

School Policy on Minibus Journeys

Name of school: The Grange School

Date of Policy: 17th November 2011

**Member(s) of staff
Responsible:** Mr K Dobson

Review Date: November 2013

The safety of pupils must be the first priority for anyone driving a minibus.

Minibus Hire

Once permission for a trip has been given from the Headteacher (or EVC) then minibuses must be booked through our transport coordinator (currently Clare Tudor). These are subsequently sourced through the LA and are generally provided by Burnt Tree vehicles.

Staff Driving Minibuses

Staff must obtain a Driver Permit issued by Shropshire County Council. This is achieved through a MIDAS driving assessment at the Transport Operations Group on Longden Road. There are conditions to the permit

- Generally a clean driving licence. Anyone with 6 points will Require more rigorous training and assessment. Having more than 6 points will disqualify having a permit.
- Any subsequent driving convictions must be declared and the Permit reviewed.
- Drivers must have Category D1 on their Licence. If not then they Must undertake the more expensive version of the MIDAS assessment.

The Headteacher will consider the necessity for staff to acquire a permit.

Types of Journeys

- **Short journeys** such as travelling to sports fixtures at local schools
 - One member of staff accompanying pupils is sufficient

where safety is not compromised through the driver having to control unruly pupils. As part of the risk assessment it may be seen to be necessary to have an accompanying member of staff to supervise such pupils.

- **Longer journeys** involving main roads such as motorways.
 - It is essential that there are two members of staff accompanying pupils. One of them should be First Aid trained. The non-driver should have total responsibility for the behaviour of pupils during the journey. If travelling in convoy, then only one first aider in total is essential providing the vehicles are in contact through the nondrivers.

Collecting Minibuses

When collecting or taking delivery of a minibus, it is essential that the driver checks the vehicle for any obvious defects in bodywork, tyres, light clusters, etc. We are charged for any defects not noted before the trip commences.

First Aid Kits

All minibuses are required by law to carry a first-aid kit. All staff on the minibus should be aware of the location and contents of the First Aid box.

Fire Extinguisher

Staff should be able to locate the fire extinguisher in case of emergencies.

Seat Belts

All minibuses we hire will have fully operational seat belts for all passengers. Staff must ensure that all pupils have a seat belt correctly fastened and over their shoulders at the start of the journey. Pupils must be told to keep them fastened for the whole journey. If a member of staff notices that a pupil is not fastened in properly then, if it is safe to do so, the minibus must be stopped and the situation rectified.

Doors and Emergency Exits

The driver must ensure that all doors are unlocked before the start of the journey. Doors must remain closed for the whole journey. Pupils and staff must be able to operate the emergency door handles.

No pupils, equipment or luggage should obstruct any passageway or exit.

Planning a Journey (Risk Assessment)

Journey organisers should consider:

- number of driving hours required for the journey and length of The drivers day (including non driving hours)
- capacity and experience of driver to maintain concentration
- traffic conditions and alternative routes (as necessary)
- contingency funds and arrangements in case of breakdown/emergency
- weather
- stopping points on long journeys for toilet and refreshments
- safety of pupils whilst waiting at pick-up and drop-off points and When getting on or off transport
- head count when the group is getting off or on the minibus
- Highway Code regulations that apply to minibuses (e.g. speed restrictions)
- accessibility of breakdown numbers are known for the minibus
- emergency contacts (other vehicles, school, LA, parents)

Other Licences and Permits

The school has 3 separate permits that allow us to cover costs of the journeys to be covered by specific contributions from pupils in minibuses for 9-16 passengers. One must be carried on longer journeys.

Maintenance and Checks of the Minibus

Drivers must check the minibus before and after any journey. This includes all doors, mirrors, tyres, lights, fluid levels, seatbelts, first aid kit and fire extinguisher. Number plates and tax disc should also be checked when taking charge of the minibus.

Insurance Cover

Drivers and the minibus are generally covered under the SCC's motor insurance policy through Zurich. Copies are available and should be taken on any journey by the driver.

In law the driver is responsible for the vehicle during the journey.

Signed... I Walshaw..... on behalf of the Governing Body

Date.....17.11.11.....

Signed... J M Thomas..... on behalf of the School

Date.....17.11.11.....