worthy. A proforma which details when the vehicle was last serviced and checked will be completed by one of the school caretakers before a vehicle is taken off site. A driver is asked to read through the "Routine Minibus Checks" sheet (retained in the school office). If you, the driver, then believe the vehicle to be in a "roadworthy condition and suitable for transporting young people" you should sign the form before departure.
6. The driver should also check the vehicle for any bodywork damage and, internally, the state of the floor and seats both before and after using a minibus. The driver has a responsibility to return the vehicle in as good a state as when the vehicle left the school. If deemed appropriate charges will be made against hirers/organisations if repairs and/or maintenance have to subsequently be carried out by the school.
7. When collecting the keys from the School Office for the minibus the driver must have a copy of the "Section 19 Permit". Police can request this certificate if you are stopped on the road. It will show that you are driving 'voluntarily' and not for hire or reward. Please return the permit to the office when you return the bus to school.
8. It is school policy that all drivers ensure they are physically alert enough to drive a minibus. After 2 hours of driving you MUST stop driving for a minimum 15-minute break.
9. The School may charge for transport in their minibuses only if they hold a permit issued under Section 19 of the Transport Act 1985. A permit is not required if no charge is made in cash or kind.
10. Charges may recover some or all of the costs of running the vehicle, including loss of value. The service may not make a profit, either directly through the fares or incidentally as part of a profit-making activity. Please contact the School Office for details of current charges.

NCC/Dept Training

1. All drivers of the school minibuses will need to have completed a successful assessment of their competence to drive a minibus and will need to hold a current certificate.
2. A qualified driving instructor appointed under the County scheme will carry out assessments. The assessment will last for 90 minutes. If unsuccessful the driving instructor will advise you of the areas of concern and recommend further training.
3. All of the points detailed above will continue to apply.

Notes to all drivers:

- ◆ ALL passengers and the driver **MUST** wear seat belts when the vehicle is in motion.
- ◆ The school policy is a legal requirement and you must therefore comply with all aspects.
- ◆ The onus is on **the driver** to ensure that both he/she and the vehicle are suitably equipped to drive passengers on the highway. There will be a fire extinguisher and a first aid box in the minibus.
- ◆ It is the driver's responsibility to decide whether a second adult should accompany the driver. Drivers should consider the nature of the activity, the length of the journey and the type of passengers they are transporting.
- ◆ It is school policy that for journeys exceeding one hour there will be two adults on the bus.
- ◆ It is also school policy that for journeys exceeding two hours there **MUST** be two adults on the bus, both of whom are qualified to drive the minibus.

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