



# Minibus Policy

## 'Safety & Supervision on School Journeys'

<b>Date of last review:</b>	2024	<b>Review period:</b>	4 Years
<b>Date of next review:</b>	2028	<b>Written by:</b>	Rebecca Garratt
<b>Type of policy:</b>	Non-statutory		

Wyre Forest School recognises the great educational and social development value of offsite and extra-curricular activities and they commend all staff that run and organise such activities. This policy is essential as it defines the responsibilities of the Headteacher, Governors and other school staff when a minibus is used to transport pupils and staff.

The use of a minibus will be strictly controlled to conform to this policy so that **safety is treated as the overriding principal at all times.**

## 1) Responsibilities of the School

The correct maintenance of a passenger carrying vehicle is of the utmost importance. The driver and the school are responsible for the condition of the vehicle. This applies to all vehicles owned by Wyre Forest School, but also to any vehicles that are leased or hired by the school.

The Site Manager/Assistant Site Manager, Office Manager and Administration Assistant are the people responsible for the operation and maintenance of the school vehicles. They will ensure that:

- All vehicles are licensed in the correct category and that road tax, MOT and the Section 19 Standard Permits are all valid.
- Insurance covers all requirements and is valid.
- Driving licenses are of the correct category, are valid, do not have excess penalty points and comply with the insurance and any legal requirements. The Office Manager will keep a record of all approved drivers and their license checks and will also organise drivers' minibus tests as and when their current licenses expire or if a new member of staff wishes to become a driver.
- The vehicles are maintained correctly, are road-worthy and any defects rectified when reported.
- Drivers are aware of the school Minibus Policy relating to the loading of the vehicles and the use of seatbelts.
- Drivers are aware of, and conform to, the school's Drivers Hours Guidelines (Section 12) and Unplanned Incident Plan (Section 14).

## 2) Responsibilities of the Driver

Whilst the vehicles are on the road, the driver has the ultimate responsibility for traffic related matters. This responsibility covers:

- personal driving standards;
- payments for parking;
- payment of any fines for road traffic offences;
- and, the conduct of pupils carried in the vehicles.

There should always be at least two adults when transporting pupils, one of whom can be the driver, to ensure pupils are supervised and remain safe at all times. If the

conduct of the pupils becomes distracting to the driver in any way during a journey, the vehicle must be stopped as soon as it is safe to do so.

To ensure the safe operation of the school vehicles, the driver must conform with the following:

- They satisfy the requirements of the driver licensing laws and possess the competence to drive the vehicle.
- They are familiar with all aspects of the vehicle they are to drive by conducting a visual pre-journey maintenance check, recording all required information in the relevant vehicle logbook (**Daily Record/Vehicle Check/Defect Notification Logbook**), including mileage (**Appendix 1**).
- Where defects and/or faults are identified, these must be reported to the Site Manager/Assistant Site Manager via email ([maintenance@wfs.worcs.sch.uk](mailto:maintenance@wfs.worcs.sch.uk)) immediately. If any defects and/or faults identified pose a potential safety risk, these must be reported verbally to the Office Team who will then inform the Site Manager/Assistant Site Manager so they can take immediate action.
- They observe safe loading practices for all vehicles.
- They ensure that seatbelts are secured at the beginning of each journey and that passengers are reminded to keep them fastened throughout. If a pupil refuses to wear a seatbelt, they should be removed from the vehicle before the journey begins.
- They conform to the school's Drivers Hours Guidelines (Section 12).
- They are familiar with the school's Unplanned Incident Plan (Section 14) and know what to do should an incident occur.
- They should ensure the vehicle they use is left in clean order after each journey ready for the next group.
- They must not attempt to drive the vehicle if they are feeling tired or unwell or they are under the influence of alcohol and/or drugs.
- If they have been prescribed medication, they must seek advice from their doctor before driving a vehicle to ensure they are safe to do so.

A mobile telephone (obtainable from the school office) should be carried by a member of staff during each journey in case of an emergency. Office staff should be made aware of this contact number.

### 3) Section 19 Standard Permit

Section 19 Standard Permits have been obtained from the Office of the Traffic Commissioner for all school vehicles. A Section 19 Standard Permit enables Wyre Forest School to use a vehicle for hire or reward without a driver with a full PSV operator's license.

Any charges levied for the use of a vehicle from Wyre Forest School must not make a profit. Under the conditions of the Section 19 Standard Permit, the school can set contributions at a level to recover the cost of running a vehicle, specifically to recover the cost of fuel used.

Section 19 Standard Permits authorise the use of vehicles adapted to transport a maximum of 16 passengers but must not be used to transport members of the general public. Only the following classes of persons can be transported:

- members of the body holding the permit;
- persons whom the body exists to benefit and persons assisting them;
- disabled persons or persons who are seriously ill and persons assisting them;
- pupils or students of any school, college, university or other educational establishment and staff or other helpers accompanying them.

Certain members of staff employed by Wyre Forest School are eligible to drive a minibus under the Section 19 Standard Permit provided they have met the criteria stated in Sections 4 and 5 of this policy.

#### 4) Driver Licensing

Drivers of the school vehicles will:

- have a full current driving license of the correct category (D1 for the minibuses and B for the Transporter);
- have a current Worcestershire County Council Driver Permit issued after completion of Worcestershire County Council driving test;
- have no driving offences, except speeding fines (no more than six);
- have no current penalty points (unless they have been declared to the insurance company and the insurance company's agreement has been obtained for that member of staff to drive);
- do not suffer from heart disease, epilepsy or type 1 diabetes.

#### 5) Driver Assessment/Training

Drivers are responsible for the safety of the vehicle they are driving and the passengers within it. It is therefore essential that all drivers undertake a test, organised by the Office Manager, conducted by a qualified driving instructor supplied by Worcestershire County Council. Before taking the test, staff will have to complete a Worcestershire County Council **Driver Registration Form** and a **Medical Fitness to Drive Form**. On successful completion of the test, staff will be issued a Worcestershire County Council Driver Permit. This must be kept current and renewed when it expires should the member of staff wish to continue driving school vehicles.

#### 6) Vehicle Insurance

All vehicles owned by the school are insured on a fully comprehensive basis with a reputable insurance company. This is renewed annually by Worcestershire County Council on behalf of Wyre Forest School.

#### 7) Vehicle Maintenance

The Site Manager/Assistant Site Manager is the member of staff responsible for ensuring the correct maintenance of all vehicles and for ensuring that systems are in place and followed with regard to the following elements:

- reporting of defects and/or faults. These will be reported to the Site Manager/Assistant Site Manager via email ([maintenance@wfs.worcs.sch.uk](mailto:maintenance@wfs.worcs.sch.uk)) as soon as they are identified. They must also be recorded in the relevant vehicle logbook when the visual pre-journey maintenance check is conducted. The Site Manager/Assistant Site Manager will take action accordingly to rectify any defects and/or faults reported and will confirm, once the defect and/or fault has been rectified, by emailing the person who made the initial report. If any defects and/or faults identified pose a potential safety risk, these must be reported verbally to the Office Team who will then inform the Site Manager/Assistant Site Manager so they can take immediate action.
- Where a defect and/or fault is identified which is considered to render any vehicle unroadworthy, it will be recorded in the relevant vehicle logbook and reported verbally to the Office Team who will then inform the Site Manager/Assistant Site Manager so they can take immediate action. The vehicle keys will be withdrawn from circulation and the vehicle will not be used until the defect and/or fault has been corrected.
- safety inspections and services. All vehicles will be serviced in accordance with the manufacturers recommended schedule of servicing. Each vehicle will undergo MOT inspection annually. Those vehicles with a tail-lift will have regular inspections to ensure safe and correct operation.
- All documentation and reports relating to school vehicles (including MOT, servicing, tax, insurance, tail-lift inspections, etc.) will be kept securely by the Site Manager/Assistant Site Manager and/or the Office Team for a period specified in the schools' Data Retention Policy.

## 8) Vehicle Checks for the Driver

The driver must be familiar with the position of all of the vehicle controls, including the fire extinguisher, first aid box, warning triangle and hi-visibility vests. Before a journey commences, the driver will conduct a visual maintenance and safety check; this will include the following:

- walking around the vehicle to check that the bodywork/glass is intact and that the doors open freely and close securely;
- checking seats and seat belts/restraints;
- checking that the driver's seat and rear-view mirrors are secure, intact and adjusted as necessary;
- checking the windscreen washers and wipers work correctly;
- checking the headlights, indicators, horn, warning lights and instruments all work correctly;
- and checking the condition of the tyres (including any spare).

The Site Manager/Assistant Site Manager will carry out a full vehicle check as outlined below when required:

- walking around the vehicle to check that the bodywork/glass is intact and that the doors open freely and close securely;
- checking seats and seat belts/restraints;
- checking that the driver`s seat and rear-view mirrors are secure, intact and adjustable;
- checking the windscreen washers and wipers work correctly;
- checking the headlights, indicators, horn, warning lights and instruments all work correctly;
- checking the condition and pressure of the tyres (including any spare);
- checking the engine coolant and oil levels;
- checking the screen washer fluid level;
- and checking the brake fluid and battery levels.

Any defects and/or faults will be recorded by the Site Manager/Assistant Site Manager and rectified before the vehicle is used.

## 9) Recommended Onboard Equipment

It is recommended that the following equipment is carried on board all Wyre Forest School vehicles:

- Fire extinguisher
- First aid box
- Warning triangle – this should be used in the event of breakdown and carefully positioned 50m behind the vehicle to warn other road users of the broken-down vehicle
- Hi-visibility vests.

The Site Manager/Assistant Site Manager should be informed if any of the recommended equipment needs replacing or repairing.

## 10) Safe Loading and Speed Limits

Maximum Authorised Mass (or MAM) of all vehicles can be located on the VIN plate below the chassis number and will be known to the Site Manager/Assistant Site Manager. Vehicles must not be overloaded. Where passengers and accompanying luggage (including wheelchairs) are to be transported, the combined weight must be assessed, although all vehicles will be close to their maximum gross vehicle weight with a full complement of people (including the driver), luggage and a full tank of fuel.

If luggage is carried in the vehicles, it must not restrict the gangway. All gangways and exits must be kept clear and it must always be possible to open emergency exits from the inside.

The maximum speed limit a school vehicle may travel depends on the road it is travelling on: 50 mph on a single carriageway and 60 mph on a dual carriageway.

## 11) Seat Belts

Seat belts/restraints are fitted to all seats. It is the driver's responsibility to ensure that the seat belts/restraints are secured at the beginning of each journey and that passengers are reminded of the necessity to keep them fastened. A pupil refusing to fasten a seat belt should not be allowed to use the school vehicles.

## 12) Drivers' Hours Guidelines

It is important that the driver is not tired, particularly after a day at work, or a long period teaching. The following restrictions will apply:

- After a full day at work, when the destination is more than 1.5 hours driving time away (equivalent to 60 miles), two drivers will be taken and the drivers must change after approximately 2 hours or 2.5 hours if no return journey is involved.
- After a half day at work, when the destination is more than 2 hours driving time away (equivalent to 80 miles), two drivers will be taken and the drivers must change after approximately 2.5 hours or 3 hours if no return journey is involved.
- The working day must not exceed 16 hours between the times of starting and finishing work (including work other than driving and off-duty periods during the school day).

## 13) Journey's Abroad

The school vehicles may not be used for any journey abroad without the permission of the Governing Body.

## 14) Unplanned Incident Plan

Journeys, where school vehicles are used to transport pupils, will always be staffed on the basis of two approved adults (an approved adult is a person of 21 years of age or above who has been recognised as such by the senior member of staff responsible for the journey) to provide for accident/emergency situations.

### Vehicle Breakdown

Wyre Forest School have breakdown cover with the RAC. Should a vehicle breakdown or experience any faults during a journey, the following procedure should be followed:

- Staff on the vehicle should call the RAC and quote the account number on the RAC card (one of which is kept within each vehicle).
- Staff should then contact the main school office so alternative arrangements can be made to ensure all passengers get back to school safely and in time for transport home at the end of the school day.
- If pupils cannot be returned to school in time for transport home, the Office Team will attempt to contact parents/carers so they can make alternative arrangements.

## **Driver Illness**

Should the driver become ill during a journey, the following procedure should be followed:

- S/he should not attempt to continue driving the vehicle, but should pull over in a safe location when possible.
- If another member of staff travelling on the vehicle has the correct training and licenses, they can take over the driving for the remainder of the journey.
- If this is not possible, staff should contact the main school office so alternative arrangements can be made.

## **Delay**

In the event of an incident whilst on a journey that is likely to cause a delay of any kind, staff on the vehicle should contact the main school office to report the delay.

### **Incidents during journeys to a destination –**

The Office Team will attempt to contact the intended destination to inform them of the delay.

### **Incidents during return journeys to school –**

If the delay means pupils will not return to school in time for transport home and/or collection by parents/carers, the Office Team will attempt to contact parents/carers of all pupils to inform them of the delay so they can make alternative arrangements.

## **15) Internal Procedures**

The booking of school vehicles is to be made with the Office Team. A Minibus Timetable with regular weekly bookings and an Extra Bookings Timetable are located on the wall in the main office; both should be referred to before booking a school vehicle. The list of vehicles owned or used by the school can be found on the Minibus Timetable and includes the number of seats available on each. When staff book a vehicle, it is their responsibility to ensure they have an approved driver for the journey and that requirements set out in the EVC Policy are compiled, including appropriate staff/student ratios on trips.

Ensuring that drivers require pupils to remain seated and with seat belts on throughout the journey when on a trip or visit, and that they actively police student behaviour to prevent distraction of the driver or any other inappropriate behaviour.

Ensuring that students embark and alight from the bus in a safe manner;

Ensuring that all students are accounted for and registered on the journey, and that appropriate information including destination and emergency contact details, and student medical and other special circumstances, are available at all times.

Report safeguarding concerns to the school's DSL



Each vehicle has a box labelled by registration which is kept in a locked cabinet located near the main office. Among other useful items, each box contains: the vehicle **keys, logbook** and **Blue Badge** (for parking in disabled bays).

Each vehicle owned by the school has a Fuel Card with which fuel can be purchased directly. **Staff should not use personal funds to purchase fuel as school will not be able to refund the money.** Fuel Cards are kept securely locked away and can be obtained from the Office Manager or School Business Manager (as they have access to the safe in which the cards are kept). Receipts should be retained when fuel is purchased and passed to the Finance Team. It is the responsibility of each individual who drives the vehicles to ensure they are sufficiently fuelled for the next journey.

**At the end of each journey, the driver is to ensure that:**

- a) all rubbish is correctly disposed of;
- b) the vehicle is checked for cleanliness;
- c) the vehicle logbook is completed;
- d) the vehicle is parked securely within the school compound;
- e) the vehicle lights, both internal and external, are switched off;
- f) the vehicle doors are locked;
- g) the vehicle keys, logbook and Blue Badge are returned to the box and locked away in the cabinet located near the main office.

## **16) Use of Registered Wyre Forest School Vehicles by Other Organisations**

Any other school, college, university or community group wishing to use the vehicles registered to Wyre Forest School must provide the following:

- their own organisations' Section 19 Standard Permit;
- Worcestershire County Council Driver Permit;
- and, if they source their own insurance, a copy of their current motor insurance certificate. This will be checked by the Insurance Team at Worcestershire County Council and, on the basis that it covers the requirements for Wyre Forest School vehicles, the borrowed vehicle will be removed from Worcestershire County Council's insurance and placed on the borrowing organisations' insurance for the specified period.

Wyre Forest School vehicles cannot be used for private hire where there is no connection to either a school, college, university or community group.

When used by any other school, college or university within the Local Authority or community group, the vehicles will be fully fuelled before departure by the Site Manager/Assistant Site Manager and a charge will be made to recover the cost of fuel used per mile, issued by the Finance Officer on completion of the journey.

Before any journey commences, the driver must ensure they are familiar with all aspects of the vehicle they are to drive by conducting a visual pre-journey maintenance check, recording all required information in the relevant vehicle logbook.

A **Wyre Forest School Vehicle Loan Leaflet (Appendix 2)** will be provided to all who borrow a vehicle. On this leaflet, the start mileage and end mileage of the journey must be recorded and handed back to the Finance Officer when the vehicle is returned to enable them to calculate the cost of fuel to be recovered. The driver must also inform the Site Manager/Assistant Site Manager or Office Team of any defects or damage incurred to the vehicle whilst in their possession.

Fuel will be recovered at a cost of 50p per mile.

## **Appendix 1 – Daily Record/Vehicle Check/Defect Notification Logbook**

Date: .....

Serial No: .....

Vehicle Reg: [ ]

Fleet No.: [ ]

Route No: [ ]

**-DAILY RECORD / VEHICLE CHECK / DEFECT NOTIFICATION**

**1. VEHICLE USER DAILY RECORD:**

**(SPLIT SHIFT DETAILS)\***

**1a. FUEL RECORD:**

Time Duty Finishes ..... Finish Time (am)...../(pm).....  
Time Duty Commences ..... Start Time (am)...../(pm).....  
Total Hours On Duty ..... Hrs. Worked (am)...../(pm).....  
Total Driving Hours .....

Fuel Issued ..... Ltrs  
Oil Issued ..... Ltrs  
(All receipts to be attached)

**REST BREAKS**

From: ..... To: .....  
From: ..... To: .....

Finish Speedo Reading ..... Miles/Km's  
Start Speedo Reading ..... Miles/Km's  
Distance Travelled ..... Miles/Km's

**2. WORK/TRIP RECORD:**

Please refer to instructions for use (paragraph 6)

**3. INCIDENT REPORT**

Have you been involved in an accident? Yes / No \*  
Have you been stopped by the Police or other official? Yes / No \*  
As a result of the above has your Tachograph been examined? Yes / No \* (if applicable)  
If yes to any of the above give brief details:

**4. VEHICLE CLEANLINESS:**

Internal Yes / No \*  
External Yes / No \*  
Spot Check Confirmation (if applicable)

**5. VEHICLE CONDITION REPORT (Tick as appropriate):**

As per condition report - serial no: .....   
New condition report attached - serial no: .....

Spvr/Mngr's Initials .....

**6. DAILY CHECKS:**

- |  |  |  |  |
|--|--|--|--|
| 1. Tyres <input type="checkbox"/>                | 13. Fuel Level/Leak <input type="checkbox"/>       | PCV vehicles (if app) 25. Tachograph* <input type="checkbox"/> | Goods vehicles (if app) 37. Tachograph* <input type="checkbox"/> |
| 2. Wheels Incl. Nuts <input type="checkbox"/>    | 14. Speed Limiter* <input type="checkbox"/>        | 26. Chair Lift Operation* <input type="checkbox"/>             | 38. Tail Lift* <input type="checkbox"/>                          |
| 3. Mirrors <input type="checkbox"/>              | 15. ABS* <input type="checkbox"/>                  | 27. Chair Lift Safety* <input type="checkbox"/>                | 39. Trailer Coupling* <input type="checkbox"/>                   |
| 4. Glass <input type="checkbox"/>                | 16. Interior Lights <input type="checkbox"/>       | 28. Seat Belts <input type="checkbox"/>                        | 40. Scales* <input type="checkbox"/>                             |
| 5. Lights/Indicators <input type="checkbox"/>    | 17. Air Tanks (Bleeding)* <input type="checkbox"/> | 29. Seat Belt Cutter <input type="checkbox"/>                  | 41. Load Restraints <input type="checkbox"/>                     |
| 6. Hazard Lights/Signs <input type="checkbox"/>  | 18. O'Licence* <input type="checkbox"/>            | 30. Seat Retention <input type="checkbox"/>                    | 42. .... <input type="checkbox"/>                                |
| 7. Oil Levels/Leak <input type="checkbox"/>      | 19. Fire Extinguisher* <input type="checkbox"/>    | 31. Glass Hammer <input type="checkbox"/>                      | 43. .... <input type="checkbox"/>                                |
| 8. Water Coolant Levels <input type="checkbox"/> | 20. First Aid Kit* <input type="checkbox"/>        | 32. Children Signs* <input type="checkbox"/>                   | 44. .... <input type="checkbox"/>                                |
| 9. Wipers/Wash <input type="checkbox"/>          | 21. Alarm* <input type="checkbox"/>                | 33. No. of Restraints*.....                                    | ✓ Indicates: Safe & Serviceable                                  |
| 10. Brakes/Steering <input type="checkbox"/>     | 22. Radio <input type="checkbox"/>                 | 34. No. of Straps*.....  | x Indicates: Fault (Any fault indicated must be detailed below)  |
| 11. Horn <input type="checkbox"/>                | 23. Fuel Card <input type="checkbox"/>             | 35. No. of Clamps*.....  |  |
| 12. Tax Disc <input type="checkbox"/>            | 24. Door Locks/Keys <input type="checkbox"/>       | 36. No. of Seats*.....<br>(excluding driver/front passenger)   |  |

**7. DRIVER DEFECT REPORT:**

Detail below any fault(s) which have come to your attention - if no fault noted enter 'NIL'

Defect Action Taken: .....

**Emergency Contact Information:**

Breakdown Out-of-hours Emergency Number: 0845 223 5530  
General Defect Hot Line: 01905 753000  
TSU Operations Out-of-hours: 07904 520382  
TSU Defect Hot Line: 01905 768432

\*Delete as applicable

DRIVERS ARE REMINDED OF THEIR LEGAL RESPONSIBILITY TO CARRY OUT DAILY CHECKS (INC. OIL, WATER AND OTHER FLUIDS TOP UPS) AND TO ADHERE WITH LEGISLATION RELATING TO SPEED, HOURS (WORK & DRIVING) ETC.

Drivers Signature ..... SPVR/MNGR's Signature .....  
Print Name ..... Print Name .....

INSTRUCTIONS FOR USE SEE BOOK FLAP



**To be completed by the driver of the vehicle:**

Date of Loan: \_\_\_\_\_  
Vehicle Logbook Completed? YES / NO  
Mileage at Start of Journey: \_\_\_\_\_  
Mileage at End of Journey: \_\_\_\_\_  
Signed: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Name of Organisation: \_\_\_\_\_

**To be completed by the Finance Officer:**

Mileage Calculation: \_\_\_\_\_  
Cost of Fuel per Mile: £0.50  
Total Cost of Fuel to be Recovered: \_\_\_\_\_

Wyre Forest School  
Habberley Road  
Kidderminster  
Worcestershire  
DY11 6FA  
Tel: 01562 827785  
www.wfs.worcs.sch.uk

# VEHICLE LOAN



## Wyre Forest School

### Who can benefit from loaning our vehicles?

We currently have a selection of minibuses available for loan to non-profit making organisations who hold a Section 19 Standard Permit.

### Section 19 Standard Permit

Section 19 Standard Permits allow certain organisations to use a vehicle for hire or reward without a PSV operator's license. Any charges levied for the use of a vehicle from WFS must not make a profit. The vehicles that operate under a Section 19 Standard Permit can transport a maximum of 16 passengers. Passengers must belong to the organisation holding the permit, specifically staff and pupils of a school.

### Conditions of Vehicle Loan

Any organisation wishing to loan a vehicle from WFS must provide copies of the following before taking the vehicle offsite:

- their own organisations' Section 19 Standard Permit;
- Worcestershire County Council Driver Permit.

Before any journey commences, the driver must ensure they are familiar with all aspects of the vehicle they are to drive by conducting a visual pre-journey maintenance check, recording all required information in the relevant vehicle logbook. Keys and logbooks can be collected from the main office.



The cost of fuel will be recovered by the Finance Team after the completion of the journey at a cost of £0.50 per mile. It is therefore essential to record the start and end mileage of the loaned vehicle.

### Insurance

Under normal circumstances, the vehicle will be provided with insurance. However, the structure of your organisation on some occasions may require you to provide your own insurance. It is therefore advisable to check well in advance of your need as to whether vehicle insurance can be provided.

### Enquiries

If you would like to make enquiries about loaning a vehicle from WFS, please contact the main office on:

01562 827785 or [office@wfs.worcs.sch.uk](mailto:office@wfs.worcs.sch.uk)