



# YSGOL BRYN CASTELL MINIBUS / VEHICLE POLICY

DATE OF POLICY: November 2018

TO BE REVIEWED: November 2019

SCHOOL DESIGNATED PERSON: Site Manager and Deputy Head Teacher and Headteacher

This policy is to be read in conjunction with the educational visits policy.

We have two minibuses and an MPV with standard seat belt restraints.

These are used to:-

- Extend our curriculum into the environment and community
- Ensure access to appropriate places that otherwise would be inaccessible because of the time factor.
- Enable pupils who are unable to use public transport to access a wider learning environment.

The vehicles are an educational facility and must only be used for educational purposes. No 'fares' may be collected from passengers.

We endeavour to offer driver training to regular mini bus drivers

## SCHOOL RESPONSIBILITIES

- Ensure a copy of all drivers licences are on file with a termly review;
- Ensure that a current Insurance Certificate is held on file and a copy is stored on the vehicles;
- Ensure that a current MOT certificate is held on file.

## DRIVER RESPONSIBILITIES

To be eligible to drive pupils in any school vehicle the driver must:

- For Educational Visits complete an Evolve Form
- Fully complete the 'Visits' form in reception before and after the trip
- Complete the log book in the vehicle fully and accurately
- Hold a current licence, free of endorsement, other than one (1) speeding offence
- Inform the school of any changes to their licence in a timely manner
- Should not be taking any medication that may affect their fitness to drive
- Should be familiar with the contents of the Highway Code;
- Should not drive a school vehicle for longer than two (2) hours without a minimum of a 20 minute break
- Should always carry an adequately charged mobile phone.

*The site manager takes responsibility for daily checks on the vehicles. This may include*

- a. Oil, fuel, water and screen wash levels as appropriate;
- b. Tyres for wear and damage;
- c. All lights;
- d. First aid kits are in place;
- e. You have your mobile phone and the warning triangle / fluorescent jacket is available;
- f. Fire extinguishers are in place and un-damaged;
- g. The general condition of the vehicle is good.

The record sheet must always be completed prior to taking the vehicle off the premises.

*After Use:*

- Do not leave the vehicle with an empty tank, if less than a quarter full inform the Premises Manager
- Report any faults to the Premises Manager
- Leave the bus in a clean condition with all seatbelt units returned to the appropriate stowage location.

**DRIVER / ESCORT RESPONSIBILITIES**

The driver and escort/staff have joint responsibilities. They should:

- Ensure that there is sufficient fuel in the vehicle for the return journey
- Ensure the safety of pupils entering and leaving the vehicles by supervising them at all times
- Not allow pupils under thirteen (13) years of age to sit in the front seats of vehicles
- Ensure pupils who have specialist seats/car seats are fitted following the manufacturer's instructions.
- Aid with loading and securing of pupils in the vehicle
- The driver should ensure that all seat belts are properly secured and adjusted to fit pupils prior to departure
- Ensure the bus aisles and doorways are free of obstructions at all times to aid with evacuation should an emergency arise
- Ensure that, in an emergency, they could deal with the number of pupils on the vehicle, having regard for their behaviour and disabilities
- Ensure that they have all necessary pupil medication
- Take a mobile phone and have it switched on so that the school can contact them in an emergency, as well as it being available for them to use in an emergency
- Be responsible for pupils' emergency forms being included with the 'essentials' as should a portable first aid kit for use when away from the vehicle
- Always sit where they can observe pupils and best meet their needs
- Ensure doors are locked and/or covered by an escort/staff member.

**PARKING**

Always park the vehicle so that pupils can enter and leave on the left-hand side without endangering themselves or damaging other vehicles.

**FUEL**

YBC uses a Fast Fuel Card to obtain fuel. Please remember the following points:

1. Keep the card secure at all times; do not leave it in the vehicle;
2. Inform the Head Teacher immediately if the card is lost or stolen;
3. The card is only valid at appointed Fast Fuel sites – do not attempt to use at other garage sites.

**BREAKDOWNS**

In case of a breakdown, carry out the following procedure:-

1. Ensure pupil and Staff safety
2. Contact Fleet services on 07771903879 (out of hours) 01656 642876 (in school hours)
3. Relay your vehicle details to the controller – registration number, vehicle type, nature of problem, location etc. Inform them that you have passengers with special needs
4. Stay with the vehicle until fleet services arrives
5. Never leave the pupils unattended

6. Inform the school, using your mobile, so that they can make any necessary arrangements
7. If you breakdown on a motorway follow the drill below:
  - a. Ensure that the vehicle is as far on the left hand side of the hard shoulder as possible
  - b. Switch on the hazard warning lights
  - c. Put the red triangular warning sign 150 yards to the rear of the vehicle on the hard shoulder
  - d. Summon help as quickly as possible
  - e. Never stand at the rear of the bus
  - f. Keep pupils sitting in the vehicle unless it would be unsafe to do so.

### **ACCIDENTS**

If you are involved in an accident / incident involving another vehicle:

- a. Give your name, address of the school, vehicle registration and obtain the same details from the driver of the other vehicle
- b. If you have a camera, take appropriate photographs
- c. Obtain names and addresses of any witnesses
- d. In the case of injury, call the police and an ambulance
- e. Do not admit liability under any circumstances
- f. Inform school
- g. At your earliest opportunity complete an accident report form available from the office
- h. The vehicle is insured under the Local Authority Insurance, copy on the vehicle
- i. Drivers should be acquainted with: MIDAS rules and regulations for drivers of minibuses and the Highway Code.

R. Sweeney

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