

# Tenterden Schools Trust



## MINIBUS & VEHICLE POLICY

Date to Trust Board

1<sup>st</sup> April 2019

# TENTERDEN SCHOOLS TRUST

## MINIBUS AND VEHICLE POLICY

This policy will be reviewed every 3 years

**DATE OF POLICY: April 2019**

**DATE OF REVIEW: April 2022**

**Members of staff responsible for Policy:**

- Chief Executive Officer
- Schools Facilities Manager

**Signed**



Chief Executive Officer

**Signed**



Chair of Directors

## **Tenterden Schools Trust**

### **MINIBUS POLICY (FOLLOWED BY GENERAL VEHICLE POLICY)**

#### **PRINCIPLE**

This policy has been written to provide guidance on the best use of the minibuses belonging to Tenterden Schools Trust, (hereafter the Trust).

To detail safe operating procedures for their use which details the checks that should be carried out before and after use by drivers.

Provides information about who can drive minibuses and the times that they may do so.

Includes details about what actions to take in case of a breakdown or an accident.

#### **PURPOSE**

The purpose of this document is to catalogue the various procedures that must be followed to ensure the safe use of the school minibuses. This document will be given to all minibus drivers as part of the overall induction package.

#### **DRIVER TRAINING**

It is essential that the school is satisfied that all persons authorised to drive are competent to drive a school vehicle containing students safely. The absolute minimum requirements to comply with our insurance are that the drivers:-

- are over the age of 25,
- have at least two years experience as a qualified driver,
- hold a current full driving licence with no more than 6 penalty points. If a driver has less than 6 points, the driver may still be precluded if the points are for dangerous driving
- it is a requirement for all regular drivers that the Facilities Manager has sight of the current driving licence on an annual basis.
- It is a requirement that all minibus drivers declare any points received on their driving licence when on the minibus driving list.

In addition, The School has gone further in its quest to ensure that students are driven in safety. Prior to transporting students for the first time, all drivers must have a formal training session with The School's appointed Driver Training Instructor. These sessions will include:

- Daily vehicle checks
- Pre-journey checks
- General driving safety
- Road Testing
- Emergency stop
- Use of mirrors and indicators
- Reversing using mirrors only
- Passenger safety

- Passenger comfort

Thereafter, on a three yearly basis to have a vehicle familiarisation session with a member of the site team. This can also be available upon request to any other staff. All new drivers will be added to the list of authorised minibus drivers which is held in the Facilities Manager's office.

Staff that passed the test to drive a car before 01.01.97 may drive all the schools minibuses, for staff that passed their test after 01.01.97 they may only drive the minibus lite. Staff without a D1 licence will be required to successfully complete a PSV test to drive all the school minibuses. Details about the comprehensive training needed can be obtained from the Facilities Manager.

Arrangements can be made for this training and it is a qualification which is credited to the individual and transferable when they move on. Bearing in mind that the costs of this training are high (circa £1000) the member of staff undertaking the training will be expected to pay back an element of this if they leave the school within two years. In the first twelve months after the training if they leave they will pay back 50% of the total cost and in the second year 25% of the total cost. This ensures that the school obtains value for money from the training.

### **Drivers Hours**

It is the Trusts policy that if there is a school trip which involves a driver being in charge on an extended day, then a second adult should accompany the party and that person should be competent to share the driving to reduce the possibility of driver fatigue. An extended day is anything beyond 7.00pm when the staff member started work at 8.45 am. **This requirement is non-negotiable.**

A minimum break of 15 minutes must be taken after 2 hours driving.

### **Driver's Responsibility**

Whilst the Trust will ensure a weekly check of the condition of the minibuses, drivers are responsible for the following checks before embarking on their trips.

- Do a visual inspection of the minibuses which includes tyre pressure checks and that the windscreen and glass is clean and can be seen through
- Check brakes to see that they are functioning correctly
- Ensure that mirrors and seat are in the correct driving position
- Check that all lights are functioning correctly
- Ensure that all seat belts are being worn. This includes all passengers, who must wear a seat belt
- Ensure that the windscreen washer system works and that wipers are functioning correctly
- Ensure that the vehicle is correctly loaded and that no more than sixteen passengers are being carried
- Emergency exits must not be blocked
- Ensure that all doors are correctly closed
- Check that you have enough fuel for your journey
- As soon as possible after moving off, the driver should carry out a running brake test and at the same time, check the operation of the seat belts

- At intervals throughout the journey, all instruments and warning lights should be checked and necessary action taken if a fault is indicated
- Ensure that food and drink are not consumed in the vehicle
- Make sure that no rubbish is left in the vehicle and ensure that no malicious damage has occurred to the interior of the vehicle.
- Damage will be charged at cost to the department and cleaning will also be charged if needed.

At the end of the journey the driver must lock and make the vehicle secure. Keys should only be taken from the Site Team office just prior to making use of the minibuses. The keys should be returned to the office **immediately after use.**

### **PASSENGER RESPONSIBILITIES**

- Should wear seat belts and always remain in their seats until instructed otherwise
- Should never distract the driver by shouting, etc
- Students should not eat or drink on the vehicle
- Must make sure that escape routes are not blocked by bags, etc
- Students are ambassadors of the school and must never bring its name into disrepute by gesturing, etc
- Passengers found to have vandalised the minibuses may face a ban from using it again and be required to pay for damages

### **ACCIDENT PROCEDURES**

If an accident occurs and any personal injury or damage to third party property is involved, then the driver must stop. He/she must be prepared to give his name and address and details of the owner of the vehicle to a Police Officer or any other person having reasonable grounds to ask. If for any reason the driver is not able to give these details then he/she must report in person to a Police Station as soon as practically possible, otherwise an offence is committed, and in any event not later than twenty-four hours afterwards.

Report your accident immediately to the Facilities Manager who will let you have the appropriate forms to complete for onward transmission to our insurers.

### **BREAKDOWN AND RECOVERY**

The school minibuses are covered for breakdown and recovery. Details of how to contact them and our membership numbers are on the minibus folder in the minibus. Any issues should be reported to the Site team.

### **FIRST AID**

All minibuses contain first aid boxes which are checked at the end of each term by the Site team. The contents of these boxes include:

Antiseptic wipes

Bandages

Assorted adhesive dressings

Plasters

Eye pads

Scissors

Any use of the first aid kit must be reported to the Facilities Manager as soon as possible thereby maintaining a full kit at all times.

### **PURCHASE OF FUEL**

There is an account with CB Motors in Tenterden for fuel, and should the driver be away from the area and require fuel this can be reimbursed on provision of a receipt to the Finance Office.

### **CARE AND THE CLEANING OF MINIBUSES**

Minibuses involve a great expense when purchasing. Please help to ensure that their working lives are extended for the maximum possible period. One of the main problems with school minibuses has been that the inside wears out before the body and mechanics. You must check on the condition of the interior at the end of each journey.

Students should not be allowed to wear muddy boots in the minibuses and should be encouraged to get changed at the end of matches in order to stop them sitting on the seats with damp and dirty clothing.

### **BOOKING OF MINIBUSES**

If you need to book a minibus, please use the mini bus diaries in the Caretakers Office and complete the mini bus booking form. Form on Teacher Share – Trips & Visits – Mini Bus Booking Form.

**Drivers are not covered by Marsh insurance if their journey is for private use. Minibuses must not be used for private use.**

### **WEEKLY CHECKS**

The Site team has responsibility for conducting weekly checks of the minibuses and passing on findings to the Facilities Manager (or in his absence the Transport Manager).

Any defects in the minibuses noted by staff should be notified immediately to the Facilities Manager who will then determine whether or not the vehicle should be taken off the road and repairs carried out.

The minibuses are inspected weekly and serviced in the line with the manufacturer's recommendations. The service schedule is monitored by the Facilities Manager.

### **INCORRECT USE OF MINIBUSES**

A driver who breaks the speed limit will be responsible for paying his/her own fines. Similarly fines imposed for incorrect car parking or negligent driving will be the responsibility of the driver.

Any damage caused to the minibuses through incorrect use, may result in the driver being asked to contribute fully or partially to any excess payable by the school.

### **SPEED LIMITS**

- The speed limit for minibuses is as follows:
- 30 mph on urban carriageways
- 50 mph (not 60 mph) on single carriageways
- 60 mph (not 70 mph) on dual carriageways
- 70 mph on motorways

### **KEYS**

Keys are kept in the Site office. They can be picked up at any time between 8.00 am and 5.00 pm. When you have finished using the minibus please return the keys immediately. Do not collect the keys too far in advance of using the vehicle, as this prevents use in the intervening period.

### **FINAL COMMENT**

Driving the minibus safely and in a professional manner is not difficult, but it does demand greater responsibility. Preparation is essential and you must always present the highest standards to your passengers and other road users.

### **LIST OF AUTHORISED DRIVERS**

The Facilities Manager will keep a list of drivers who have been authorised to drive the minibuses.

Authorisation may be withdrawn at any time by the Facilities Manager. Any member of staff who has been advised not to drive their own vehicle for medical reasons must advise the Facilities Manager.

### **Review**

This policy is dated .....

## Tenterden Schools Trust

### GENERAL VEHICLE POLICY (SEE ABOVE MINIBUS POLICY)

#### **PRINCIPLE**

This policy has been written to provide guidance on the best use of the vehicles belonging to Tenterden Schools Trust, (hereafter 'The Trust').

To detail safe operating procedures for their use which details the checks that should be carried out before and after use by drivers.

This protocol includes details about what actions to take in case of a breakdown or an accident.

#### **PURPOSE**

The purpose of this document is to catalogue the various procedures that must be followed to ensure the safe use of the school vehicles. This document will be given to regular users of all vehicles owned by the Trust.

#### **DRIVER TRAINING**

It is essential that the Trust is satisfied that all persons authorised to drive are competent to drive a Trust vehicle containing students safely. The absolute minimum requirements to comply with our insurance are that the drivers:-

- are over the age of 21,
- have at least two years experience as a qualified driver,
- It is a requirement for all regular drivers that the Facilities Manager has sight of the current driving licence on an annual basis. Penalty Points must be declared as soon as they are issued.

#### **Drivers Hours**

It is the Trusts policy that if there is a school trip which involves a driver being in charge on an extended day, then a second adult should accompany the party and that person should be competent to share the driving to reduce the possibility of driver fatigue. An extended day is anything beyond 7.00pm when the teacher started work at 8.45 am. **This requirement is non-negotiable.**

A minimum break of 15 minutes must be taken after 2 hours driving.

#### **Driver's Responsibility**

Whilst the Trust will ensure a weekly check of the condition of the vehicles, drivers are responsible for the vehicles whilst driving them and should make some simple visual checks before driving. The following checks will be required:

- Do a visual inspection of the vehicle which includes tyre pressure and that the windscreen and glass is clean and can be seen through
- Ensure that mirrors and seat are in the correct driving position
- Check that all lights are functioning correctly



- Ensure that all seat belts are being worn. This includes all passengers, who must wear a seat belt
- Ensure that the windscreen washer system works and that wipers are functioning correctly
- Ensure that the vehicle is correctly loaded
- Ensure that all doors are correctly closed
- Check that you have enough fuel for your journey
- As soon as possible after moving off, the driver should carry out a running brake test and at the same time, check the operation of the seat belts
- At intervals throughout the journey, all instruments and warning lights should be checked and necessary action taken if a fault is indicated
- Ensure that food and drink are not consumed in the vehicle
- Make sure that no rubbish is left in the vehicle and ensure that no malicious damage has occurred to the interior of the vehicle.

Damage will be charged at cost to the department and cleaning will also be charged if needed. The Trust will ensure that the vehicle(s) is regularly checked but the condition and oversight of regular checks will fall as follows:

Farm Vehicle – Farm Manager.

All other Vehicles – Site team.

Grounds Vehicles – Grounds Person.

At the end of the journey the driver must lock and make the vehicle secure.

### **PASSENGER RESPONSIBILITIES**

- Should wear seat belts and always remain in their seats until instructed otherwise
- Should never distract the driver by shouting, etc
- Should not eat or drink on the vehicle
- Passengers found to have vandalised the vehicles may face a ban from using it again and will be required to pay for damages

### **ACCIDENT PROCEDURES**

If an accident occurs and any personal injury or damage to third party property is involved, then the driver must stop. He/she must be prepared to give his name and address and details of the owner of the vehicle to a Police Officer or any other person having reasonable grounds to ask. If for any reason the driver is not able to give these details then he/she must report in person to a Police Station as soon as practically possible, otherwise an offence is committed, and in any event not later than twenty-four hours afterwards.

Report your accident immediately to the Facilities Manager who will let you have the appropriate forms to complete for onward transmission to our insurers.

## **BREAKDOWN AND RECOVERY**

The Trusts vehicles are covered for breakdown and recovery. Details of how to contact them and our membership numbers are in the passenger pocket.

Any issues should be reported to the Site team.

## **PURCHASE OF FUEL**

There is an account with CB Motors in Tenterden for fuel, and should the driver be away from the area and require fuel this can be reimbursed on provision of a receipt to the Finance Office.

## **CARE AND THE CLEANING OF VEHICLES**

Vehicles are expensive. Please help to ensure that their working lives are extended for the maximum possible period. You must check on the condition of the interior at the end of each journey.

Staff and students should not be allowed to wear muddy boots in the vehicles and should be encouraged to get changed to stop them sitting on the seats with damp and dirty clothing.

## **WEEKLY CHECKS**

The Site team has responsibility for conducting weekly checks of all the vehicles and passing on findings to the Facilities Manager (or in his absence the Finance Director).

Any defects in the vehicles noted by staff should be notified immediately to the Facilities Manager who will then determine whether or not the vehicle should be taken off the road and repairs carried out.

The vehicles are inspected weekly and serviced in the line with the manufacturer's recommendations. The service schedule is monitored by the Facilities Manager.

## **INCORRECT USE OF VEHICLES**

A driver who breaks the speed limit will be responsible for paying his/her own fines. Similarly fines imposed for incorrect car parking or negligent driving will be the responsibility of the driver. Any damage caused to the school vehicles through incorrect use, may result in the driver being asked to contribute fully or partially to any excess payable by the school.

## **KEYS**

Keys are kept in the Site office or for the farm vehicle in the Farm office. When you have finished using the vehicles please return the keys immediately.

## **OTHER**

**All vehicles owned by the Trust must be kept on the Trusts Premises overnight. They should not be used for private use and if they are needed overnight for any purpose the permission of the Facilities Manager or the Business Manager should be obtained. This should only be for exceptional circumstances as the vehicles may not be fully covered for insurance purposes offsite.**