

1. Philosophy

- 1.1 The Trust wishes to ensure that journeys in a minibus (owned, leased or hired by the academies within the Trust) are as safe as possible. It is recognised that no matter how safe the procedures, accidents are still possible.

2. Statement of purpose

- 2.1 The Trust is aware and appreciates the considerable responsibility involved in driving a minibus, and that staff are prepared to take on that responsibility. The safety of the passengers and the protection of the driver are paramount, and the Trust knows and expects that drivers understand the need to adhere to the procedures set out below.
- 2.2 These procedures are mandatory to any person using a minibus who is directly accountable to a Principal of an academy in the Trust or to a senior manager in the Trust. It is a condition of using a self-drive minibus on behalf of the Trust, that the driver follows all the procedures applicable to him/her.

3. Drivers

- 3.1 The Estates Support Managers are responsible for the secondary academies' minibuses and transport. For the primaries in the Trust the Facilities Manager or Business Manager of the academy is responsible.
- 3.2 Any decision taken by them concerning a minibus is binding. Any person wishing to drive on behalf of the academies in the Trust **must have an entitlement to drive 'D1' or 'B1'** category vehicles on their license and have taken an assessment and training course through MIDAS (Minibus Driver Awareness Scheme) or similar.
- 3.3 Drivers must be 23 or over and have held a full licence for a minimum of 2 years. The potential driver must also hold a D1 or B1 licence or an equivalent. The original documents must be made available to the Facilities Manager or Business Manager in the case of the primary academies or the Estates Support Manager or his/her appointed representative in the case of the secondary academies¹, annually or when requested. The licence will be copied and the copy retained by the Estates Department or Facilities/Business Manager. It is the duty of any driver to inform the named person responsible for minibuses and transport if there are any changes to that driving licence as soon as that happens. If these conditions have not been fulfilled, the driver will be uninsured and driving illegally.
- 3.4 Once familiarisation, approval and insurance requirements have been met, the driver will be added to the list of current drivers authorised to drive on behalf of the academies in the Trust. This list is kept by the named person responsible for minibuses and transport.
- 3.5 If, after one year, a driver has not driven a minibus, he/she will be required to undertake a short refresher familiarisation course in order to remain on the list for a further year. After each period of one year, the named person responsible for minibuses and transport will ask to review every registered driver's driving licence to see that insurance and legal requirements have been met.

¹ Henceforth referred to as the 'named person responsible for minibuses and transport'.

4. Journeys

- 4.1 Once a minibus has been booked through the agreed process² the procedures for ANY journey, whether in a minibus or hired vehicle or on foot, must be followed. No further permission is needed by an authorised driver except as below.

Advice from the named person responsible for minibuses and transport or the Principal should be sought if there are abnormal circumstances such as:

- exceptional road or weather conditions
- the load is exceptional
- there are concerns about the passengers
- the activity undertaken at the end of the journey poses significant risk for the driver
- or where there could be any other cause for concern

thus ensuring a shared responsibility of any perceived risk if such a journey still goes ahead. It is incumbent on the driver to seek advice when in the least bit unsure.

- 4.2 For overnight journeys, each such journey must specifically be approved by the named person responsible for minibuses and transport and the Principal. Before granting permission, circumstances such as: the distance, the route (especially hazardous roads and motorways), the weather conditions, the driver's workload that day, the activity at the end of the journey, the time returned to the academy, the number and nature of the children or adults carried, and the level of additional adult supervision and alternative drivers in the party.

5. Drivers' responsibilities

- 5.1 Before driving a vehicle, the driver must ensure that it is in a fit and serviceable condition, by carrying out the routine safety checks specified (**Appendix 1**) and certifying on the Driver's checklist or vehicle log book that this has been done. This must be carried out every time the vehicle is driven and **not just on the initial day of use**.

The driver is legally responsible for the condition of the vehicle. The driver may be liable to prosecution by the police, if in the event of an accident, it is assessed that the cause is due, beyond a reasonable doubt, to the failure of the driver to carry out the safety routines prior to using the vehicle. If an accident is due to mechanical failure, and outside the control of the driver, this may not result in prosecution of the driver.

- 5.2 **The driver must ensure that passengers do not move around and that seatbelts are worn all times.** High standards of behaviour are expected at all times. The driver has total responsibility for all his/her passengers en route.
- 5.3 **At the end of each journey, the driver must complete the vehicle's logbook recording mileage etc.,** must ensure the bus is clean and tidy, and write down any vehicle faults or damage experienced, and pass that information directly to the named person responsible for minibuses and transport or his/her appointed representative who will then need to decide if the vehicle is safe for other users or will need to visit the workshop.
- 5.4 **Each responsible person/driver is responsible for keeping the minibus clear of all rubbish, equipment and detritus and ready for the next user.**

6. Weekly vehicle checks

- 6.1 The following checks must be completed on a weekly basis when the minibus is in use:

² In the case of the secondary academies it is the Resource booking website.

Exterior Check	Interior check
Engine Oil level Power Steering fluid.	Mirrors are correctly adjusted, clean and unobstructed
Coolant level Under bonnet fire ext Windscreen washer fluid level Brake fluid level	Position and function of all the dashboard controls, inc horn. Life hammer fitted.
Windscreen and windows are clean and undamaged	Windows open close and lock correctly
Wiper blades are clean and undamaged	Wipers and washers are working Correctly
All Lights, including brake lights, are clean and working, number plates secure and legible	Check serviceability of all seats & seatbelts.
Tyre pressures inc inner rear tyres if applicable Tyre tread inc inner rear tyres, at least 2.0mm across centre.	Check wheelchair securing equipment for correct operation/wear
Any cuts or bulges in the sidewall of the tyre? Wheel nut indicators are fitted and correctly aligned?	Engine start, check for excessive noise/smoke. Power steering functioning correctly. Check operation of all emergency cut out switches
Doors open and close correctly from both inside and outside	Location and contents of first aid kit check expiry date. Fire extinguisher(s)location and correct type[AFFF Foam for interior]
Tail Lift [if fitted] works correctly, visual check for oil leaks and general condition	Location of relevant paperwork, Section 19 permit disc, insurance, road tax disc, emergency contact numbers, driving licence.
Roof rack[if fitted] is correctly fitted, and all luggage is secure	Check Floor & waist level tracking for wear/damage
Retractable step operates correctly	

6.2 The documentation to be completed by the member of the Estates & FM staff completing the checks attached as **Appendix 2**.

- 7. Guidance for drivers in the case of an accident or breakdown on an excursion or trip**
- 7.1 ACCIDENTS:** In the event of an accident (no matter how minor) inform the Academy immediately or as soon as you are able. Give full details of the accident including:
- **Nature, date, location and time of accident**
 - **Details of injuries, etc.**
 - **Names and home telephone numbers of those involved**
 - **Action taken so far**
 - **Telephone numbers for future communication.**
- 7.2 To assist you in the possible confusion after an accident a checklist has been prepared:**
- (i) Stop!! It is an offence not to stop after an accident.
 - (ii) Switch off the vehicle engine. Ask others involved to do the same.
 - (iii) Ensure your passengers are safe from other hazards. If passengers are uninjured get them to leave the vehicle and go to a place of safety. Ensure children are supervised. Do not leave children unattended after an accident.
 - (iv) If anyone is injured contact police and emergency services by dialling 999.
 - (v) Administer First Aid if required and if you are qualified to do so.
 - (vi) Do not move casualties unless absolutely necessary.
 - (vii) Make sure no one smokes near the accident site.
 - (viii) Warn other road users of the danger.
 - (ix) Do not move the vehicles involved (unless they are a danger to traffic) until the police arrive or if they are not attending, until an independent person has noted their position.
 - (x) If a member of staff has to accompany a pupil or is injured themselves, one adult should remain at the site of the accident to liaise with the emergency services until the accident is over and all students are accounted for.
 - (xi) Give your name and address, the registration number and in case of personal injury, insurance particulars to any person having reasonable grounds for requiring them. Should, for any reason, the particulars not be given at the time of the accident then the circumstances must be reported to a police constable or at a police station as soon as possible and in any case within 24 hours. The police will require to see the certificate or evidence of insurance and this must be produced at a specified police station within seven days of the accident or as soon as possible thereafter.
 - (xii) Obtain from the other person(s) involved in the accident their name, address and registration number of their vehicle and insurance details.
 - (xiii) If there are any witnesses to the accident, obtain their name(s) and address(es).
 - (xiv) **UNDER NO CIRCUMSTANCES ADMIT LIABILITY FOR THE ACCIDENT.**
 - (xv) Do not discuss matters with the media.

- (xvi) Contact a senior member of Academy staff and control access to telephones until the senior member of staff has contacted parents/others directly involved
- (xvii) At the Academy, and where appropriate, the senior member of staff should contact the Principal and establish who will take charge of the situation and what immediate action will be taken. The Principal will advise the Chief Executive Officer of the Trust if deemed necessary.
- (xviii) The party leader should, at the first opportunity, makes notes on the accident, as should other people involved. A record should be kept of the names and addresses of any witnesses or people involved.
- (xix) Ensure accident forms are completed as soon as possible. Complete the Academies Trust Vehicle Incident Record within 24hrs of the incident. (See **Appendix 3**)

7.3 **BREAKDOWNS:** The driver's first responsibility is to minimise any disruption, discomfort, to his/her passengers. This is particularly important if any passengers are disabled. Drivers are also responsible for taking all reasonable steps to ensure the safety and security of the vehicle and having reported the breakdown should remain with the vehicle until assistance arrives.

- In the event of the breakdown occurring on a fast road such as a motorway, all passengers should evacuate the vehicle and remain in a safe place (behind crash barriers if possible).
- The vehicle is covered by a national breakdown service, details of which are in the vehicle. The driver should contact the service directly as soon as everyone is safe.
- The driver should contact the Academy to inform them of the breakdown, and relay any other information available, such as location and anticipated time of delay.

7.4 For a Vehicle Incident Record form please see **Appendix 3**.

8. Risk assessment

8.1 For the Trust risk assessment for coach / minibus transport please see **Appendix 4**.

9. Policy status and review

Written by:	Estates and FM Director
Owner:	Estates and FM Director
Status:	V1 = Approved
Approval date:	V1 = 24/6/15 (Resources Committee)
Review Date:	By 2019/20

APPENDIX 1

DRIVERS' ROUTINE SAFETY CHECK BEFORE EVERY JOURNEY

1. Check oil, fuel, (also fuel type to use) water and additive levels. Top up as necessary.
2. Examine tyres for wear and damage. Adjust air pressures when cold as necessary.
3. Check brakes.
4. Check driving mirrors, windscreen wipers and washers for satisfactory operation.
5. Check effective operation of driving lights, stop lights and direction indicators, together with cleanliness of reflectors and number plates.
6. Fire extinguisher and First Aid Kit.
7. Ensure the hoist/tail lift fitted to the vehicle is in proper working order both in electrical/manual operation mode.
8. Ensure safety belts/straps are present in the vehicle and in sufficient numbers in proportion to the number of wheelchairs to be carried.
9. Driving vehicles in a safe manner in compliance with the law, with due regard to the need for economy in the use of fuel.
10. Completing any record of work, record of driving and any other record of vehicle utilisation that may be required by law, or by the Academy.
11. Reporting on the minibus vehicle checklist and Driver's Record any vehicle defect which comes to his/her notice as a result of carrying out the safety routines, or whilst driving.
12. Reporting all accidents or incidents involving damage that may occur whilst driving a vehicle to his/her Line Manager and Estates Support Manager /Business Manager or his/her appointed representative on the Academies Accident Reporting system and similarly reporting all incidents involving the police, traffic wardens, or authorised Government inspectors.
13. Ensure that he/she holds an up-to-date driving licence or licences valid for the type of vehicle being driven.

APPENDIX 2

MINIBUS WEEKLY CHECKS

To be completed by Estates & FM staff:	
Vehicle Make:	Odometer Reading:
Reg Number:	Time:
Name:	Fleet Number:
Sign:	Date:

These checks **must** be completed on a weekly basis

- ✓ Tick boxes to indicate checks satisfactorily completed.
- ✗ Cross boxes to indicate a defect has been found.
Specify in comments

Exterior check		Interior check	
Engine Oil level Power Steering fluid.		Mirrors are correctly adjusted, clean and unobstructed	
Coolant level Under bonnet fire ext Windscreen washer fluid level Brake fluid level		Position and function of all the dashboard controls, inc horn. Life hammer fitted.	
Windscreen and windows are clean and undamaged		Windows open close and lock correctly	
Wiper blades are clean and undamaged		Wipers and washers are working Correctly	
All Lights, including brake lights, are clean and working, number plates secure and legible		Check serviceability of all seats & seatbelts.	
Tyre pressures inc inner rear tyres if applicable Tyre tread inc inner rear tyres, at least 2.0mm across centre.		Check wheelchair securing equipment for correct operation/wear	
Any cuts or bulges in the sidewall of the tyre? Wheel nut indicators are fitted and correctly aligned?		Engine start, check for excessive noise/smoke. Power steering functioning correctly. Check operation of all emergency cut out switches	
Doors open and close correctly from both inside and outside		Location and contents of first aid kit check expiry date. Fire extinguisher(s) location and correct type[AFFF Foam for interior]	
Tail Lift [if fitted] works correctly, visual check for oil leaks and general condition		Location of relevant paperwork, Section 19 permit disc, insurance, road tax disc, emergency contact numbers, driving licence.	
Roof rack[if fitted] is correctly fitted, and all luggage is secure		Check Floor & waist level tracking for wear/damage	
Retractable step operates correctly			

Brake Checks

Static Brake Check

Before the ignition is switched on, check the handbrake is applied, depress the clutch and pump the brake pedal until hard, keep your foot on the brake pedal and start the vehicle, as the engine starts the brake pedal should go down slightly which means the servo assisted system is working.

Rolling Brake Check

Before the passengers are loaded the brakes should be checked with the engine running, check the handbrake is working, and that the brake pedal is firm when pressed. A moving brake test should then be conducted, off-road if possible. Reach a speed of not more than 15mph, check the mirrors and if it is safe, apply the brakes firmly. The brakes should work effectively; the vehicle should not pull to one side. **If faults that might affect the vehicles or passengers safety are found, the vehicle must not be used until they are all remedied.**

<p>Ensure that emergency equipment is available in the event of a breakdown or accident. For example, high visibility jackets, mobile phone, torch, warning triangle</p>

Comments:

APPENDIX 3

VEHICLE INCIDENT RECORD

TO BE COMPLETED BY THE DRIVER OR THE PERSON LAST IN CHARGE IF UNATTENDED	
Name	
Position	
Dept.	
Date of Birth	
Address (inc. postcode)	
Was the person using the vehicle with the policyholder's permission	YES / NO
If 'No' please provide details below:	

VEHICLE DETAILS	
Make/Model	
Reg. No.	
Mileage	
For what purpose was the vehicle being used / destination details?	
No. of passengers	

DAMAGE TO THE VEHICLE	
Please confirm full details of the damage to and the current location of the vehicle (please provide a contact name and telephone no. if possible)	
Is the vehicle still in use (i.e. mobile and roadworthy)? YES / NO	

OTHER PARTIES INVOLVED: Please confirm the names, addresses and tel. no's of all other parties involved (continue on a separate sheet if necessary)	
Name	
Address (inc. postcode)	
Telephone No.	
Vehicle Make/Model/colour	
Reg. No.	
Damage / point of impact	
No. of occupants	

INSURERS	
Name	
Address (inc. postcode)	
Telephone No.	
Vehicle Make/Model/colour	
Reg. No.	
Damage / point of impact	
No. of occupants	
Were seat belts fitted to all vehicles? YES / NO	
If "Yes" were they in use at the time of the accident? YES/NO	
If "No" please provide further details	

INJURED PARTIES (1): Please confirm the names, addresses and tel. no's of all injured parties (continue on a separate sheet if necessary)	
Name	
Address (inc.postcode)	
Telephone No.	
Nature and extent of apparent injuries	
Taken to hospital YES/NO	
If "Yes" please provide the name of hospital and if they were detained	

INJURED PARTIES (2): Please confirm the names, addresses and tel. no's of all injured parties (continue on a separate sheet if necessary)	
Name	
Address (inc.postcode)	
Telephone No.	
Nature and extent of apparent injuries	
Taken to hospital YES/NO	
If "Yes" please provide the name of hospital and if they were detained	

PROPERTY DAMAGE: Please confirm the name and address of the property owner and the extent of the damage to the property	
Name	
Address (inc.postcode)	
Telephone No.	
Extent of damage (please describe, continue on to a separate sheet if necessary)	

Please confirm exactly how the incident happened and confirm details of all property damage. If necessary please also provide a sketch of the incident to include the width of the roads, type and position of all road signs and markings, direction of travel of all parties and the points of impact(s) (Continue on a separate sheet if necessary):

Sketch of the scene:

Appendix 4

THE HASTINGS ACADEMIES TRUST RISK ASSESSMENT FOR COACH / MINIBUS TRANSPORT

MANDATORY REQUIREMENTS (NOT TO BE ALTERED)	Events / Circumstances that could increase risk	Other appropriate risk assessments to consider
<ul style="list-style-type: none"> Adults : Students ratio Is parental consent required for this activity. 	<ul style="list-style-type: none"> Attendance of other parties of children at destination Large numbers of people at the destination 	<ul style="list-style-type: none"> Academy trip RA's

Hazard observed	Who may be harmed ?	Risk rating before controls Consequence x Likelihood=	Control Measures	Risk rating after controls Consequence x Likelihood=	Control measures by: Initial
Injury as a result of road traffic accident	Students, staff and other adult helpers	Unacceptable	<ul style="list-style-type: none"> Use of reputable transport operator or a suitably qualified Minibus driver. Ensure drivers do not exceed specified driving rest periods. All group members to sit forward facing and wearing seatbelts at all times except to go to the toilet – one at a time or to supervise the Students. Members of staff to be positioned adjacent to emergency exit of a coach (and minibus where appropriate). Students are not to sit on the seat behind driver or to speak to or distract the driver in any way. Driver not to use mobile phone whilst vehicle in motion. 	Moderate	DSE

Falls from moving vehicles	Students, staff and other adult helpers	Substantial	<ul style="list-style-type: none"> • Strict supervision at all times • Students to be given clear safety instructions prior to disembarkation and told to stay seated until vehicle has stopped. • Members of staff to be positioned adjacent to emergency exit of coach (and minibus where appropriate). • Students should be broken down into smaller groups for embarkation / disembarkation. • If disembarking on the road, Students should lead off the vehicle or minibus in single file with adults at the front and rear of group. This should be done in small groups rather than one long stream. • Staff to be seated at varied locations throughout coach or minibus to ensure effective supervision. • Where travel is on a UK coach / minibus, clear safety instructions to be given to Students / staff by group leader prior to disembarkation relating to opposite flow of traffic. • Students to disembark in small groups rather than one long stream. 	Moderate	DSE
Falls in moving vehicle	Students, staff and other adult helpers	Substantial	<ul style="list-style-type: none"> • Group members to stay seated with seatbelts fastened whilst vehicle is moving, except to go to the toilet or to supervise the Students on the bus. • Walk down the coach / vehicle holding seat tops at a slow pace. 	Acceptable	DSE

Hazard observed	Who may be harmed ?	Risk rating before controls Consequence x Likelihood=	Control Measures	Risk rating after controls Consequence x Likelihood=	Control measures by: Initial
Struck by moving vehicles	Students, staff and other adult helps	Substantial	<ul style="list-style-type: none"> • Strict supervision at all times. • Students to be appropriately supervised across any car parks / roads with stopping points chosen to minimise the need to cross car parks and / or roads. • Students to be made aware of safe collection points. • Students to disembark in small groups rather than one long stream 	Acceptable	DSE
Lost / abduction	Pupils	Substantial	<ul style="list-style-type: none"> • Ensure the driver is aware of route to be taken before setting off. • During rest breaks Students to be given clearly defined areas in which to stay. • Students to be in groups never on their own. • Students should go to the toilet supervised by an adult. • Staff to be positioned where they can see toilet entrances and to avoid possible abduction / absconsion. Head counts to be taken prior to escorting Students back to the transport and again when seated on the vehicle, • Staff to patrol areas Students are in, especially if not under direct supervision. 	Moderate	DSE

Sickness / medical conditions	Students, staff and other adult helpers	Substantial	<ul style="list-style-type: none"> • Sick bags / buckets and appropriate paper towels and disinfectants should be carried in case of sickness. When on long journeys, children who are prone to travel sickness should avoid sitting near the wheels of the vehicle and should sit towards to the front. They should make themselves known to staff members. • If medication for travel sickness is taken prior to journey, ensure teachers are aware of this. • Be aware of any allergies / medical conditions that children suffer from before you leave and ensure that proper precautions are taken. 	Acceptable	DSE
Vehicle Breakdown	Students, staff and other adult helps	Substantial	<ul style="list-style-type: none"> • Group Leader to assess risks and decide on course of action dependent on weather, communications, position of breakdown, age of Students. • If possible, choose a safe place to stop and get group out of vehicle if appropriate to weather, age, behaviour of Students. Put hazard light on and call 999 if on roadside and cannot disembark. • Vehicle to have current MOT, be regularly serviced and maintained. Ensure that vehicle breakdown cover is maintained. • Before setting off, ensure there is enough fuel in the bus for the whole journey. • Ensure group has means of summoning assistance in case of breakdown. • If vehicle to be exited follow controls as per being stuck by moving vehicles. 	Acceptable	DSE