



Loving God - Caring for Each Other - Achieving Excellence

Minibus Policy

Approved Date: October 2024

Next review due by: October 2025



SCHOOL MINIBUS POLICY

1. The Aims of this Policy

- 1.1 To ensure that Crompton House School complies with current legislation and guidance concerning the maintenance and driving of the school minibuses.
- 1.2 To ensure that the safety of minibus users (both drivers and passengers) and other road users and pedestrians is paramount at all times.
- 1.3 To ensure that Crompton House School is meeting its health and safety and safeguarding obligations towards all members of the school community.

2. Policy Statements

- 2.1 The school follows guidance contained within *Driving School Minibuses – Advice for Schools and Local Authorities* (HM Government, September 2013), *Minibus Safety – Code of Practice* (ROSPA, 2015).
- 2.2 This policy and the procedures contained within it have been written to provide any members of staff who may need to drive vehicles on behalf of the school with the necessary knowledge and information in the light of growing legislation regarding the qualifications, insurance, operating, servicing and inspection requirements to safely operate our minibuses and carry passengers.
- 2.3 All minibus drivers must comply with the requirements set out in this policy to ensure the safe operation of the minibuses and to keep employees and others free of harm (refer to subsection 4.1, 4.3, 4.4, 4.8, 4.9, 4.10, 4.11 and 4.12)
- 2.4 This policy extends to the use of hired vehicles that are used by the school.
- 2.5 A copy of this policy will be provided to all minibus drivers and guidance to this policy will be located in the Staff Handbook (refer to subsection 4.1.6)
- 2.6 This policy and the procedures contained within it will be reviewed as part of the school's Health and Safety review.

3. Roles and Responsibilities

3.1 The Governing Body:

- 3.1.1 The Governing Body is responsible for ensuring that school minibuses operated on behalf of the school fully comply in every respect, with all legal transport and health and safety



requirements. This responsibility is delegated to the Headteacher to ensure its appropriate implementation.

- 3.1.2 The Governing Body will monitor the implementation of this policy through the Link Governor for Health and Safety and review it on a regular basis.

3.2 The Headteacher (Mr K Newell):

- 3.2.1 The Headteacher will ensure that the school has appropriate safety procedures for the minibus based on the ROSPA Advice for Minibus Safety and their code of practice (in addition to the HM Government guidance).
- 3.2.2 The Headteacher will ensure a copy of the full code of practice is available on SharePoint under 'School Policies'. It can also be accessed at www.rospa.com.

3.3 The Estates Manager (Mr T Hart):

- 3.3.1 The Site manager will ensure that scheduled servicing of the minibuses is performed at the correct mileage and on-going repairs are completed as required.
- 3.3.2 The site manager will ensure that mini-checks are conducted by a trained member of the site team on a weekly basis and that the Schedule B form is signed and dated. This is kept in the site team office for inspection.

3.4 The Business Manager (Mrs L. Clarke):

- 3.4.1 The Business Manager will arrange appropriate insurance cover and payment of annual road tax.



3.5 The Minibus Administrator (Mrs A Riley):

- 3.5.1 The minibus administrator manages the booking and paperwork relating to the minibus. This will normally be a designated person within the main school office.

3.6 Minibus Drivers

- 3.6.1 Minibus drivers will follow and comply fully with the requirements outlined in 'Procedures and Practices' section below.
- 3.6.2 Minibus drivers will ensure that pre-use checks of the vehicle are conducted and complete the Vehicle Check List (see Schedule A, B and C).
- 3.6.3 Minibus drivers will report any concerns about the safety and / or condition of the minibus to the minibus administrator and the Health and Safety Coordinator immediately.
- 3.6.4 Minibus drivers will familiarise themselves with the relevant ROSPA guidance and understand the personal legal implications if procedures are not adhered to. For example:
"The operator has overall responsibility for ensuring a safe service is provided. However, every driver is also personally responsible for making sure that their vehicle is roadworthy before they take it out onto the road. Indeed it is the driver's licence that will suffer if the vehicle is found to be defective.
It is also the driver's responsibility to ensure the safety, including the use of seat belts, (passengers aged 14 years are legally liable if they fail to wear a seat belt) and welfare of all passengers." ROSPA, 2015, p.18
- 3.6.5 Minibus drivers will comply fully with all road traffic laws, respecting speed limits and ensuring use of seatbelts at all times. For longer journeys, frequent rest breaks are to be taken.
- 3.6.6 Minibus drivers will inform a member of the Senior Leadership Team immediately if unfit to undertake a journey in order that alternative arrangements can be made.
- 3.6.7 Minibus drivers will never use a mobile phone (handheld or hands free) as the driver of the vehicle unless it is parked in a safe place with the engine switched off. Making genuine emergency 999 or 112 calls whilst driving is legal, but only if it is not otherwise safe to stop.

4. Procedures and Practices

4.1 Persons Entitled to drive the minibus

- 4.1.1 Drivers must meet the driver licence requirements set out in '**Driving School Minibuses – Advice for Schools and Local Authorities**' HM Government 2013 p.4.
- 4.1.2 Before being authorised to drive the minibus, staff must undergo a Minibus Driver Awareness Scheme (MIDAS) training course and pass an assessment. An external MIDAS Driver Assessor Trainer will carry out the assessment and training. Staff will have MIDAS



refresher training **every four years** to ensure that they maintain the necessary level of proficiency to drive the school minibus safely.

- 4.1.3 All driving licences will be checked **annually** at the start of the start of the Autumn Term using the recommended online system by the minibus administrator (School office) and recorded on paper for disqualifications, penalty points and vehicles permitted to be driven.
- 4.1.4 The licence holder must declare any penalty points or motoring convictions that arise during the year to the minibus administrator. Any penalty points or convictions are referred to the Head to decide whether the person continues to drive the minibus. No one may drive a minibus with more than 6 penalty points.
- 4.1.5 Drivers must be medically fit to drive a minibus. Staff with a medical condition that needs to be declared to the insurers should advise the Personnel Officer (Mrs J Slater) or Business Manager (Mrs L. Clarke) accordingly.
- 4.1.6 Staff must sign to say that they have read and understood the policy. Only those named on the approved drivers list (a copy of which is held with the minibus records) will be eligible to drive the school minibuses.

4.2 Vehicle Readiness and Maintenance

- 4.2.1 Servicing and MOT testing will be carried out at the appropriate intervals, and in accordance with the manufacturer's recommendations.
- 4.2.2 The minibus will be checked weekly according to **Schedules B, C and F** by the Site Manager or appropriately trained person and filled up with fuel.
- 4.2.3 Each driver must satisfy themselves that the vehicle is fully road worthy before taking out the minibus on the roads. They should ask to inspect the Schedule B form held by the minibus administrator and conduct their own visual checks (inc. all lights, tyres and washer fluid). If there is any cause for concern, they must not use the minibus until the situation is rectified.
- 4.2.4 The school will arrange for a Breakdown Service to be provided (currently this is the RAC).
- 4.2.5 The school will apply for a minibus permit from the Local Traffic Area Office Leeds (01132 254 3291).

4.3 Driver's Responsibility

- 4.3.1 Before any journey, and every time a minibus is used, the driver must:
 - Plan the journey so that it can be completed safely and comfortably;
 - Ensure the minibus is suitable for the passengers being carried and;
 - Review how pupils are grouped together on the minibus, where possible this should reflect the bubbles that are adopted within school;
 - use of hand sanitiser upon boarding and/or disembarking by all (provided when collecting keys);



- additional cleaning of vehicles (anti bac wipe down of drivers position, all controls, dashboard, door handles etc. Anti-bacterial wipe down of passenger seats, handles, seatbelts, armrests etc.);
- organise queuing and boarding where possible;
- organise safe distancing within vehicles wherever possible;
- consider the use of face coverings for children over the age of 11 and adults, where appropriate;
- Conduct the pre-drive vehicle safety checks (see Schedules A and B).

4.3.2 The driver should complete the log sheet provided, to show that he/she has conducted the necessary checks (see Schedule A) and if the driver has any concerns about the condition of the vehicle it must not be used and these concerns must be reported to the Health and Safety Manager and/or a member of the Senior Leadership Team.

4.3.3 If the driver has any doubts about their fitness to drive at that time, he/she **MUST NOT** begin the journey. A driver should **NEVER** drive if he/she feels tired or unwell, or if he/she is taking medicine for which driving is contra-indicated.

4.3.4 Alcohol or drugs must not be consumed prior to the start of or during the course of a journey and drivers must ensure any alcohol they may have previously consumed i.e. the day/evening before has left their body system.

4.3.5 It is contrary in law for drivers to smoke whilst driving. Smoking is not permitted on the minibus at any time.

4.3.6 For drivers who are driving, in addition to carrying out their normal duties, it is **strongly recommended** that they do not exceed the following driver hours:

Table 1: Driving Hours – Teaching Staff/Voluntary Drivers (ROSPA, 2015 p.24)

	Driving Only	Driving Plus Other Work e.g. supervision of students at a destination
Maximum Length of Working Day ¹	13 hours	10 hours
Of which spent driving	9 hours	4 hours
Maximum Time Driving without a Break	2 hours	2 hours
Minimum Length of Break ²	15 minutes	15 minutes
Daily Rest Period	11 hours	11 hours

¹ Taking into account of other work undertaken before starting a journey

² After 4½ hours of driving, the minimum length of breaks from driving should be at least 45 mins



- 4.3.7 **Second Driver:** A second driver is essential on long journeys (exceeding the limits in Table 1) or for shorter journeys where traffic conditions might significantly lengthen the journey time.
- 4.3.8 Drivers should assess and plan each journey in advance in terms of its time and distance, and their own, and their passengers' comfort. A suitable route should include places for rest, refreshment, comfort breaks and re-fuelling if necessary. Drivers should check information on road works and weather conditions that may affect their route, before setting out.
- 4.3.9 If using a SatNav, drivers should set the destination before starting their journey. They should know not to automatically follow the SatNav and use local information, road signs and diversions. Drivers must always be aware of what is happening on the road around them. If the SatNav requires attention, the driver must stop the vehicle at an appropriate stopping place or ask an adult passenger to adjust.
- 4.3.10 Drivers should also know what to do in the event of passenger illness, vehicle breakdown or an accident. Drivers must have details and a contact number for the relevant motoring breakdown service, understand how to deal with the safety of passengers and know how to use the emergency phones on the motorway if necessary. A mobile telephone must be carried on the minibus. It must not be used by the driver whilst on the move (see 3.5.7 above).
- 4.3.11 It is essential that a nominated person, not on the journey, knows the destination of the minibus, its route and its expected time of arrival and return.
- 4.3.12 The minibus should be returned with at least a quarter of a tank of fuel.
- 4.3.13 The minibus must be entirely free of rubbish before the keys are returned to the school office.
- 4.3.14 The driver should conduct a post-trip vehicle check, inside and outside the minibus and record any visible damage or faults, any emergency equipment that has been used and any incidents that have occurred during the journey. This should then be reported to the Minibus Administrator.
- 4.3.15 The driver/ second driver/ escort should carry out an anti bac wipe down of the driver's position, all controls, dashboard, door handles etc. and the passenger seats, handles, seatbelts, armrests etc.

4.4 Escorts

- 4.4.1 An escort adult must accompany the minibus on all single journeys over one hour or when the motorway is to be used.
- 4.4.2 The role of an escort in a minibus includes:
- i) preventing the driver being distracted by passengers, especially when children are being carried;



- ii) supervising children and in particular preventing any behaviour that could create a hazard;
- iii) helping passengers whom the driver may not be qualified to help; and
- iv) assisting in the event of a breakdown or other emergency.

4.5 Records

4.5.1 All records will be kept for 40 months including:

- i) all documents relating to the vehicle;
- ii) operating log sheets, including booking the vehicle in and out;
- iii) accident/incident book, including faults reported and rectified;
- iv) list of authorised drivers
- v) a file of information including photocopies of driving licence and details of incidents.

4.6 Management

- 4.6.1 The minibus administrator (School Office) must ensure that the driver at the conclusion of each journey/trip returns completed journey logs together with other documentation that might be necessary to him/her.
- 4.6.2 Whenever any accident, either to a person or the vehicle, has occurred the administrator will ensure that the Head is informed.
- 4.6.3 Where any repair to the vehicle is required, the administrator will inform the school Business Manager who will make the appropriate arrangements including ensuring the necessary report is made to the vehicle insurers, if appropriate.

4.7 Emergency Equipment

- 4.7.1 The Site Manager's weekly inspection routine must include a check that essential emergency equipment are present on the vehicle as stated in **Schedule F** below. This must include:
 - A British Standard fire extinguisher: Fire extinguishers should contain water, foam or halon 1301 and be marked accordingly. They must comply with BS5423:1997 or BS5423:1980 or BS5423:1987.
 - In accordance with Regulation 43 and Schedule 7 of the Road Vehicle (Construction and Use) Regulations 1986, every minibus must carry a first aid kit.
 - Breakdown and basic repair equipment
 - Insurance / breakdown paperwork and guidance information

4.8 Breakdown Procedure

- 4.8.1 In the event of breakdown, the driver should try to move the vehicle off the carriageway (onto the hard shoulder on a motorway). If it is not possible to move the minibus off the



carriageway, it should be moved as far away from moving traffic as possible. Hazard warning lights should be switched on.

- 4.8.2 The passengers should be moved out of the vehicle and as far away from it and other traffic as possible. The hard shoulder on a motorway is very dangerous. On motorways or other busy roads, passengers should be taken onto the embankment or grass margin and as far from the traffic as is practicable. They should be kept together in one group. Children should be kept calm and be under constant supervision.
- 4.8.3 The driver should go for help, leaving the passengers with the escort if applicable. They will need to give the police, breakdown service, accurate details of the vehicle's location, and should also inform them if children or passengers with mobility problems are being carried. **The Police must be told if children are present.**
- 4.8.4 The driver should also telephone the school or nominated contact person, preferably with a mobile telephone kept on board for this purpose, to tell them what has happened and ask them to relay messages to parents and others.
- 4.8.5 If the breakdown occurs on a motorway, it is better to use the roadside emergency telephone, as this will enable the Police to pinpoint the vehicle's location. Arrows and numbers on small marker posts at the edge of the hard shoulder indicate the nearest emergency telephone. The number on the post nearest to the vehicle should be given to the telephone operator (remember motorway emergency telephones are situated at one mile intervals – and the nearest will be in the direction indicated by the arrow).

4.9 Accidents/Incidents

- 4.9.1 In the event of an accident, the driver and/or the escort must make the accident scene as safe as possible:
 - i) use hazard warning lights;
 - ii) do not move injured passengers unless they are in immediate danger of further injury from other vehicles or from fire or explosion;
 - iii) call the emergency services immediately; and
 - iv) ensure one person (driver or escort) remains with the children if child passengers are involved.
- 4.9.2 If the accident is 'damage only' and no one is injured it must be reported to the Main Reception, Business manager or a member of the Senior Leadership team on return. A report book or form must be kept for this purpose.
- 4.9.3 The Site Manager and Business Manager must ensure that all repairs and insurance details are completed. They must also confirm the nature and extent of the damage and, if necessary, withdraw the vehicle from further use until repairs are completed.
- 4.9.4 If the names of people involved are not exchanged, it is a legal requirement that the accident be reported to the nearest Police station within 24 hours.



4.10 Emergency Evacuations

- 4.10.1 In the event of an accident, or other incident such as a fire, an emergency evacuation should be conducted. The best way to evacuate the vehicle will depend upon the nature of the incident, the passenger group and the type of minibus. Therefore, the driver and escort(s) will need to exercise their judgement at the scene of the incident.
- 4.10.2 Drivers and escorts who have been trained will, however, be far better equipped to make appropriate decisions and cope with such difficult circumstances.
- 4.10.3 Passengers should exit the vehicle normally, if possible, and move as far away as possible. If passengers need assistance to exit the vehicle, the escorts should provide what help is necessary. If it is necessary to use the rear exit, care must be taken against approaching traffic.

4.11 Pick-ups and Drop-offs

- 4.11.1 Places where passengers are picked up and dropped off should be pre-arranged. Consideration should be given to the safety of passengers boarding and leaving the minibus at these places, and whilst waiting for the minibus to arrive.
- 4.11.2 This is particularly important for children and other vulnerable passengers. They should not be left alone at a drop-off point if their parents have not arrived to collect them. Parents must, of course, know when and where they are expected to collect their children.
- 4.11.3 The driver must make certain that all passengers have boarded, are safely seated and are wearing properly adjusted seat belts if fitted, before moving off. The doors should be closed, but not locked, before the driver moves off. Equally, he/she must make sure that all passengers have left the minibus and are clear of the doors before moving off. The driver should be aware of the danger of passengers' clothes becoming trapped in a door.

4.12 Luggage

- 4.12.1 All luggage and equipment must be securely stored inside the vehicle. It should also be evenly distributed so one side of the vehicle is not weighed down.
- 4.12.2 In an accident, or emergency stop, unsecured luggage and equipment may be thrown around inside the vehicle, injuring passengers. It is vital that luggage and other equipment is stored safely and securely.
- 4.12.3 Luggage and equipment must not obstruct any of the doors or the aisles.



4.13 Prescribed Signs

- 4.13.1 On the advice of the Assistant Chief Executive (Legal, Democratic and personnel Services), where children under sixteen years of age are being transported in a school minibus the prescribed signs showing the parent and child on a yellow background must be displayed.

4.14 Seat Belts and Seats

- 4.14.1 It is the driver's responsibility to ensure that seat belts are worn by children.
- 4.14.2 Where a defective seat belt is identified the vehicle capacity is effectively reduced, it is essential that the particular seat should not be occupied. This defect should be reported to enable the seat belt to be replaced as soon as possible.
- 4.14.3 When travelling in a minibus, Pupils must each have their own seat.

4.15 Loan of school Minibus

- 4.15.1 The minibus is for school use and will not be loaned to any group or person.

4.16 Trips Abroad

- 4.16.1 The minibus will not be used for trips abroad.

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Date: 12th Nov 2024

Signed: J Banks

Date of next review Nov 2025



APPENDICES

Schedule A

Minibus Log Sheet

Name _____ Date _____

Start Time _____ Return Time _____

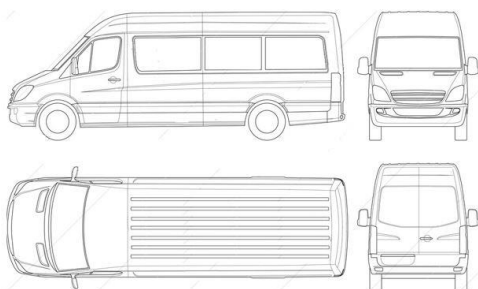
Start Mileage _____ Return Mileage _____

Drivers are legally responsible for ensuring the vehicle they are driving is road worthy.

*It is recommended that driver's ask to see the **Schedule B Weekly Vehicle Check form** to confirm the weekly inspection has been completed by the Site manager. Before setting off, the driver should also conduct a pre-drive safety check and visual inspection of the vehicle, including the trailer if applicable, to check for visible defects and ensure that all lights are operational, tyres are in good condition, washer fluid is working and brakes are responsive.*

(1) The mobile phone	Yes/No	(2) The Safety / First Aid Box	Yes/No
If used, reason		If opened, what was used	

(3) Damage to the vehicle	Yes/No	<i>Briefly state how damage occurred, if known.</i>
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Please mark "X" on the diagram where the damage is.

Mobile phone (if used) and minibus keys are to be returned to reception and a signature obtained.

If minibus returns out of school hours, mobile phone and minibus keys to be returned at 8.30am next morning and signature obtained.

The driver is responsible to ensure the minibus is returned clean and in the same condition it went out in.

Signed _____

Schedule A continued

For reference:

- The school telephone number is 01706 847451.

For use in emergencies and out of hours:

- The Headteacher's mobile number is 07800 789172
- The Deputy Headteacher's mobile number is 07532 722917

What to do in the event of an accident

The driver and/or the escort must make the accident scene as safe as possible:

- use hazard warning lights;
- do not move injured passengers unless they are in immediate danger of further injury from other vehicles or from fire or explosion;
- call the emergency services immediately; and



- ii) ensure one person (driver or escort) remains with the children if child passengers are involved.

If the accident is 'damage only' and no one is injured it must be reported to the minibus administrator on return. A report book or form must be kept for this purpose. The minibus administrator should ensure that all repair work and information required for an insurance claim is passed to the Business Manager.

If the names of people involved are not exchanged, it is a legal requirement that the accident be reported to the nearest Police station within 24 hours. Photostat copies of the insurance and MOT certificate and breakdown service details are kept on the clipboard in the event of an accident.

Emergency Evacuations

In the event of an accident, or other incident such as a fire, an emergency evacuation should be conducted. The best way to evacuate the vehicle will depend upon the nature of the incident, the passenger group and the type of minibus. Therefore, the driver and escort(s) will need to exercise their judgement at the scene of the incident.

Reporting of maintenance concerns

Even though the Site Team complete a weekly check, the driver may become aware of a problem over the running or handling of the vehicle. It is required that any concerns are reported to one of the following immediately: The minibus administrator (A. Riley), the Site Manager (T.Hart) or to K. Newell or A. Holt if outside hours or off-site using the above emergency contact numbers. The vehicle must not be driven if it is considered unsafe or any risk of danger to the driver, passengers or other road users.



Schedule B

VEHICLE CHECKS AND LOG SHEET

This schedule is the basis for the weekly vehicle check by the Site Manager as required in Schedule C. Please record any issues or action required on the back of this form.

	OK	Not OK	Notes if further action is needed
Exterior Visual Check			
Oil Level (including automatic transmission fluid if applicable - see manufacturer's instructions)			
Coolant Level			
Windscreen washer fluid level			
Brake fluid level			
Windscreen and windows are clean and undamaged			
Wiper blades are clean and undamaged			
Lights, including brake lights and indicators, are clean and working			
Tyre pressures, including the spare (and inner tyres and tyres on a trailer, if applicable)			
Doors open, close and lock properly, including back door			
Trailer brake lights and indicators work, if applicable			
Mirrors are clean and undamaged			
Children sign is displayed on bus			
Mobile phone is on bus			
Test drive the minibus and check brakes for pressure and stopping.			
Check handbrake			



Safety Box is on board and restocked if any item has been used (Schedule F)			
First Aid Box is on board (Schedule F)			
Fire extinguisher is present and in working order.			

Schedule C

Duties

Site Manager or appropriately trained person

1. Do weekly check on minibus as at **Schedule B**.
2. Do weekly check on Safety Box as at Schedule F and replenish any equipment used.
3. Do weekly check on the First Aid Box and report to matron if it is missing.
4. If the Fire extinguisher has been used arrange for it to be re-filled / replaced immediately.
5. Sign **Schedule B form** and leave it with the minibus administrator to confirm that all checks have been done.
6. Fill up minibus with fuel.

Minibus Administrator

1. Be responsible for minibus keys – kept securely in the school reception
2. Be responsible for minibus mobile phone. Keep charged up. Check if used on its return.
3. Organise booking out/in of the above at 1 + 2.
4. Organise a Reservation System of booking minibus.
5. Check Schedule A when it is returned by the driver. If the Safety Box has been accessed and/or report of damage to the vehicle, inform Site Manager and Business Manager.
6. Keep records for 40 months of
 - a) Site Manager checks
 - b) Pre-drive checks by drivers and log sheets
 - c) List of authorised drivers
 - d) All documents relating to the vehicle



- e) Accident/Incident book including faults reported and rectified.
- 7. Inform Head of any accident or discrepancy and arrange for contacting insurance and organising repairs.
- 8. Check all driving licences at start of Autumn Term and second half of Spring Term for convictions. Check change of address.
- 9. Apply for Minibus Permit as at subsection 4.2.5.

Schedule D

ADVICE FOR MINIBUS DRIVERS

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

Before Setting Off

Plan your route in advance and check with the motoring organisations for any expected delays or diversions where known.

Allow sufficient time for the journey.

Conduct a pre-drive safety check before every drive.

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 that children are supervised when boarding the vehicle, especially if they are using a rear door and 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 that passengers are using their seat belts.

Hazard warning lights should only be used on school trips when children are boarding or leaving the vehicle or in cases of emergency.

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.



Always ensure that ambulant disabled passengers are seated safely and comfortably and that passengers travelling in their wheelchairs are safely restrained. Wheelchairs not in use must also be securely stored.

Make sure there is a complete list of passengers being carried with a note of any special medical or other needs. Keep the list with other relevant documents in a place where it can be readily found in the event of an accident. A similar list should be left with an identified person at your establishment just in case your list is unable to be used.

Take care when using passenger lifts and other specialist equipment. Always comply with the manufacturer's instructions.

Check that no bags or clothing are caught in the doors, and check all mirrors every time before moving off in case latecomers are approaching the vehicle.

Schedule E

THE DUTIES OF AN ESCORT – ADVICE FOR OPERATORS

Supervise the passengers when boarding or leaving the vehicle, taking particular care if they are leaving by the rear exit.

Ensure no passenger boards or leaves the vehicle until it is at a complete standstill, and safely parked by a pavement or other traffic-free area.

Ensure the driver does not move off until everyone is safely seated, facing the front and wearing a properly positioned and adjusted seat belt (if fitted), or using a securely fixed and properly adjusted special harness, seat or child restraint if appropriate.

Ensure that ambulant disabled passengers are seated safely, passengers travelling in wheelchairs are safely secured and wheelchairs not in use are securely stored.

Ensure that passengers behave in an acceptable manner during the journey and do not distract the driver in any way. Boisterous play must not be allowed, neither must smoking nor drinking alcohol. Passengers must remain seated and wearing their seat belts (if fitted) throughout the journey.

Ensure that all luggage is securely stored and that all gangways and exits are kept clear.

Ensure that when passengers are dropped off, they leave the vehicle safely; that no parts of their clothing are caught in the vehicle's doors; that there is someone to meet them (a parent, guardian or carer in the cases of children and/or persons with disabilities).

Ensure that children are never left unsupervised in the minibus, or if the vehicle breaks down.

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Operate the passenger lift and other specialist equipment if qualified to do so.

Keep a complete list of the passengers, including details of any special needs, and ensuring that all passengers have returned to the vehicle after any rest stops.

In the event of a breakdown or accident, ensure that children remain supervised, are given clear and firm instructions and if necessary, help in evacuating the minibus.

Help to direct the vehicle if the driver needs to reverse. Children must NEVER do this.



Schedule F

Contents of Minibus

Fire Extinguisher

Safety Box:

Cloths	2 High Viz Jackets
WD40	Set of Jump Leads
Working Torch	Basic Tool Kit
Spare Batteries	Foot Pump
Spare Bulbs for Torch	Washer Fluid
Spare Bulbs for Minibus	2 Spare Fan Belt
Seat belt (Webbing Cutter)	Spare water coolant
Warning Triangle	

Photocopies of:

- Insurance certificate
- MOT
- Call out arrangements
- AA etc.
- Copy of Policy
- Instructions re Jump Lead usage

Glove Compartment

Pen and Paper
De-icer
Lock De-icer
Tyre Pressure Gauge

First Aid Box *(also located in the glove box):*

10 antiseptic wipes, foil packed	3 large sterile medicated ambulance dressings (not less than 15 x 20cm)
1 conforming disposable bandage (not less than 7.5cm wide)	2 sterile eye pads with attachments
2 triangular bandages	12 assorted safety pins
1 packet of 24 assorted adhesive dressings	1 pair of rustless blunt-ended scissors
	sterile gloves and mouth mask

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The school Matron is responsible for ensuring the First Aid box is fully stocked and that all contents are in date and acceptable for use in case of emergency.



Schedule G

CHARGES FOR USE OF MINIBUS

(Minibus is for school use only)

1. There will be no charge made for journeys not exceeding 25 miles (including the return journey to school).
2. For journeys exceeding 25 miles, the charge will be 55p for every mile exceeding 25, up to a maximum of £44.00 per day.
3. Block bookings of more than one day will be charged at £44.00 per day, irrespective of mileage.
4. Recharges for use of the minibus will be made weekly.
5. Recharges will be made directly to the relevant department's capitation or trip account, and the Head of Department will be notified of the charges.
6. Any receipts from pupils should be paid into the Finance Office, and the relevant department's capitation or trip account will be credited.