



RUGBY SCHOOL



BILTON
GRANGE

PREPARATORY
SCHOOL

Minibus Policy

April 2024

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1. Introduction

1.1 Definition

A minibus is a motor vehicle that is constructed or adapted to carry more than eight, but not more than sixteen, seated passengers, in addition to the driver.

1.2 Policy Aims

The aim of this policy and associated procedures is to provide school staff with guidance on the safe provision and use of minibuses owned or hired by the Rugby School Group.

2. Statement of Intent

The Governing Body of Rugby School recognise their responsibilities to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees, pupils and others arising from the provision and use of minibuses.

They will ensure the provision and use of minibuses is properly managed in accordance with the requirements and/or recommendations of:

- Health and safety legislation and relevant approved codes of practice, which require the school, so far as is reasonably practicable, to ensure the health, safety and welfare of its employees, pupils and others who may be affected by the way it conducts its activities by:
 - ❖ The implementation of suitable policies and procedures.
 - ❖ Risk assessment and control.
 - ❖ The maintenance of vehicles.
 - ❖ The provision of necessary information and training to all persons concerned.
- The Road Traffic Act 1991 which makes it an offence to use, cause, or permit to be used, a vehicle when its condition or purpose for which it is being used involves danger of injury to any person.
- The Highway Code (An approved code of practice).
- Civil Law “Duty of Care” responsibilities.
- The requirements of the School’s Insurers.
- Recognised best practice, including guidance issued by the Royal Society for the Prevention of Accidents (RoSPA) & the Community Transport Association (CTA).

3. Roles & Responsibilities

3.1 Operations Director

The Operations Director is responsible for ensuring, so far as is reasonably practicable, the development, implementation and monitoring of the School’s Minibus Policy, in conjunction with the EVC, Health and Safety Officer and Facility Manger.

The Operations Director has particular responsibility for the management of the approved drivers as outlined in this Policy, including:

- The review and approval of applications from school employees or others seeking approval to drive School minibuses.
- Maintaining the School’s Approved Driver Register, including:
 - ❖ Identifying any changes to an approved minibus driver’s driving entitlements, driving related prosecutions, endorsements & penalty points for referral to the EVC and/or the school’s Insurers for final approval, in accordance with the school’s Policy.
 - ❖ Identifying changes to approved minibus drivers medical/health conditions or disabilities.

The Operations Director, with the assistance of the Facility Manager, is also responsible for ensuring:

- That all minibuses purchased, new or used, by the school conform to current regulations and the requirements of the school.
- That all school minibuses are maintained in accordance with current regulations and manufacturer's recommendations
- The appointment of a competent contractor to service and maintain the vehicles in accordance with current regulations and manufacturer's recommendations.
- That all minibuses are subject to a Ministry of Transport (MOT) Inspection annually commencing 1 year after the date of first registration and that where they fail such inspections, they are taken off the road until repairs are undertaken and they pass a re-inspection.
- That all school owned minibuses are insured, and that school's Motor Vehicle Insurer & Insurance Broker are informed of:
 - ❖ Any minibus accidents.
 - ❖ Any temporary or permanent changes to the school's minibuses.
- Ensuring that all school minibuses are fitted with a 2kg ABC Dry Powder fire extinguisher and that:
 - ❖ All fire extinguishers in minibuses are inspected weekly by the Facility Manager.
 - ❖ Where necessary, any fire extinguishers found to be damaged or defective are repaired or replaced as appropriate.
 - ❖ All fire extinguishers in minibuses are inspected, serviced, and testing annually by a competent appointed fire extinguisher contractor in accordance with the school's Fire Safety Policy.
- Ensuring that all minibuses are fitted with a suitable first aid box that is inspected weekly by the Facility Manager and kept fully stocked at all times in accordance with the school's First Aid Policy.
- Maintaining the following documents for each minibus:
 - ❖ Minibus Section 19 Permit.
 - ❖ Registration Document (V5C).
 - ❖ Current/valid MOT Test Certificate.
 - ❖ Certificate of Motor Insurance.
 - ❖ Vehicle Breakdown/Recovery Policy.

3.2 Facility Manager

The Facility Manager reports to the Operations Director and is responsible for ensuring that:

- All minibuses, where they are available, are visually inspected DAILY for damage/defects in accordance with this Policy, that suitable records are maintained and, where necessary arranging for repairs to be undertaken by the school's approved Contractor.
- WEEKLY safety checks are undertaken for all minibuses, where they are available, in accordance with this Policy, that suitable records are maintained and, where necessary arranging for repairs to be undertaken by the school's approved Contractor. (Appendix 2)
- Reviewing all Minibus Driver Safety Checks & Trip Log Sheets, investigating any reports of damage/defects & faults, maintaining suitable records and, where necessary, arranging for repairs to be undertaken by the school's approved Contractor.
- Any minibus deemed to be unsafe or not roadworthy is taken out of use immediately and its keys retained by the Facility Manager until the minibus is repaired by the school's approved Contractor and approved for return to service.
- All minibuses are supplied with an appropriate first aid kit, its contents are checked daily where available, and where appropriate, it is re-stocked to ensure it contains the appropriate contents.
- Each minibus is fitted with a 2Kg ABC Dry Powder extinguisher and that it is inspected daily, where available, to ensure it is in safe working order.
- Minibuses are cleaned regularly both internally and externally.

The Facility Manager is also responsible for ensuring that copies of the following documents are provided in each minibus:

- Section 19 Minibus Permit.
- Trip Log Sheet.
- Minibus Breakdown & Recovery Guidance (see Appendix 3).
- Minibus Road Traffic Incident (Accident) Guidance (see Appendix 4).

The Facility Manager is responsible for the provision and management of such training to school staff, as required.

3.3 Minibus Drivers

All minibus drivers are responsible for ensuring that:

- They produce their driving licence and a code for a DVLA check by the Operations Director or Facility Manager prior to driving or being trained to drive a school minibus.
- They inform the Operations Director immediately of any changes to their driving entitlement or licence endorsements.
- They notify the Operations Director and their Head of Department or Manager of any charges or convictions under the Road Traffic Acts immediately.
- They notify the Operations Director of any physical or medical condition or treatment that may affect their fitness to drive as soon as the condition or treatment is identified.
- Their eyesight is tested at least every 2 years (see 5.6) and that where they are required to wear spectacles or contact lenses to drive that they do so at all times when driving
- A written record of any minibus driving in the last 28 days (see Trip Log Sheets)
- Comply with this Policy and associated Procedures.
- They carry their Driving Licence or other form of ID on each journey.
- That minibus keys are returned after use and not passed to any person not approved to drive a school minibus.

3.4 Educational Visits Coordinator (EVC)

The EVC has particular responsibility for ensuring that academic staff members comply with the Policy.

4. Use of minibuses at Rugby School Group

4.1 Approved Drivers

MINIBUSES MUST ONLY BE DRIVEN BY STAFF OR OTHER PERSONS APPROVED TO DRIVE MINIBUSES ON SCHOOL BUSINESS.

Drivers who fail to comply with this could:

- Face disciplinary action.
- Negate both the driver's and the school's driver insurance policies.
- Be at risk of prosecution under Road Traffic legislation.
- Be exposed to personal civil law liability claims.

4.2 Driving minibuses in the UK

Rugby School Group holds Small Bus Permits under section 19 of the Transport Act 1986 for its minibuses. These permit the School to operate minibuses without having to comply with the full Public Carrying Vehicle (PCV) operator licensing requirements and without the need for drivers to have PCV category D or D1 entitlement on their driving licence.

Driving under section 19 permit is restricted to UK only (England, Scotland, Wales, Northern Ireland, and Channel Islands)

4.3 Driving minibuses outside the UK

School minibuses must not be driven outside the UK. The school's minibuses are not fitted with tachographs which are mandatory in EU countries.

4.4 Private use of School minibuses

The private use of the school's minibuses is not generally permitted. It is not covered by the school's Motor Vehicle Insurance Policy. Additionally, private use may contravene the terms of the section 19 Small Bus Permit. Exceptions can be authorised only by the EVC or the Operations Director, to whom a direct application must be made.

5. Minibus Drivers

5.1 Driver approval

Before any person will be considered for approval, or training, to drive a school minibus they must:

- Hold a full UK or UK approved driving licence.
- Be at least 25, and under 70.
- Have held a full driving licence for at least 24 months.

Any driver who is prosecuted for a motoring offence and has penalty points endorsed on their licence must inform the school as soon as they are aware of the prosecution and provide information on the offence, for submission to the school's Insurers.

5.2 Minibus driving licences

Minibus drivers must hold an appropriate valid driving licence. On UK driving licences, the vehicle category D1 relates to minibuses and provides entitlement to drive vehicles with between 9 and 16 passenger seats, and with a trailer up to 750kg.

5.2.1 Drivers who passed their ordinary car driving test prior to 1st January 1997

Drivers will normally have entitlement to drive vehicles of categories B, C1 and D1 (with restriction code 101 (Not for hire or reward)) and can drive ANY MINIBUS.

On expiry of their licence, usually at aged 70, the D1 (101) entitlement may be renewed subject to the driver meeting the necessary standards of health including compulsory medical examination.

5.2.2 Drivers who passed their ordinary driving test after 1st January 1997

Drivers will NOT normally have entitlement to drive vehicles of categories C1 and D1.

However, drivers are exempt from the requirement to hold the D1 entitlement and are allowed to drive a minibus, for school purposes only, provided that:

- The driver is over 25 but under 70 years (Insurance requirement).
- The driver has held a full (category B) licence for at least 2 years (Insurance requirement).
- The driver is providing the service on a voluntary basis and receives no payment or other consideration for driving the vehicle other than out-of-pocket expenses.
- The driver is not towing a trailer.
- The vehicle has a gross laden weight of less than 3,500 kgs (or 4,250 kgs where it includes any specialised equipment for the carriage of disabled passengers)

NOTE: Where the gross laden weight of a minibus is more than 3,500 kgs, the approved minibus driver must have a D1 entitlement on their licence.

- The minibus is only being driven in the UK.
- The driver has attended and satisfied the requirements of the MiDAS (Minibus Driver Awareness Scheme) driver assessment training course or the school's own training within the previous 4 years conducted by the Operations Director or Facility Manager.
- The driver is medically fit to drive.

5.3 Minibus Driver Assessment Training

In addition to holding the appropriate driving licence entitlements, the school requires ALL minibus drivers to successfully complete Minibus Safety Training or the school's own training course, within 3 months of being approved to drive a School minibus and, successfully re-sit the training every 4 years thereafter. Failure to pass the training will result in the driver not being approved to drive a School minibus.

The School's Facility Manager should be contacted by the approved driver to arrange for the provision of the approved training involving:

- Theory Training – approximately 1 ½ hours.
- Practical Driving Instruction – max. 1 hour duration.

5.4 Medical Fitness to Drive

All drivers must be medically fit to drive a minibus at all times. It is the driver's legal responsibility to inform the School and the Driver Vehicle Licensing Agency (DVLA) of any medical condition or disability that is likely to affect their fitness to drive, if the condition or disability is expected to last for more than 3 months.

5.5 Medicines/Prescribed Drugs

Drivers must not drive a minibus if they are taking prescription drugs that can cause drowsiness, or if they are advised against driving by their medical practitioner.

When taking over-the-counter medicines drivers must ensure that they do not cause drowsiness or any other issue that could impair their driving.

5.6 Eye-sight & Eye-sight Tests

All drivers must be able to read a vehicle registration plate, with or without the use of suitable spectacles or contact lenses, at the following distances:

- Old-style registration plate: 20.5m
- New-style registration plate: 20m

Where drivers are required to wear spectacles or contact lenses to drive, they must wear them at all times when they are driving any vehicle.

When travelling in the UK and away from the school overnight or longer, drivers who require spectacles or contact lenses to drive should ensure they have a second/spare pair/set with them for use in the event of loss or damage to their primary set.

Drivers should have their eye-sight tested at least every 2 years to ensure there are no changes that could affect their safe driving

5.7 Alcohol

Drivers must not drive any school vehicle whilst under the influence of alcohol. Drivers should refrain from drinking any alcohol for at least 12 hours before driving. Alcohol remains in the body for up to 24hrs after consumption and may still affect a driver the following day.

5.8 Classified or Illegal Drugs

Drivers must not drive any school vehicle whilst under the influence of classified or illegal drugs.

5.9 Driving hours

Rugby School Minibus Driving Hours (Based on Royal Society for the Prevention of Accidents (RoSPA) & Community Transport Association (CTA) Guidelines)	
Maximum working hours (teaching + driving + supervising etc.) when driving a minibus at the end of the working day	12 hours
Maximum continuous driving period	2 hours
Minimum length of breaks from driving <ul style="list-style-type: none"> • Within or not exceeding the first 2 hours driving • Within or not exceeding any subsequent 2 hours driving period 	15 minutes 30 Minutes
Maximum total daily driving time	9 hours

5.10 Dedicated Minibus Drivers

Where working hours would exceed 12 hours if a minibus were to be driven, the minibus should be driven by a Dedicated Minibus Driver who will not exceed the 12 hour limit.

A Dedicated Minibus Driver is defined as a person approved by the school to drive minibuses and whose function on the trip is to solely drive the minibus and, not partake in any of the trip activities. The Dedicated Minibus Driver will be considered to be “off-duty” between journeys, even if their time is being paid for, as he/she will not be driving.

Dedicated Minibus Drivers may be members of staff or other persons approved by the school to drive school minibuses. Trip Leaders requiring a Dedicated Minibus Driver for a Trip should contact the Operations Director who will book one on their behalf.

5.11 Trips Requiring a Dedicated Minibus Driver

5.11.1 Minibus trips leaving the School after 7.00pm

For any minibus trip leaving the School after 7.00pm (Mon – Sat) and returning to School or reaching the planned destination the same night, the Trip Leader should not drive the minibus themselves. The minibus must be driven by a Dedicated Minibus Driver.

5.11.2 Minibus trips returning to the School after 7.00pm

Where a minibus trip will return to the School after 7.00pm, the Trip Leader must ensure that the approved minibus driver who is driving the minibus will not exceed the 12 hour limit before the minibus has returned to the School. If the 12 hour limit would be exceeded, a Dedicated Minibus Driver must be used to drive the minibus for at least part of the journey.

5.12 Trips Requiring a Second Minibus Driver

For some minibus trips, it may be necessary for the Trip Leader to ensure that there are two Approved Minibus Drivers in the party for safety reasons.

5.12.1 Time & Distance from the School

Where the outward journey of a day trip exceeds 2 hours or the distance travelled from the School exceeds 100 miles, there should be a second approved minibus driver who could supervise the pupils or take over the driving in the event of an incident (accident).

5.12.2 High Risk Activity Trips

On high-risk trips e.g. Adventure activities where the risk of injury is high; the approved minibus driver should not participate directly in the activities.

5.13 Tiredness

Drivers should not drive if they feel tired. Tiredness or fatigue is more likely to be experienced:

- On long journeys, particularly on monotonous roads (trunk roads or motorways) or on journeys home after long working hours/days
- Between 2:00am and 6:00am & 2:00pm and 4:00pm (especially after eating or drinking)

When driving alone, if the driver begins to feel tired, they should find somewhere safe and secure to stop, clear of the road. On the motorway, rest breaks must be taken at service stations, not on the hard shoulder.

Where there is a second approved minibus driver, driving should be split between both drivers, to prevent either becoming tired whilst driving.

Drivers should avoid staying up late or reducing their normal sleep before a long journey. Where possible, drivers should avoid driving when they would normally be sleeping e.g. during the early hours of the morning.

5.14 Driving Safely/Highway Code

Drivers must comply with the requirements of the Highway Code at all times whilst driving a School minibus.

5.15 Speeding & Speed Limits

Drivers must adhere to the specified speed limits for the type of road on which they are driving. The maximum unrestricted speed limits for minibuses are currently:

Single carriageway roads - where no lower limit applies	50 mph
Dual carriageway	60 mph
Motorways – with no trailer attached	70 mph
Motorways – with trailer attached	60 mph
NOTE: Minibuses towing a trailer are BANNED from the outside lane on 3 (or greater) lane motorways	
NOTE: Under EU regulations, where minibuses are fitted with speed governors which restrict their maximum speed to 62 mph/100 kph, they are BANNED from the outside lane on 3 (or greater) lane motorways	

5.16 Overloading

Under the Road Traffic Act 1991 and the Road Vehicle Construction & Use Regulations 1986, it is a criminal offence for a person to overload a minibus or to permit a minibus to be overloaded. If caught, both the driver and the School could face prosecution.

Where a minibus is not towing a trailer, the maximum authorised mass (MAM) (also referred to as the gross vehicle weight (GVW) or the maximum permissible weight or the plated weight) which is the maximum weight of the minibus when fully laden with driver, passengers, luggage, equipment & a full tank of fuel, must not be exceeded. The MAM is displayed in each minibus.

Where a minibus is towing a trailer, the Maximum Train Weight (MTW) (also referred to as the gross train weight) which is the maximum authorised mass (MAM) of both the minibus and the attached trailer, must not be exceeded. The MTW is displayed in each minibus.

Before undertaking any minibus journey, the driver must carry out an “overload” risk assessment, including consideration of the following:

- No of passengers to be carried & their approx. weight
- Weight of luggage, baggage, equipment to be carried

The control measures necessary to prevent or reduce the risk of exceeding the MAM or MTW could include:

- Carrying a full passenger load minus luggage
- Carrying a reduced passenger load plus luggage
- Using a trailer to carry luggage – Driver will require D1 + E entitlements
- Using more than 1 x minibus for the activity

5.17 Towing a trailer

Minibus drivers required or wishing to tow a trailer whilst driving a minibus must hold the entitlement category D1 on their licence. This permits them to drive vehicles with between 9 & 16 passenger seats with a trailer weighing up to 750 kgs.

Minibus drivers with entitlement to drive vehicles in category D1 + E, may drive combinations of vehicles where the towing vehicle in sub-category D1 and its trailer has a MAM of over 750 kgs provided that the MAM of the combination thus formed does not exceed 12,000 kgs and the MAM of the trailer does not exceed the unladen mass of the towing vehicle

When towing a trailer, the driver must ensure the trailer is safely and properly attached to the minibus, the trailer displays a number plate matching the towing vehicle, the trailer lights & indicators are operational and any load and associated coverings are adequately secured to prevent them from coming off during the journey.

5.18 Pre-Journey Minibus Safety Checks

ALL minibus drivers are legally liable for the condition of the vehicle and should undertake a pre-journey minibus safety check before driving any minibus and reporting any defects on the Vehicle Defect Report, provided in each minibus, along with details of any damage, defects, faults identified. Completed Forms must be returned to the Facility Manager. Additionally, if they identify any damage, defects, faults they should advise the Facility Manager via e-mail, of the details so that further inspection can be undertaken and, where appropriate, the minibus can be taken out of service until repairs can be arranged.

5.19 Seat Belts

Drivers and must wear a seat belt at all times when the vehicle is moving.

5.20 Passenger Safety

Drivers are responsible for ensuring the safety of their passengers, including:

- Making passengers aware of emergency evacuation exits and the location of the First Aid kit
- Detailing the expected standards of behaviour when getting on and off transport at pick up and drop off points and when assembled in waiting areas
- Drivers should carry out a head count when getting on and off transport

5.21 Passengers

- All passengers must wear a seat belt at all times
- There must be no more than 1 passenger per seat
- Passengers must not stand or move about whilst the vehicle is moving
- Passengers must comply with all instructions from the driver

5.22 Luggage & Equipment

Drivers are responsible for ensuring that luggage is loaded and stored, safely and securely before the journey starts, to prevent it creating risks to themselves, their passengers, other road users or members of the public. They shall ensure that:

- Luggage/cargo is secured to prevent it being “thrown about” in the event of an accident, sharp manoeuvres, braking
- Luggage/cargo is spread evenly throughout the minibus to prevent destabilisation of the vehicle when being driven
- Luggage/cargo does not obstruct access to any of the doors, the aisles or any occupied seats.
- When luggage/cargo is being loaded on a roof rack, care is taken to prevent persons falling from height
- When using a roof rack or on a trailer, the luggage/cargo and covers used to protect them from the weather are adequately secured to prevent them coming loose and falling from the rack or trailer during transit.

5.23 Driver Distractions

When driving, drivers should avoid activities that may cause distraction including:

- Eating
- Drinking
- Tuning a radio

- Changing a cassette/CD
- Reading a map
- Writing
- Using a mobile phone/device/texting
- Resetting any SatNav device

5.24 Mobile Phones

Drivers MUST NOT make or receive calls/check text messages whilst driving. The driver should only use a mobile phone when stopped in a safe place.

Use of mobile phones whilst driving is a criminal offence and drivers caught using a mobile could face prosecution.

5.25 Satellite Navigation Systems (SatNav)

Drivers should set up/programme satellite navigation systems before starting their journey. They should not re-set/re-programme the system whilst driving. Where SatNav is a function of the driver's mobile phone, such use would be considered to be use of a mobile phone and, if caught, the driver could face prosecution.

Where a SatNav is used in a minibus, it must be unplugged and stored out of sight, whenever the minibus is left unattended.

6. Minibus Journeys

6.1 Journey Planning

Drivers should, where appropriate, plan their journeys including consideration of the following:

- Preparing a route plan, particularly for first-time or long journeys, that is easy to read
- Where a single journey is likely to exceed 2 hours, suitable places for rest, meal breaks & comfort stops must be identified.
- Checking for potential traffic conditions, road works, traffic jams or diversions via on-line motoring organisations include:
 - ❖ the AA (http://www.theaa.com/travelwatch/travel_news.jsp)
 - ❖ RAC (<http://www.rac.co.uk/web/trafficnews/>).
- If major delays are likely, possible alternative route(s)
- Journey time
 - ❖ How long the journey will take, including allowance for unexpected delays, adequate rest breaks & need to refuel
 - ❖ Avoiding driving in the early hours of the morning or during mid-afternoon (considered peak times for accidents caused by tiredness)
 - ❖ Avoiding starting a long journey immediately after a full day at work.
- Hours worked prior to driving (See 5.9; 5.10; 5.11; 5.12)
- Drivers need to eat and drink but should not do so whilst driving
- The need for an overnight stop, particularly where catching an early crossing or flight or when returning from abroad
- The need to ensure the safe drop-off of all passengers on return from the trip.

6.2 School Contact

For all minibus journeys, the driver should ensure that the journey is registered with the School and that there is a member of staff, not travelling on the trip, who has been nominated as School contact in the event of an emergency.

7. Minibus Construction, Inspection & Maintenance

7.1 Specifications

All School minibuses will comply with Schedules 6 and 7 of The Road Vehicles (Construction and Use) Regulations 1986.

7.2 MOT Testing

ALL new minibuses are tested annually, commencing 12 months from the date of first registration by the School. Used Minibuses will be tested before entry into service and then every 12 months from the date of the initial test.

7.3 Maintenance

All School minibuses will be maintained by a nominated contractor.

The maintenance schedule will include:

- The annual MOT Test
- Servicing in accordance with manufacturer's recommended service intervals
- Roadworthiness Checks at least 5 times per year to ensure that the vehicles are maintained in a safe, roadworthy condition.

7.4 Minibus Inspections

7.4.1 Daily & Weekly Inspections

The Facility Manager is responsible for:

- Visually inspecting all minibuses DAILY, where they are available, for damage/defects in accordance with this Policy, maintaining suitable records and, where necessary, arranging for repairs to be undertaken by the School's approved Contractor.
- Carrying out WEEKLY safety checks of all minibuses as per Appendix 2, where they are available, in accordance with this Policy, ensuring that suitable records are maintained and, where necessary arranging for repairs to be undertaken by the School's approved Contractor.
- Reviewing all Minibus Driver Safety Checks & Trip Log Sheets, investigating any reports of damage, defects or faults, maintaining suitable records and, where necessary, arranging for repairs to be undertaken by the School's approved Contractor.
- Any minibus deemed to be unsafe or not roadworthy is taken out of use immediately and its keys retained by the Facility Manager until the minibus is repaired by the School's Approved Contractor and approved for return to service.

7.4.2 Minibus Driver Pre-Use Safety Checks

ALL minibus drivers must undertake a pre-journey minibus safety check before driving any minibus and must record any defects on the Vehicle Defect Report & Trip log Sheet (see Appendix 1), provided in each minibus. Completed Forms must be returned to the Facility Manager. Additionally, if they identify any damage, defects or faults they should advise the Facility Manager, via e-mail, of the details so, that further inspection can be undertaken and, where appropriate, the minibus can be taken out of service until repairs can be arranged.

7.5 Minibus Breakdown & Recovery

All minibuses are covered by the School's Vehicle Breakdown Policy which provides roadside assistance including changing wheels/tyre repairs and, where necessary, recovery of vehicle and passengers to the School (or other destination nominated by the driver). Details and contact numbers are provided in each minibus on copies of Appendix 3 – Minibus Breakdown and Recovery Guidance). Details are also available in the minibus.

7.6 Fire Extinguisher

Each minibus is fitted with a 2kg ABC Dry Powder fire extinguisher. Instructions for use are displayed on each extinguisher. Drivers must ensure that the fire extinguisher is not damaged or misused during the journey(s) and, must advise the Facility Manager or the Operations Director and, complete an Incident Report Form whenever the fire extinguisher is used to fight a fire or accidentally or maliciously set off.

The Facility Manager is responsible for inspecting all fire extinguishers in minibuses, where available, daily to ensure they are not damaged or defective. Where fire extinguishers are found to be damaged or defective, he should inform the Operations Director to enable him to arrange for repair or replacement.

7.7 First Aid

Each minibus is fitted with a suitable first aid kit. Drivers must ensure that the first aid kit is not damaged or misused and check that the seal on the handle of the box has not been broken or removed before they commence their journey. Drivers must advise the Facility Manager whenever the first-aid box is used to treat an injured person so that it can be re-stocked as necessary. Additionally, the driver should record the accident details on a School Accident Report Form, as soon as possible after the accident and pass it on to the Health & Safety Officer, in accordance with the School's Accident Reporting and Investigation Policy.

The Facility Manager is responsible for inspecting the first aid box weekly to ensure that it is fully stocked in accordance with HSE guidelines and the School's First Aid Policy. Where dressings and any other first aid materials require replacement, the Facility Manager shall advise the Operations Director to arrange replacement.

8. Minibus Insurance & Incidents (Accidents)

8.1 Insurance

The School's Motor Vehicle Insurance Policy provides "Fully Comprehensive" cover for all School minibuses and approved minibus drivers. The Insurance Policy is managed by the Operations Director who is responsible for ensuring that all School minibuses are insured and for dealing with road traffic incidents involving School minibuses (See 8.3 below)

8.2 Road Traffic Incidents (Accidents)

In the event of an incident involving other vehicles, persons or property, the minibus driver must follow the guidance in Appendix 4, summarised below, a copy of Appendix 4 is carried in every minibus):

- Check all passengers for injury and, where appropriate, provide suitable treatment and/or contact the emergency services
 - Where necessary, decant passengers from the minibus, direct them to a place of safety (e.g. behind the safety barrier on the hard shoulder of a motorway) and instruct them to remain there until further instruction is provided
 - Where the minibus is drivable and causing an obstruction to traffic flow and, to do so will not cause further injury or damage or hinder any police investigation, move the minibus to a place of safety, within sight of the incident site.
 - Contact the emergency services, where appropriate, for the safety of the driver, passengers or others involved in incident, consider requesting the Police to provide safety support
 - Provide other parties involved in the incident (drivers, pedestrians, property owners) with the following information:
 - ❖ Driver's Name.
 - ❖ School Name & Address.
 - ❖ School's telephone number.
- NOTE: Drivers should not provide personal contact details.
- ❖ Vehicle details.
 - ❖ Insurance company details.

NOTE: DRIVERS MUST NOT ADMIT LIABILITY FOR THE INCIDENT

- Obtain details from the other parties involved in the incident (drivers, pedestrians, property owners, any witnesses) including:
 - ❖ Driver's/pedestrian's/property owner's name & contact details (address, phone number and e-mail)
 - ❖ Vehicle details (registration number, make, model & colour) & number of passengers
 - ❖ Property address (including post code)
 - ❖ Insurance company details
- Obtain witness contact details (name, address, phone number and e-mail)

As soon as possible after the incident, the Driver should:

- Record date & time of the incident
- Take photographs and/or make sketches of the incident site (noting approximate dimensions, direction of travel of vehicle involved), damage to all vehicles involved (detail where damage occurred on vehicle and nature of damage) & any alleged property damage
- Record the name or number of the road where it occurred and any landmarks to identify where on the road the incident occurred (shop/pub names, house numbers)
- Record the details of the events leading up to the incident and immediately after the incident
- Record road conditions (wet, dry, icy, muddy, leaves)
- Record weather conditions at the time of the incident (especially if visibility effected)
- Record any other factors they consider to have contributed to the incident (e.g. sight lines at junction, obstacles obscuring approaching traffic, if after dark did the other vehicle have all its lights on, was a horn sounded, was the other vehicle on the right side of the road, anything unusual)

8.3 Motor Vehicle Incident Claims

Minibus drivers must report all road traffic incidents to the Operations Director, as soon as possible, after the incident. The Operations Director will provide the driver with a copy of the School's Motor Vehicle Insurance Incident Claim Form to record all the details and will forward completed Forms to the School's Insurers for resolution.

REFERENCES

- The Transport Act 1985
- The Road Traffic Act 1991
- The Management of Health & Safety at Work Regulations 1999(Amended)
- Driving school minibuses: Advice for schools and local authorities (September 2013)
- ROSPA - Minibus Safety: A Code of Practice (August 2015)
- The Road Safety Bill 2005
- Public Passenger Vehicles Act 1981
- The Minibus & Other Section 19 Permit Buses Regulations 1987 (SI 1987/1230 as amended by SI 1996/3088, 1997/2916)
- The Section 19 Minibus (Designated Bodies) Order 1987
- The Minibus (Conditions of Fitness, Equipment & Use) Regulations 1977 (Regs 5-28)
- The Road Vehicles (Construction & Use) Regulations 1986 (Regs 41-43)
- The Public Service Vehicles (Carrying Capacity) Regulations 1984
- Drivers Hours - EC Regulations 3820/85 & 3821/85 Tachographs

APPENDICES

1. Minibus Driver Safety Checklist & Trip Log Sheet
2. Minibus Weekly Safety Check Form
3. Minibus Breakdown & Recovery Guidance
4. Minibus Road Traffic Incident Guidance

Appendix 1



RUGBY SCHOOL



BILTON GRANGE PREPARATORY SCHOOL

VEHICLE DEFECT REPORT

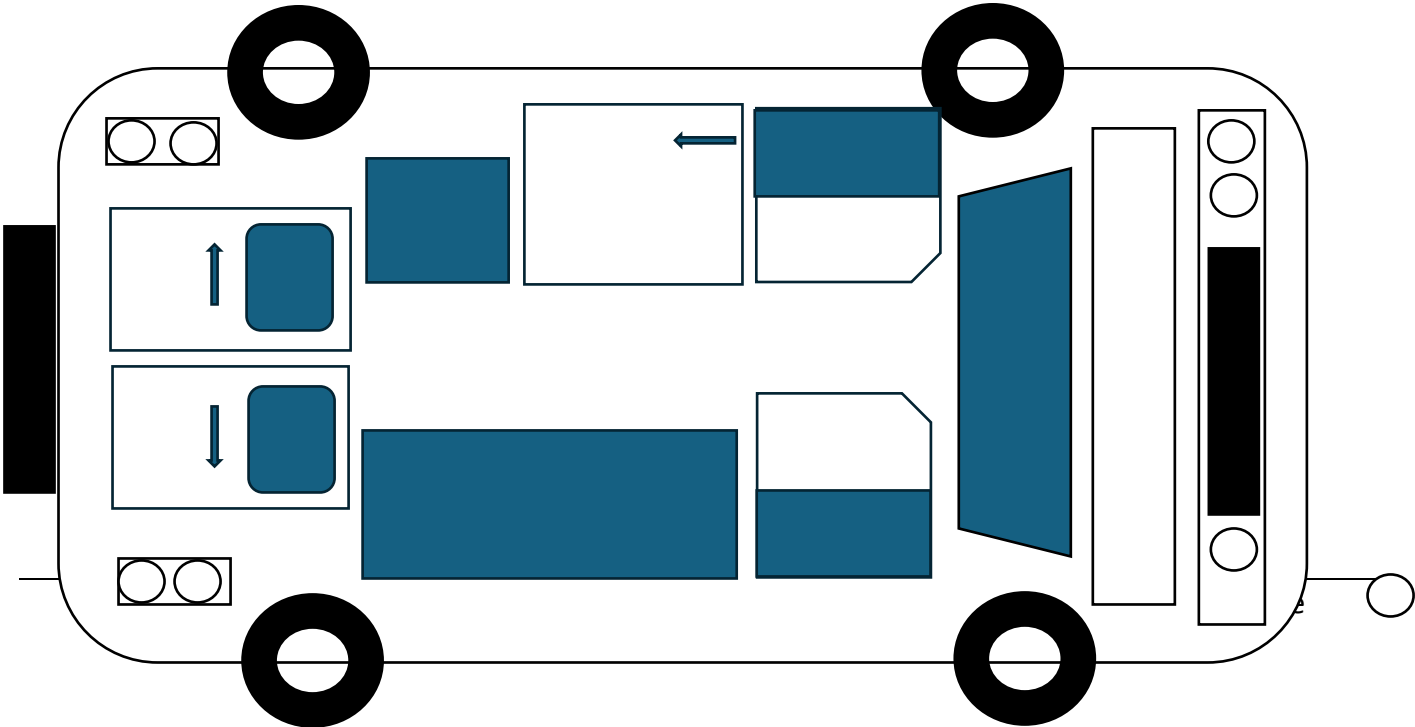
DATE:		ODOMETER:	
REGISTRATION:		DRIVER:	

DEFECT: (tick box)

ACCELERATOR		ENGINE/GEARBOX		PASSENGER LIFT	
BATTERY		FUEL/OIL LEAK		REVERSING ALARM	
EXTERIOR BODY		GLASS		SEATS/SEAT BELTS	
INTERIOR BODY		HEATING/VENTILATION		STEERING	
BRAKES		HORN		TYRES/WHEEL FIXINGS	
CLUTCH		INDICATORS		WARNING LIGHTS	
COOLANT LEAK		LIGHTS		WIPERS/WASHERS	
DOORS		MIRRORS		OTHER	

SPECIFIC DETAILS:

EMAIL COMPLETED FORM TO: TRANSPORT@RUGBYSCHOOL.NET



Minibus Weekly Safety Check Form

Appendix 2

Vehicle Registration no	Date	Time	Mileage	Checker's Name (PRINT)

Section 1: Fluid Levels		
Description	✓ Satisfactory; X Defective; N/A Not Applicable	Comments
Engine Oil		
Coolant		
Brake Fluid		
Clutch Fluid		
Power Steering Fluid		
Fuel		
Windscreen Wash		
Battery Charge		

Section 2: Exterior		
Description	✓ Satisfactory; X Defective; N/A Not Applicable	Comments
Bodywork – scratches/intact		
Windscreen – chips/cracks		
Windscreen Wiper Blades (front & rear)		
Windows		
Doors – operating correctly		
Screen Washer Jets (front & rear)		
Exterior Mirrors		
Cleanliness		

Section 3: Wheels and Tyres		
Description	✓ Satisfactory; X Defective; N/A Not Applicable	Comments
Tyre Condition (including spare)		
Tyre Pressure		
Tyre Wear (tread depth)		

Section 4: Lights		
Description	✓ Satisfactory; X Defective; N/A Not Applicable	Comments
Head/Main Beam		
Side/Fog Lights		
Indicators		
Hazard Warning Lights		
Reversing Light		
Interior Lights		

Section 5: Interior		
Description	✓ Satisfactory; X Defective; N/A Not Applicable	Comments
Seat Belts – condition/function		
Seats – condition/function		
Head Restraints condition/function		
Rear View Mirror		
Instrument Panel/Warning Lights		
Horn – Operational		
Handbrake – Effectiveness		
Foot Brake Pedal – Operation		
Heater/A/C - Operational		
Cleanliness		

Section 6: Safety		
Description	✓ Satisfactory; X Defective; N/A Not Applicable	Comments
Spare Wheel/jack/wheel brace		
First Aid Kit		
Fire Extinguisher		
Reflective Hazard Triangle		
Hi-vis Jacket		
Vehicle Handbook		
Torch		
Spare Bulbs/Fuses		

Section 7: Documentation		
Description	✓ Satisfactory; X Missing	Comments
Insurance Certificate		
MOT Certificate		
Section 19 permit		
Breakdown/Recovery Details		
Incident Guidance		
Driver Safety Checklist & Trip Log		

Minibus Breakdown and Recovery Guidance**Appendix 3****Breakdown – What is Covered?**

Mechanical or Electrical Breakdowns (failures/breakages)

Flat Battery

Puncture

Lack of Fuel

Lost Ignition Keys

Damage caused by an accident, vandalism or theft which results in the driver not being able to drive the vehicle

Roadside Assistance Available

Recovery of vehicle and up to 18 passengers from the place the vehicle has broken down to the destination

How to Get Help

Breakdown: 0800 587 8872

Windscreen: 0330 123 5992

Quote: Certificate of Motor Insurance Number (See documents provided with vehicle)

Provide:

Phone number including area code, you are calling from:

Registration Number, Make, Model & Colour of Vehicle:

Location of broken down vehicle, including road numbers (e.g. A1, B1234, etc) or road names and any landmarks:

Number of Passengers:

What Next?

Stay with the vehicle until rescue vehicle arrives – unless not safe to do so when you should move to a safe area from which you can observe the vehicle and the arrival of the rescue vehicle

Advise the Operations Director of the situation on: 01788 556353 or 07824 866449

Minibus Road Traffic Incident Guidance in the event of an incident:

Remain calm, think clearly, prioritise

You must carry out the following actions:

- Check all passengers for injury and, where appropriate, provide suitable treatment and/or contact the emergency services
- Where necessary, decant passengers from the minibus, direct them to a place of safety (e.g. behind the safety barrier on the hard shoulder of a motorway) and instruct them to remain there until further instruction provided
- Where the minibus is drivable and causing an obstruction to traffic flow and to do so will not cause further injury or damage or hinder any police, etc. investigation, move the minibus to a place of safety, within sight of the incident site
- Contact the emergency services (Ambulance, Fire, Police via 999), where appropriate, for the safety of the driver, passengers or others involved in incident
- Provide other parties involved in the incident (drivers, pedestrians, property owners) with the following information:
 - ❖ Driver's Name
 - ❖ School Name & Address (Bursary – 10 Little Church Street, Rugby, CV21 3AW)
 - ❖ School's telephone number (Operations Director – 01788 556353)

NOTE: Drivers should not provide personal contact details

- ❖ Vehicle details (Registration Number, Make, Model & Colour)
- ❖ Insurance company details (Provided on paperwork with vehicle)

NOTE: DRIVERS MUST NOT ADMIT LIABILITY FOR THE INCIDENT, INCLUDING NOT SAYING "SORRY" TO ANY OTHER PARTY INVOLVED IN THE INCIDENT

- Obtain details from the other parties involved in the incident (drivers, pedestrians, property owners) including:
 - ❖ Driver's/pedestrian's/property owner's name & contact details – address (including Post Code), phone number and e-mail address
 - ❖ Vehicle details – registration number, make, model and colour
 - ❖ Property address, including Post Code
 - ❖ Insurance company details
- Obtain witness contact details – address (including Post Code), phone number and e-mail address

As soon as possible after the incident, the Driver should:

- Record date & time of the incident
- Take photographs and/or make sketches of the incident site, including road number and/or name, any landmarks to identify on which section of the road the incident occurred, approximate dimensions of incident site in metres, location of vehicles after incident, show the direction of travel of the vehicles involved in the incident, an arrow head on the front of any box representing the vehicle is helpful, show the damage to all vehicles involved, an arrow pointing at the area on the car or "Xs" on an outline of the car can be helpful, detail any alleged property damage – phone cameras are useful.

- Record the details of the events leading up to the incident and immediately after the incident.
- Record road conditions – dry, wet, icy, muddy, leaves on road.
- Record weather conditions at the time of the incident – sunny, clear, foggy, overcast, raining, especially if visibility affected.
- Record any other factors they consider to have contributed to the incident – e.g. were headlights on, sight lines at junction, obstacles obscuring approaching traffic such as road furniture (signs), foliage, were any horns sounded, if after dark, did any other vehicle have its lights on, was the road lit by lamp standards, finally, anything unusual noted.

Minibus drivers must report all road traffic incidents to the Operations Director on 01788 556353 or 07824 866449, as soon as possible, after the incident. The Operations Director will provide the driver with a copy of the School's Motor Vehicle Insurance Incident Claim Form to record all the details and will forward completed Forms to the School's Insurers for resolution.