



## **IMPACT PUPIL REFERRAL UNIT**

### **MINIBUS POLICY**

**APPROVED BY GOVERNORS: September 2023**

**POLICY TO BE REVIEWED: September 2024**

## **RATIONALE AND AIM**

This policy relates to the two minibuses owed by Impact, with one based at the Daleacre site and one based at the Oakfield site.

## **POLICY AUTHORISATION TO DRIVE THE MINIBUS**

All drivers that wish to drive a minibus heavier than 3.5 tons must hold a D1 licence and have passed the Sefton Council Minibus Driver Assessment Course.

Drivers wishing to drive a minibus under 3.5 tons, must have a B licence and have also passed the Sefton Council Minibus Driver Assessment Course. The driver is authorised to drive until any of the conditions below are met (all drivers have a duty of care to inform the School Business Manager if any condition below is met during the school year):

1. Accumulating more than 6 live points on their licence
2. Have a collision in the minibus unless it was clearly the fault of a third party
3. Have complaints about their driving confirmed
4. Acquire a medical condition that would affect their ability to drive
5. They reach 70 years of age (when they are no longer covered under our insurance)

A central record is held of copies of driving licences for those members of staff who are authorised to drive the minibuses and this is updated annually by the School Business Manager or nominated person.

On a long-distance journey when a member of staff is driving a minibus, it is not acceptable to expect them to exercise general supervisory responsibilities during the journey. The governors, therefore, require that there is an adequate number of adults to drive and supervise the pupils. When a driver undertakes a single planned journey of up to two hours, a rest break is voluntary.

There must be a second driver for any minibus undertaking a planned single journey of more than three hours. Neither driver may drive for more than three hours in any four.

## **PROCEDURE DRIVING THE MINIBUSES**

- Drivers are required to have a zero intake of alcohol.
- The driver is fully responsible for vehicle.
- Ensure reception, or if out of hours, a SLT member is given a register of students and staff on board and an itinerary for the journey.
- Diesel should be purchased on the school charge card.
- The driver must have school emergency contact number and the breakdown service number.
- On your return, the driver must ensure all doors locked, windows closed and lights off.
- The driver to ensure that all rubbish is removed from the minibus
- The driver must report any faults to the Premises Manager or School Business Manager, this can be done by email.

## **ACCIDENTS / INCIDENTS MINOR**

If a minor accident occurs, the mini bus driver or additional member of staff should ensure that the students are safe and uninjured. The driver should ensure that the details of other vehicles at the scene are taken and recorded, e.g. type of vehicle, number plate, insurance details and name and address of other driver(s). Where possible photographs should be taken of the accident/incident to assist with any insurance claim. An incident form must be completed on return to the school and given to the School Business Manager or nominated person.

**MAJOR** - The minibus is not drivable or injuries sustained to staff or students. The driver must telephone the emergency services. Then telephone a member of the Senior Leadership Team (SLT) to advise them of the incident. SLT will assess the situation and advise accordingly. The staff and students must go to an area of safety away from traffic and staff must stay with the students at all times. The driver or additional staff member should keep SLT up to date on events at all times.

## **BREAKDOWN**

The designated senior member of staff will have contact details of the recovery service and these are also held in the mini buses. If the minibus breaks down the driver must call the recovery services who will attempt to repair the vehicle and if unable to, will arrange for the bus to be towed back to the school. The staff and students must go to an area of safety away from traffic and stay with the students at all times.

If the minibus cannot be repaired on the roadside then the driver must call SLT who will arrange transport to return the staff and students to the school.

## **MAINTENANCE**

The minibuses will be serviced annually and have a valid MOT certificate and insurance in place. The Premises Manager will routinely check the minibus, which should include tyre pressure, washer bottles, oil, coolant etc. Before the minibus is driven a Pre Drive Safety Check will be done by the driver and any defects will be reported to the Premise Manager to arrange repair.

## **MONITORING AND EVALUATION**

APPENDICES APPENDIX 1 Every time the minibus is used, the driver should conduct a pre-drive minibus checklist. This should be repeated each time the driver takes over the vehicle. He / She should walk around the vehicle to check for visible defects, and check the items listed below.

After the journey please can the driver return the keys to the main Office.

## Impact Minibus Checklist for completion before EACH use

<b>Person inspecting:</b>		<b>Inspection Date:</b>	
<b>Record Mileage:</b>			
<b>Details of Journey:</b>			
<b>Staff in vehicle for Journey:</b>			

***Premises staff will check tyre pressures and do a general inspection of the vehicle on a fortnightly basis.***

***ANY DRIVER using the minibus must conduct their own inspection prior to each journey and return this checklist to the school office.***

### ***Checklist to be completed***

		Yes	No	Comments
1	Check general condition of tyres. Is there good tread and are they all free of damage.	<input type="checkbox"/>	<input type="checkbox"/>	
2	Are there any warning lights on the dashboard to report / sort out prior to trip	<input type="checkbox"/>	<input type="checkbox"/>	
3	Are the mirrors, windscreen and all windows free of damage / cracks	<input type="checkbox"/>	<input type="checkbox"/>	
4	Walk around the vehicle and check bodywork is in good condition and free from damage.	<input type="checkbox"/>	<input type="checkbox"/>	
5	Check the drivers seat is adjusted and mirrors adjusted accordingly to give clear view of road behind	<input type="checkbox"/>	<input type="checkbox"/>	
6	Check all seatbelts are working and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	
7	Check and record approximate fuel level (advise admin staff if fuel level drops below ½)	<input type="checkbox"/>	<input type="checkbox"/>	
8	Check all dashboard instruments are working and no warning lights visible	<input type="checkbox"/>	<input type="checkbox"/>	
9	Check washers / wipers are working correctly	<input type="checkbox"/>	<input type="checkbox"/>	
10	Check the location warning triangle, fire extinguisher and first aid kit and ensure all are in working order or untampered (if appropriate)	<input type="checkbox"/>	<input type="checkbox"/>	
11	With the engine running; check the handbrake is functioning properly	<input type="checkbox"/>	<input type="checkbox"/>	
12	With the engine running; press the brake pedal to ensure it feels firm	<input type="checkbox"/>	<input type="checkbox"/>	
13	If safe to do so, perform an off-road brake test by driving forwards slowly and applying brakes	<input type="checkbox"/>	<input type="checkbox"/>	

