

NORTH CESTRIAN GRAMMAR SCHOOL

MINIBUS USE

This policy document is intended to provide guidance for those members of staff who volunteer to organise school visits and journeys where minibuses are used as transport.

1. Staff intending to drive the minibus must ensure that they satisfy *all* of the following requirements:
 - i) be between 25 and 65 years old;
 - ii) have held a full driving licence (group A) for a minimum of three years;
 - iii) have no endorsements in the last three years (except for minor offences, i.e. parking etc);
 - iv) be willing to produce their licence for inspection when required;
 - v) be medically fit to drive;
 - vi) never have had motor insurance refused or terms imposed upon any personal motor insurance.
 - vii) have been through familiarisation procedures with the teacher responsible for the minibus.
 - viii) Staff without D1 licence entitlement may only drive a light weight (3.5 tons) minibus.
2. As soon as staff decide to use a minibus, they should book it on the calendar provided in the staff room.
3. Before commencing a journey a teacher must carry out a Risk Assessment. It is incumbent on the driver to assess foreseeable risks related to the journey in question. Amongst other factors the following must be considered: length of journey, time of day, route to be used, weather conditions, age and attitude of pupils, condition of bus.
4. Teachers should give careful consideration to the length of the proposed journey and should never continue to drive if they feel unfit to do so. Journeys lasting up to two hours *one way* may be undertaken by one member of staff. But on longer journeys two drivers *should normally* share the driving. No one should drive continuously for more than two hours without the journey being broken and the driver taking a break away from the vehicle of *at least 30 minutes*.
5. The driver of any vehicle is legally responsible at all times for the condition of that vehicle and so staff should ensure that before beginning any journey they complete the first part of the vehicle checklist which can be found in the front of the vehicle.
6. If staff feel that a vehicle has a serious defect then they should not drive that vehicle. Anyone discovering a fault on the minibus should report it, in writing, to the Caretaker is responsible for the maintenance of the vehicle.
7. Staff should ensure that the minibus is not overloaded, that passengers remain seated and that seat belts are worn at all times. All doors must be unlocked when there are passengers on board.
8. At no time should staff leave a vehicle unattended without applying the handbrake and switching off the engine.

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MINIBUS USE (cont.)

9. At the end of a journey, staff should complete the remainder of the checklist and are requested to look closely at the internal condition of the vehicle.
10. The Caretaker should also inspect the minibus once a week and then hand completed checklist, plus any others completed by individual drivers, in to the Office.
11. Any accidents or traffic offences should be reported to the Headmaster or, in his absence, the Deputy Headmaster as soon as possible. A brief account of the incident should also be given on the checklist. At a later date, staff may also be required to produce a more detailed written account of the event.
12. Speed limits must always be adhered to with the reminder that the limit when towing a trailer is 50mph on roads or 60mph on a motorway and minibuses may not go into the outer lane.