

Gossops Green Primary School



Minibus Policy

Last Reviewed on: September 2023
Next review due by: September 2025
LGB Approval: September 2023
Staff Member Responsible: Deputy Principal

Contents

1. [Rational](#)
2. [Responsibilities and Regulations](#)
 - 2.1 School Responsibilities (Gossops Green Primary)
 - 2.2 Drivers' Responsibilities
3. [Management System](#)
 - 3.1 The Facilities Manager and Deputy Principal responsibilities
 - 3.2 Use of the Minibus by Others
4. [Breakdown Procedures](#)
5. [In the Event of an Accident](#)
6. [Transporting Children](#)
7. [Instructions for the driver \(and accompanying adult\)](#)
8. [Links to Further Guidance](#)

[Appendix 1 – Fortnightly Checks Carried out by The Facilities Manager](#)

[Appendix 2 - Driver Pre-Check and Log](#)

[Appendix 3 – Minibus Driver Permission Form](#)

[Appendix 4 – Key Return Signature Record](#)

1. Rational

The school operates one 17-seater minibus (including driver) on contract hire from **RedKite** (via The Collegiate Trust). This policy pertains only to the use of the minibus by Gossops Green Primary staff.

The minibus is used to:

- Extend our curriculum into the environment
- Ensure access to appropriate places and events that otherwise would be inaccessible to pupils
- Enable pupils to access a wider learning environment

2. Responsibilities and Regulations

The Local Governing Body is responsible for ensuring the school minibus, operated on behalf of the school, fully complies with all legal transport and health and safety requirements. This responsibility is delegated to the Principal, to ensure its appropriate implementation. The safety of the passengers is paramount.

2.1 School Responsibilities (Gossops Green Primary)

- Ensure a copy of all driver's details (see Appendix 3) are on file and reviewed every September – only relevant for members of Gossops Green Primary staff
- Ensure that a current insurance certificate and MOT certificate are held on file and the insurance document is stored in the vehicle
- Ensure that a BS fire extinguisher, first aid box, emergency triangle and blue high-viz jackets are carried at all times
- Ensure that a fortnightly vehicle check is carried out – the Facilities Team will carry out the

- detailed fortnightly checks (see Appendix 1) every two weeks during term time.
- Our lease contract includes all routine services – the Facilities Manager will ensure the vehicle is booked in and taken for all required services and maintenance at the appropriate intervals
- Any charges for use of the minibus are to cover running costs and are not for profit

2.2 Drivers' Responsibilities

To be eligible to drive the minibus the driver must:

- Be a member of Gossops Green staff (employed by The Collegiate Trust)
- Be over 21yrs old
- Have held a full UK driving license for at least 2 years
- Have no more than one speeding offence
- Have no more than 3 points on their license
- Must not be taking any medication which may affect their fitness to drive
- Have read and abide by the school's current Minibus Policy
- Not drive the minibus for longer than 4 hours without a minimum of a 45 minute break
- Ensure that there is an accompanying adult with the driver at all times - if there are more than ten children
- Drive on a voluntary basis
- Be in possession of a fully working and charged mobile phone with a working camera
- Ensure accompanying adults are aware of their responsibility to ensure appropriate behaviour of all pupils

The driver is at all times responsible for:

- All passengers
- Following the Highway Code and never exceeding the posted speed limit or disregarding traffic signs
- The condition of the minibus they are driving (it is an offence to use an unsuitable vehicle to transport children)
- Completing a risk assessment (if transporting children) and filing it with the Education Visits Coordinator (EVC)
- Ensuring all passengers wear a seatbelt at all times on the journey
- Completing the *Driver Pre-Check and Log* (see Appendix 2) before every journey – which is kept in the minibus
- Ensuring the minibus is left secure – i.e. safely parked/windows and doors closed and locked

3. Management System

The Facilities Manager, in liaison with the Deputy Principal, will have responsibility for the management of the minibus to ensure that both organisers and drivers comply with all requirements and records of when the bus is used for events involving children are kept.

3.1 The Facilities Manager and Deputy Principal responsibilities

The Facilities Manager and Deputy Principal will ensure the following:

- Necessary staff have access to the online booking system (organised by The Collegiate Trust IT Department)
- All drivers:

- Comply with section 2.2 of this policy regarding who can drive the minibus
- Have given the necessary paperwork to the Finance Manager
- Must have signed permission by the Principal (following approval of their license and paperwork) to drive the minibus (see Appendix 3)
- Complete the *Driver Pre-Drive Safety Check Log* (Appendix 2) before departure
- Return keys to the Facilities Manager or Deputy Principal immediately upon return from the journey and sign back in (see Appendix 4)
- Keys will be stored securely
- The minibus is always parked overnight on the school site in the red bay – in clear view of the school CCTV
- Insurance cover and services are up to date
 - Tax and MOT are up to date when the age of the minibus dictates this
- Familiarisation training is provided for all new users of the minibus by either the Facilities Manager or Deputy Principal
- The fuel card is kept secure – by the Facilities Manager

3.2 Use of the Minibus by Others

- The minibus will not be loaned or hired to anyone not employed by the Collegiate Trust
- If the minibus is used by staff from The Collegiate Trust, not employed to work at Gossops Green – they assume all responsibility for ensuring the minibus is road worthy and fit for purpose, not Gossops Green Primary School
- The minibus is the ultimate responsibility of The Collegiate Trust who permit all staff employed by TCT access to their fleet of minibuses
- The Pre-Drive Safety Check Log (see Appendix 4) is kept in the Deputy Principal's office and must be completed if the bus is used by non-GGP staff
- This information (and policy) are shared with the all users of the minibus

4. Breakdown Procedures

In the event of a breakdown, the driver and accompanying adult should:

- Remember that passengers are more important than the vehicle
- Unless on a motorway, keep the passengers on board – unless they are at risk
- If on a motorway;
 1. evacuate the vehicle unless the dangers are greater
 2. Once away from the vehicle, keep the passengers at the far side of the crash barriers - or 10m ahead of the vehicle, away from oncoming traffic in the event of no crash barrier.
 3. Contact Highways England on **0300 123 5000** and inform them of where you have broken down and that you have children on board; they may be able to provide safety support.
- Call the police
- Inform Gossops Green Primary School, so that arrangements can be made to attend the vehicle
- Inform the school to which the children attend – so that parents/carers can be made aware of the problem
- Contact the Breakdown Service: **RAC: 0333 202 3000**
- (*this policy and breakdown information is kept in the minibus*)

5. In the Event of an Accident

- The driver or accompanying adult should inform Gossops Green Primary School as soon as is reasonably possible
- School contact details and the name of the driver should be exchanged with a third party as soon as possible. However, ***NO LIABILITY SHOULD BE ADMITTED***
- Where it is safe and necessary to do so, pupils should be removed from the minibus and taken to a safe area away from the accident site, where they should be fully supervised – and wear blue-high viz jackets (kept in the minibus)
- If the accident occurs on the motorway, the police should be called immediately. See guidance above on moving away from the minibus (in bullet above)

6. Transporting Children

- A maximum of 15 children may be transported at one time
- There are 17 seats, including the driver
- If 10 or more children are transported, an accompanying adult must accompany the driver
- There are 14 seats in the rear of the bus and two in the front beside the driver
- Only children over 1.35m may travel in the front seat

7. Instructions for the driver (and accompanying adult)

- Children may not be left on the minibus unaccompanied by an adult
- Children may not be on the bus when it is being refuelled
- Allow sufficient time for the journey
- Plan which child may sit in the front seat and ensure they are over 1.35m
- Do not allow children to operate doors
- Use hazard warning lights when children are boarding or leaving the vehicle
- Never allow passengers to board until the vehicle is at a complete standstill with the handbrake on, and safely parked by an adjacent pavement or other traffic free area

8. Links to Further Guidance

- [Driving school minibuses advice: schools and local authorities - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/driving-school-minibuses-advice-schools-and-local-authorities)

Appendix 1 – Fortnightly Checks Carried out by The Facilities Team

Fortnightly Minibus Checks carried out by Facilities Team

[illegible]

Appendix 2 - Driver Pre-Check and Log

Driver Pre-Check and Log

If unroadworthy, do not use the minibus and report to the Gossops Green Facilities Team straight away.

Date:						
Name:						
School:						
Reason for trip/ Destination:						
The following are in good condition and working - tick						
Tyres						
Brakes						
Seat belts						
Front and rear lights						
Windscreen washers and wipers						
Indicators and mirrors						
Dash cam						
The following are available and in good condition - tick						
Fire extinguisher						
Emergency hammer						
Safety triangle						
Blue High-Viz jackets (x17)						
First aid kit						
Sufficient Fuel Y/N						
Starting Mileage						
End Mileage						
First aid kit, safety triangle and paperwork below drivers seat. Jack and fire extinguisher below front passenger seat. Access ramp and wheelchair straps in compartment below skylight. Safety hammer next to skylight. Report any defects to Facilities Manager: mark.read@tct-academies.org . Breakdown Cover: RAC: 0333 202 3000						

Minibus Driver Permission Form

- To be completed and authorised before driving the school minibus for the first time
- To be renewed by all drivers annually in September

Name of Driver	
Date of Birth	
Employed by	

Date of Familiarisation Drive			
Who led Familiarisation Drive			
Driving Licence Check View or share your driving licence information - GOV.UK (www.gov.uk)	Copy attached Y/N	Seen by	
Number of current driving offence points		Current Date	

If you answer 'yes' to any of the following questions, please add details in the space provided

Have you ever been disqualified from driving?

YES / NO

Have you ever had a motor insurance policy declined, cancelled or been refused renewal, or had any special conditions 'imposed'?

YES / NO

Have you currently, or have any history of any conditions or disability which may affect our ability to drive safely now or in the future?

YES / NO

.....

I declare that the details given are correct and that within my knowledge, there is no other material fact that I should disclose. I agree to exercise all due care for the safety of my passengers and security of the vehicle whilst it is in my charge. I also undertake to inform of any collision or accident that occurs whilst I am responsible for the vehicle

I undertake to advise of any subsequent illness, condition or event that might affect my suitability as a driver, including any subsequent refusal of motor insurance or any driving convictions.

I have read the school's current Minibus Policy.

Signature of Driver:

Date:

Signature of Principal:

Date:



Appendix 4

Gossops Green – Minibus Key Return Signature Log

All and any problems/accidents/malfunctions/warning lights to be reported to Facilities Manager/Deputy Principal immediately

Date	Name of Driver	Time Out	Time In	Problems/Concerns reported Y/N	Signature