

PARKSIDE HOUSE SCHOOL

MINIBUS POLICY STATEMENT

July 2014

Parkside House recognise that in order to run and maintain the school mini bus in an appropriate and safe manner we need a school mini bus policy.

It is the responsibility of the School Management, who has delegated the day to day running of the mini bus, to ensure the mini bus is:

- Correctly Licensed
- Displays a valid tax disc
- Is adequately insured
- Be well maintained
- Have a valid M.O.T. certificate (if more than one year old)

Risk assessment for the mini bus will be carried out at the start of each term, this should identify:

- Hazards
- The likelihood of a hazard occurring
- The likely severity of any injury or property damage resulting
- Who might be affected
- Existing safety measures
- New safety measures that might be needed
- How safety measures are implemented
- Emergency procedure

This risk assessment is quite adequate for all regular journeys. Regular journeys are defined as set journeys which take place as a daily or weekly basis on the same day.

For non- regular journeys a separate risk assessment will need to be carried out before each journey commences, this is in line with our Out of School Activity Policy.

The mini bus was purchased at Patterson Ford on the 7th October 03. Patterson Ford confirms the vehicle is road worthy, safe and fit for its purpose.

It was issued with M.O.T. certificate at time of purchase (Section 3 Mini bus file)

Maintenance Procedure

The Law requires operators to keep records of how they ensure the service they provide is safe. These records need to show a clear procedure of:

- How the mini bus is regularly serviced and maintained
- Procedure for drivers pre – journey checks & form (Appendix 1)

- Annual M.O.T. tests
- Regular Safety Inspections
- Procedure for cleanliness & check form (Appendix 2)

Procedure for driver's pre-journey checks and cleanliness checks

The pre-drivers journey check form needs to be completed before every journey and also on return from every journey, and then filed in the correct place in the file. If any checks are marked "Not Ok" further guidance should be sought as to whether it is safe for the mini bus to be taken out.

How is the minibus serviced and maintained

The mini bus will be weekly checked for basic road worthiness, by an appointed person. It will be serviced twice yearly, in the school holidays, Christmas and summer. All other works will be planned to commence in school holidays.

Annual M.O.T. tests will be carried out in the school holidays. (August)

Regular Safety Inspections

The mini bus will be regularly checked by the appointed person using on the spot safety checks form.

The Mini bus Driver

The latest health & safety guidance from the department for education explains that school staff can drive the school minibus without any special licence as long as their employer agrees and as long as;

- The staff member obtained his/her car licence before January 1997 or
- The staff obtained his/her car licence later but has held it at least for two years and is not being paid to drive the mini bus and the minibus is not used for hire or reward.

However, PHS overs all of its minibus driver's additional mini bus driver training through the MiDAS driver training programme. MiDAS is a blend of theory and practice all staff complete a half day standard driver classroom session before an on the road driving assessment. The course covers the following elements:

- Legal responsibilities of the minibus driver
- Passenger safety
- Defensive driving and driving for safety and economy
- Health & Safety awareness
- Accident & emergency procedures
- Personal safety for drivers.

Once the driver participates in all of the elements and passes the written assessment and the driving assessment they will be issued with a certificate which is valid for 4 years, drivers are then appointed persons and are entitled to drive the school mini bus

The school is a MiDAS member Membership number is M119621.

Of these appointed drivers they must all meet and fulfill the requirements stated below:

- Hold an appropriate licence entitlement to drive the mini bus; a copy to be enclosed in section 10.
- Undergo an initial and then periodic re-assessment of their ability to drive the mini bus.(appendix 3)
- Receive practical driver training if necessary
- Understand his/ her responsibilities
- Have a clean driving licence
- Is medically fit to drive
- Is accompanied by a second driver, who is also fully qualified and meets the same conditions or if not possible be accompanied by an escort who is seated at the back of the bus.
- Always carries a suitable form of identification.
- Any changes to a driver's driving licence are to be reported to the Head of Education immediately it is the responsibility of the driver to do this.
- Must have a driving licence obtained before 1st January 1997.
- Carried out a pre – drive Safety check
- Carried out a cleanliness check
- Ensure operating log is completed including mileage
- Must be over 25 years of age
- Ensure the correct equipment is taken on each journey before setting off.

Advice for passengers

The following advice should be given to pupils before the intended journey and then as and when required.

- Go to the toilet before you get in the minibus
- Arrive on time and wait for the minibus away from the road
- Don't push or rush towards the mini bus when it arrives
- Find your seat quickly without pushing and put on your seat belt
- Make sure your bags are correctly stored so they do not block the gangways or take up the seats
- Stay seated when the minibus is moving and keep your seat belt on at all times.
- It is dangerous to kneel on your seat
- Only speak to the driver when he or she is not driving or in an emergency. Speak to the escort (if there is one) rather than the driver.
- If you need to use the toilet or you feel unwell during the journey, tell the escort, or the driver if the escort is not present.
- Don't throw things or play about in the mini bus.
- Wait until the minibus has stopped and the driver has told you to undo your seat belt before getting up to leave.
- Take your belongings with you when you leave the minibus, except in an emergency when you should leave them behind.
- Be careful, if you have forgotten something and you return to the mini bus – the driver may be pulling away. Tell the escort.
- If you have to cross the road after getting off the mini bus, wait for it to move away first. Use the Green Cross Code.

Before Setting Off

- Allow sufficient time for the journey.
- Avoid long spells of driving, and plan breaks to ensure you are fresh to continue and that children do not get restless.
- Conduct a pre – drive safety check before every drive
- Never allow pupils to board until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic – free area. If you need to leave the vehicle, switch off the engine.
- Pupils should enter the mini bus from the pavement adjacent to the bus, not from the road itself.
- Ensure that pupils are supervised when boarding the vehicle, especially if they are using a rear door. Plan which passengers will sit in the front seats and by the doors.
- Do not exceed the carrying capacity of the mini bus. Make sure everyone is sitting, one to a seat and that passengers are using seat belts.
- Ensure all pupils are seated and wearing seat belts, before the driver enters the driver seat.
- Ensure all pupils are in the correct seats.
- Make sure there is a complete list of passengers being carried with a note of any special medical or other needs. Keep the list with other relevant documents in place where it can be readily found in the event of an accident. Check that children have any necessary medication with them.
- Check that no bags or clothing are caught in the doors, and check all mirrors every time before moving away in case latecomers are approaching the vehicle.
- Check that all luggage is secured, and that gangways and exits are clear.
- Know the height, width, length and weight of the vehicle and the position of the exterior fuel cap.

During the Journey

- Do not allow noisy or boisterous behaviour, or passengers to trail flags or any other article from the vehicle.
- Enforce a 'No smoking' rule.
- Do not allow pupils to operate doors, and supervise any operation of the doors by responsible persons.
- Approach each stop slowly and with care
- Use hazard lights on school trips when children are boarding or leaving the vehicle.
- If there is a serious delay during the journey inform the school or organisation so that information may be passed to parents. A mobile telephone is very useful for this purpose, but must not be used by the driver whilst driving.
- Children must not be left unaccompanied in the mini bus.
- If the vehicle breaks down, or if there is an accident, give clear instructions to the passengers and see that the children remain together and supervised: their safety is paramount.
- If there is a risk of fire, however small, evacuate the vehicle and move the occupants to a safe place.
- If you have to stop for an emergency or breakdown whilst on a motorway, only stop on the hard shoulder, and as far away from the carriageway and passing traffic as possible. Again ensure that passengers, especially children, remain together and are supervised.
- If requested by the police, or any other person having reasonable cause, give particulars of the driver's name and driving licence and the name and address of the mini bus operator or owner.

At the End of the Journey

- Ensure that children are supervised when leaving the vehicle, especially if they are using a rear exit.
- Never allow passengers to leave until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic – free area, and the hand brake is engaged.
- Always park so that passengers step onto the footway and not onto the road.

- Take particular care when reversing the vehicle if children are nearby. Avoid unnecessary reversing, but if it is unavoidable, seek adult assistance for direction, and ensure the assistant does not stand directly behind the vehicle.
- Do not leave children alone if no one has arrived to collect them. Ensure you know what to do if a child is not collected.
- Report any problems or incidents that occurred during the trip to the school.
- On return to school complete the operating form
- On return complete the Drive cleanliness and damage form (Appendix 5)

Appendix 1

Pre – drive Safety Check

Every day the minibus is used, the driver should conduct a pre-drive safety check. This should be repeated whenever another driver takes over the vehicle. He should or she should walk around the vehicle, including the trailer if applicable, to check for visible defects and check the items listed below.

Exterior Check

	Ok	Not Ok
Oil level (once only at start of day)	<input type="checkbox"/>	<input type="checkbox"/>
Coolant level (once only at start of the day)	<input type="checkbox"/>	<input type="checkbox"/>
Windscreen Washer fluid level (Once only at start of day)	<input type="checkbox"/>	<input type="checkbox"/>
Windscreen and windows are clean and undamaged	<input type="checkbox"/>	<input type="checkbox"/>
Wiper blades are clean and undamaged	<input type="checkbox"/>	<input type="checkbox"/>
Tyre pressure including the spare	<input type="checkbox"/>	<input type="checkbox"/>
Lights, including brake lights and indicators Are clean and working.	<input type="checkbox"/>	<input type="checkbox"/>
Tyre tread, including the spare and inner tyres on the trailer, if applicable At least 2.0mm across centre $\frac{3}{4}$ is recommended.	<input type="checkbox"/>	<input type="checkbox"/>
Any cuts and bulges?	<input type="checkbox"/>	<input type="checkbox"/>
Doors open and close properly	<input type="checkbox"/>	<input type="checkbox"/>

Interior Check

	OK	Not Ok
Mirrors are correctly adjusted, Clean and unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>
Check for pressure on brake pedal	<input type="checkbox"/>	<input type="checkbox"/>
Fuel level and type of fuel: diesel Or petrol.	<input type="checkbox"/>	<input type="checkbox"/>
Seat belts, where fitted, are undamaged And working properly.	<input type="checkbox"/>	<input type="checkbox"/>
Location of wheel brace and jack	<input type="checkbox"/>	<input type="checkbox"/>
Location and contents of first aid kit and fire extinguisher(s)	<input type="checkbox"/>	<input type="checkbox"/>
Location of relevant paperwork (permit disc, insurance, Road tax disc, MOT, emergency numbers and driving licence.	<input type="checkbox"/>	<input type="checkbox"/>
Change for parking or the telephone (or mobile phone or phonecard)	<input type="checkbox"/>	<input type="checkbox"/>

Appendix 2

Cleanliness Check Form

Name _____ Date _____

Exterior

Yes

No

Is the mini bus generally clean? Yes No

All interior mirrors free from
Dirt and grime Yes No

Has the bus got any
Marks/scratches Yes No

Has the bus got any paint chips? Yes No

Has the bus got any dents? Yes No

Interior

Yes

No

Is the mini bus generally clean? Yes No

Are the seats clean? Yes No

Is the floor clean? Yes No

Are there marks on the seats Yes No

Are there any marks on the backs of seats Yes No

If not ok explain _____

Please report all findings to the school

Appendix 3 Driver Assessment

Name _____

Date: _____

I have driven the mini bus on _____

And feel confident that I can now transport pupils at Parkside House School in a safe and appropriate manner.

Signed _____

I have driven the mini bus on _____

And feel I require some Driver training before I transport pupils.

Signed _____

Appendix 4

First Aid Kit and Other Equipment for Minibuses

First Aid Kit

- 1 comforting disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of assorted adhesive dressings
- 3 large sterile undedicated ambulance dressing
- (not less than 15 x20cm)
- 1 pair of rustproof blunt – ended scissors
- disposable gloves
- Mouth mask for resuscitation.

Fire Extinguisher

At least one fire extinguisher (two are recommend for accessible minibus) which:

- Complies with BS 5432 (or an equivalent), and
- Has a minimum test rating of 8A or 21B, and
- Contains water or foam or halon 1301 or halon 1211

Other Equipment

- It is recommended that the following should also be carried:
- Pen and paper
- The organisations internal instructions and contact details
- Insurance details
- Motoring breakdown policy details
- Mobile phone, phone card or change for the phone
- Webbing cutter
- A high- visibility coat complying with BS EN 471

- An emergency warning triangle or a flashing beacon (not fitted to the vehicle)
- A working torch
- Sterile gloves and mouth masks

Appendix 6

Post Cleanliness Check Form

Name _____ Date _____

Exterior

Yes No

Is the mini bus generally clean?

Are windows and mirrors clean

Has the bus got any
Marks/scratches

Has the bus got any paint chips?

Has the bus got any dents?

If yes to any of the above please explain

Interior

Yes No

Is the mini bus generally clean?

Are the seats clean?

Is the floor clean?

Are there marks on the seats

Are there any marks on the backs of seats

Are there any belongings left in the bus

If yes to above please explain _____

Please report all findings to the school

