

Safe Transportation/School Minibuses Policy

Rationale

The School has 2 minibuses and 2 Ford Galaxy's. These vehicles are a valuable School resource which help to provide pupils with access to School visits, as well as to numerous other extra-curricular activities. It is essential that all users of these resources are aware of all legal and procedural responsibilities pertaining to their use.

Aims

1. To provide clear procedures relating to use of the School vehicles
2. To ensure that all users of the School vehicles are aware of their legal responsibilities.

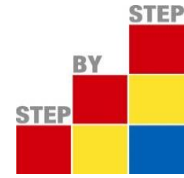
Definitions

For the purpose of this document it is the Group Leader who has overall responsibility for any offsite visit. The Head Teacher is the person to whom this responsibility is devolved.

Those eligible to drive the School vehicles must adhere to the following:

1. Be aged 25 years or over.
2. Have held a driving licence for at least 2 years.
3. Have a full, clean driving licence.
4. Have the D1 code on their driving licence if they wish to drive the large minibus.
5. Have informed the School office of their intention to drive the vehicles and have received confirmation that they are covered by the School's insurance policy **BEFORE DRIVING**.
6. Have disclosed any personal accidents, and when required by the School's insurer, have provided evidence of their own vehicle insurance.
7. Have completed minibus training (if applicable).

STEP BY STEP SCHOOL



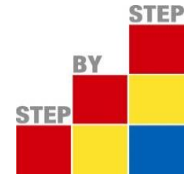
Please note that any endorsements incurred should also be disclosed as these may affect eligibility to drive the vehicles. In addition, staff are required to consent to the office checking the DVLA database to ensure the staff member has not incurred any penalty points.

Procedures

The School vehicles should not be used unless the named driver meets the eligibility requirements above.

1. The Head Teacher has overall responsibility for the School vehicles and final powers of authorisation over their use.
2. All drivers and/or the Business Manager are responsible for informing the Head Teacher of any reason why a driver may be unable to competently drive the vehicle, e.g. illness, medication, intoxication.
3. The School's named bus driver will perform checks on all vehicles each morning as well as a more complete check at the beginning of each week. Checks will be recorded on the School POD. Drivers of School vehicles are responsible for checking that these checks have been completed before using School vehicles and should carry out checks in the absence of the named bus driver.
4. The School vehicles should be collected from and returned to the School grounds and keys should be returned to the relevant bag at the end of the trip.
5. The School mobile phones for each vehicle must be taken on all journeys as per the School outings policy. It is the responsibility of the driver to ensure that the mobile phones are fully charged ahead of the journey.
6. Any defects noted should be reported to the Business Manager as soon as possible. More serious defects **MUST** be reported **IMMEDIATELY**. Minor defects can be reported after the journey has taken place. However, if the driver is in any doubt the vehicle **MUST NOT** be taken onto the road.

STEP BY STEP SCHOOL



7. Any cash required for a journey, which specifically relates to the vehicles (e.g. to purchase fuel) should be requested from the School Secretary from petty cash and a receipt returned.

Arrangements for transporting students in own vehicle

In some circumstances, and subject to risk assessments, individual students' needs and functioning, and with parental consent, it may be deemed appropriate for a staff member to transport a student in his or her own vehicle. Under these circumstances, the School requires evidence of the staff member's certificate of motor insurance, driving licence and current MOT certificate. The School covers the cost of the necessary business insurance and the staff member is responsible for ensuring that his or her vehicle is road worthy (as per the minibus and Ford Galaxy checklists).

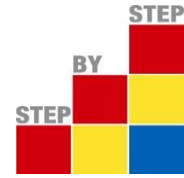
An Individual Outing plan will be completed in addition to the usual Regular Offsite Visit Risk Assessment form. The staff member must carry a first aid kit in his or her vehicle, carry the pupil's emergency contact details, permission for hospital treatment, permission for offsite trips and any additional medical information at all times. The staff member must take his or her mobile phone and both the phone and contact details must remain with the staff member throughout the visit.

In the case of any problem behaviour or emergency, the staff member will call the School office and a second staff member will come to help. The staff member and student will find a safe place to wait for the second tutor to arrive. Or, if it is safe to do so, the staff member will call ahead to School and inform them of the situation, end the trip and return to School.

Maintenance/Licensing of the School Minibuses and Ford Galaxy

1. Overall responsibility for ensuring that the School vehicles are properly maintained and licensed lies with the Head Teacher. However, this responsibility may be devolved to the Business Manager.
2. The School vehicles should be serviced every year. The School Administrator is responsible for arranging this with a reputable and

STEP BY STEP SCHOOL



suitable qualified organisation. Additionally, the Administrator will also ensure that road tax, insurance and MOTs are up to date.

3. The School's named bus driver carries out vehicle checks at the beginning of the day, which are recorded on the School POD. These include mileage, engine oil, power steering fluid, window wash, brake fluid level, hand brake, tyre condition, tyre pressure, radiator, first aid, fire extinguisher and electrics. In the absence of the School named bus driver it is the responsibility of the driver to ensure that checks have been made. This must be completed using a Vehicle Check Sheet kept in a Log Book which is kept in the 'travel bag'. Driver **MUST NOT** assume this point has been completed. They should remember that as driver, they will be held legally responsible for driving with any defect.
4. The designated/employed Minibus Driver will also complete additional weekly checks.

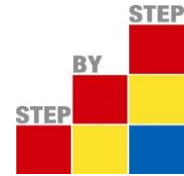
In the event of an accident

1. The driver should inform the Head Teacher or Business Manager as soon as is reasonably possible.
2. Insurance details should be swapped with a third party as soon as is possible. However, **NO LIABILITY** should be admitted.
3. Where it is safe and necessary to do so pupils should be removed from the vehicle and taken to a safe area away from the accident site, where they should be fully supervised by their 1:1 tutors and should be fully accounted for by the Senior Member of staff on that outing.
4. A visual check of the Vehicle should be undertaken before the journey resumes.

In the event of a break down

1. The driver should inform the Head Teacher or Business Manager as soon as is reasonably possible.

STEP BY STEP SCHOOL



2. The School will make arrangements for the staff and pupils to be collected as soon as possible and inform the Off Site Visit Group Leader of these.

Where it is safe and necessary to do so pupils should be removed from the vehicle and taken to a safe area away from the vehicle, where they should be fully supervised by their 1:1 tutors and should be fully accounted for by the Senior Member of staff on that outing.

NB – These guidelines should be read in conjunction with those laid down in the Offsite Visits and with any advice provided by the Minibuses and Ford Galaxy insurers.

Health and Safety of Drivers and Passengers

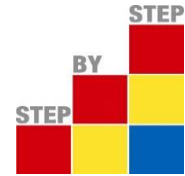
The Driver and all staff should ensure the following:

1. Seatbelts must be worn at all times. This is a legal requirement, (it is the driver's responsibility to check this). Booster seats should be used for all pupils up to 135cm tall or aged 12 whichever comes first.
2. Everyone should remain seated at all times.
3. Everyone is aware which entry and exit doors are to be used, (it is recommended that side doors be used except in emergencies.)

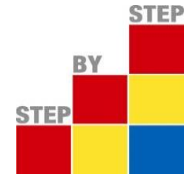
Other considerations:

1. If at any time the pupils distract the driver, s/he should stop the bus until the pupils are settled. Do not try to continue. Remember that they may also be distracting other drivers.
2. Where possible park the bus with the side doors open to the kerb. Where this is not possible, pupils should remain seated until you are able to supervise them from the road.
3. Drivers **MUST** not drive for longer than 2 hours without taking a break for at least 15 minutes. Remember tiredness kills.

STEP BY STEP SCHOOL



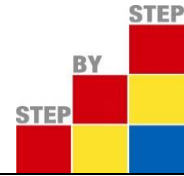
4. It is essential that all journeys in the minibus be staffed by the driver and at least one member of staff per pupil. Under no circumstances should pupils be taken on a journey in a minibus accompanied by only one adult. At least two members of staff must be present at all times.
5. If their risk assessment allows, pupils may travel in one of the Ford Galaxys with just the driver.



Minibus Checklist

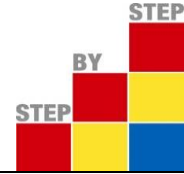
<p>There are currently 4 School Minibuses: 2 Ford Transits and 2 Ford Galaxys.</p>	
<p>1. Check schedule for appropriate Minibus for that day: This can be found on the whole school calendar - bus schedule</p>	
<p>2. Ensure a 'Regular Offsite Visit Form' has been prepared by the Group Leader for each trip</p>	
<p>3. Select appropriate Bag hung on peg (by the toilet) in the Mezzanine. Complete detail, including 'Time taken' on the appropriate 'Bag Log' next to the bags and sign.</p>	
<p>4. Contents of each bag should include:</p> <ul style="list-style-type: none"> a. Bus keys (Always return to bag. If they get lost there is a spare set in the Office); b. Outing Mobiles (always check at end of day to see if they need to be put on charge); c. Minibus Book and pens; d. First Aid Kit (See % note below); e. Instant Ice Pack(s); f. Wipes, paper towels, carrier bags etc; g. Emergency glass window hammer (only in BIG bus currently). 	
<p>5. Complete Minibus Maintenance Checks for appropriate minibus if this has not been completed by the School's named driver:</p> <ul style="list-style-type: none"> a. Battery > IMPORTANT, turn key until ignition lights come on but WAIT for orange 'COIL' light to go off before turning the engine on (this is <i>NORMAL</i> on most diesel engines!) b. Move minibus down to the car park and place on level ground c. Run engine whilst checking: d. Fuel Level > Ensure there is enough diesel for the trip(s) planned that day (See # note below); e. Lights > Front and rear are all working; f. Hazard warning lights / indicators are all working; 	

STEP BY STEP SCHOOL



<p>g. Brake lights are both working (in reflection or someone to assist you?);</p> <p>h. Switch off engine and do Under Bonnet Checks (insert bus key in the middle of the rubber square above the 'Ford Badge': 1st turn key anti-clockwise; 2nd start to lift bonnet and, at the same time 3rd turn the key clockwise; 4th lift the bonnet & secure). Ensure:</p> <ul style="list-style-type: none"> i. Oil Level is between <i>Minimum and Maximum</i> marks; ii. Brake Fluid Level is between <i>Minimum and Maximum</i> marks iii. Engine Coolant / Antifreeze is at, or above, <i>Minimum</i> level mark iv. Windscreen Washer container is topped up (so you can see it!) v. Power Steering Fluid Level is between <i>Minimum and Maximum</i> marks <p>i. Tyres: Must be in good condition. Visually check for imbedded objects or signs of uneven wear. Use gauge to check pressure of all tyres > Front = 55 ppi / Rear should all be 60 ppi</p> <ul style="list-style-type: none"> j. Fire Extinguisher: Must be present (and comply with BS 5432) k. Seatbelts: Functioning correctly l. Minibus First Aid Kit: Must be fully stocked (See % note below); m. # Fuel Level: As soon as it starts to come down below a 200 mile range (top figure) report to the Office who will organise for money to go and fill up at the next convenient time? This may be a day or two later depending on the 'petty cash' available. Always aim for 150 mile range as the lower limit as this will allow for any delay in being able to re-fuel! n. Jet Wash as and when required (generally once or twice a week?) o. Monthly Checks: Fluid Leaks > Check around the minibus and under the engine for fluid leaks. You can often identify the type of fluid by its colour: Oil is black; Coolant is bright green or pinky/orange; Automatic transmission fluid is pink; and Power Steering & Brake fluids are clear, with a slight brown tinge. All are oily to the touch. It is fair to say that you probably will have picked up most leaks by the fact that the responding level has dropped! <p>Under Bonnet > Check for cracked or split spark plug wires, cracked radiator hoses, loose clamps or corrosion around the battery terminals.</p>	
<p>Pre outing checklist to be completed before daily activities</p>	

STEP BY STEP SCHOOL



Indicate when complete: Tick \checkmark (Yes)

6. Driver is responsible for ticking the following on each **'Regular Offsite Visit Form'**:

- a. Office aware of location
- b. Driver competent
- c. First aid equipment (See % note below)
- d. Communication equipment
- e. Weather conditions checked
- f. Route to be taken
- g. Mini bus checks done (as detailed above)
- h. Mini bus fuel level ok (See # note above)
- i. Booster seats checked
- j. Harnesses checked

Once each form has been filled in it must be taken to the Office where it is placed in the 'REGULAR OFFSITE VISIT RISK ASSESSMENT FORMS' folder on the School Administrator's desk before the start of that trip. The office then knows that the trip is taking place and are aware of the appropriate detail.

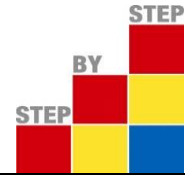
7. % First Aid Kits > Keep all kits fully stocked as follows:

- a. 10 foil antiseptic wipes;
- b. 1 conforming disposable bandage (7.5cm wide);
- c. One packet of 24 assorted sized adhesive dressings / plasters;
- d. 3 large sterile medicated dressings (18 x 18 cm or 15 x 20 or more);
- e. 2 Triangular bandages;
- f. 2 sterile eye pads and attachments;
- g. 12 assorted safety pins;
- h. 1 pair of rustproof blunt-ended scissors;
- i. Sterile mouth masks;
- j. Sterile gloves

8. Speed Limit for minibuses: A class roads is 50 mph;
Dual-carriageways is 60 mph;
Motorways is 70 mph (but the Transit minibuses are limited to 62 mph).

9. 'Regular Offsite Visit Form' must be signed off at the end of each trip noting any incidents, accidents, near misses or any other relevant information but this is the responsibility of the Group Leader or delegated member of staff.

STEP BY STEP SCHOOL



10. Return Transit Minibuses to the side of the track that runs down to the car park behind the south block. Return the Galaxys to the carpark next to the Portakabins.	
11. Return Bag to its peg in the Mezzanine. Complete 'Time returned' detail on the appropriate 'Bag Log' and sign.	

Policy	Safe Transportation
Statutory requirement?	No
Approved	November 2019
Responsible Officer	BB/OK
Responsible Governor/s	CJ
Date of previous version	Nov 2017
Frequency of Review	Every two years