

**FEDERATION OF ST. NICHOLAS C OF E MIDDLE SCHOOL, PINVIN, AND
PINVIN C OF E FIRST SCHOOL**



MINIBUS POLICY

Date approved at FGB	FGB
Statutory/ school policy status	School policy
Review period	2 years
Date of next review	Summer 2023

MINIBUS POLICY

The school minibus is the property of St Nicholas CE Middle School. Servicing, MOT, Road Tax and Breakdown Cover are the responsibility of the school, but comprehensive insurance cover is provided through a reputable Insurance company, **for school business use only**.

All drivers must:

- Be an employee of St Nicholas CE Middle School or Pinvin CE First School. Or be employed at another school and comply with the rest of the bullet points below.
- Have category D1 on a current driving license - if a member of staff, wishing to drive the minibus, has not got category D1 then they need to take a full PCV test.
- Hold a mini bus drivers permit having passed the drivers assessment.
- Be over 25 years of age, unless specifically added to the policy as a named driver.
- Have satisfied the County Council's Road Safety Assessor that s/he is competent to drive the vehicle. This assessment is conducted every three years. Hold a mini bus driver permit.
- Avoid taking charge of the vehicle if unwell or suffering from tiredness, or taking tiredness-inducing medication.
- On journeys where children are involved there should be another adult present in addition to the driver
- All journeys in the minibus are subject to a risk assessment to include an assessment of whether a second driver is required

Please note: The driver is legally responsible for the condition of the vehicle and personally responsible for any road traffic penalties and parking infringements.

Booking and recording system:

Staff wishing to use the minibus should enter details of the proposed journey in the School Mini Bus Google Calendar, including destination, purpose and estimated time of departure/return. Keys should be obtained from the School Business Manager.

Please ensure that you have checked the vehicle has enough fuel for the trip you are going to take. If you do have to purchase diesel, a receipt will have to be obtained and given to the School Business Manager for reimbursement through the petty cash procedure. This should only be done as a last resort.

Vehicle mileages, both starting and finishing, together with details of any diesel purchased, should be entered in the log book kept in the minibus itself. This log book is subject to audit.

Maintenance:

- In addition to its MOT test, the vehicle will be serviced at least once a year.
- Arrangements will be made for an annual service and MOT with a local garage but **staff should** familiarise themselves with the general layout of the vehicle, including the engine compartment, and **check the following every time the vehicle is used** (a check list is kept in the minibus):

- tyres
- lights
- indicators
- mirrors
- wipers
- washers
- fire extinguisher
- oil gauge
- water gauge
- fuel gauge
- **all doors are unlocked**

- Any faults (or damage), or suspicions of faults, noted by a driver should be reported to the School Business Manager, Deputy or the Headteacher immediately, in order that the opinion of a qualified mechanic might be sought. No repair work should be attempted by any member of staff.
- **The minibus should be left in a clean and tidy condition, ready for the next user and all doors and windows checked to ensure that they are locked.**

Passengers:

- Children must be seated, facing forward, wearing seat belts at all times when the vehicle is in motion.
- Children who are less than 135cm and under 12 years old are required by law to be seated on a booster seat (provided in the mini bus). This is the driver's responsibility.
- Children must appreciate the dangers associated with distracting a driver, and that no boisterous behaviour will be tolerated.
- Children should always behave in a manner which reflects creditably on the school, and avoid any actions which might offend members of the public.
- Children who abuse the privilege of riding in the school minibus will lose this privilege until such time as a guarantee of their future good conduct has been accepted.

Responsible School officer – School Business Manager and Site Manager