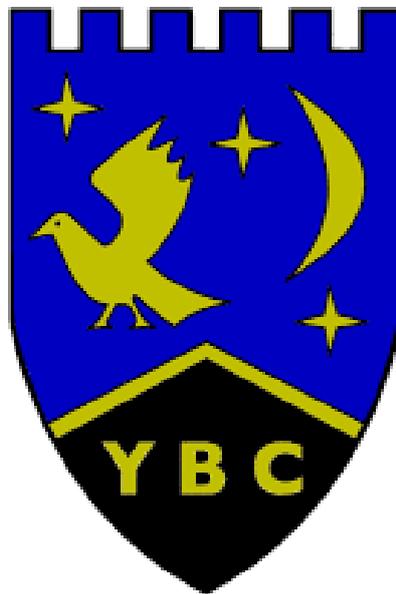




Ysgol Bryn Castell



Minibus/ Vehicle Policy

Approved by:
Last review March 2025
Next review due by: March 2028 (or when a legal change/ update is required).



SCHOOL DESIGNATED PERSON: Christopher Harris, James Taylor, Head Teacher

This policy is to be read in conjunction with the Educational Visits Policy.

Ysgol Bryn Castell has two minibuses and a Ford Galaxy with standard seat belt restraints.

These are used to;

- Extend the curriculum into learning outside the formal classroom environment.
- Ensure access to appropriate places that would be inaccessible because of time limitations.
- Enable pupils who are unable to use public transport are able to access broader learning environments and opportunities.
- Promote Community Based Education to prepare pupils for life after school.

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

Only approved drivers who have completed MIDAS training may drive the school minibus. Drivers who have provided the school with proof of a full driving licence that has been held for over two years and are over the age of 21 are able to drive the Galaxy.

SCHOOL RESPONSIBILITIES

- Ensure a copy of all driver's licences are retained on file and reviewed annually and/or updated if any changes occur.
- 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. This is held by Fleet Services.

DRIVERS RESPONSIBILITIES

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

- Fully complete the 'Visits' form in reception before and after each educational visit.
- Complete the logbook in the vehicle fully and accurately.
- Have successfully completed the approved training course and assessment if driving the school minibus.
- Hold a current licence, free of endorsement other than one (1) speeding offence.
- To 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.

Before taking any vehicle out, the driver must carry out the following inspections along with all others outlined in the vehicle log:

- a) Oil, fuel, water, and screen wash levels as appropriate.
- b) Check 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 undamaged.
- g) The general condition of the vehicle is good.
- h) 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 Staff.
- Report any faults to the Premises Staff.
- Leave the bus in a clean condition with all seatbelt units returned to the appropriate stowage location.
- Ensure that the logbook has been completed.

DRIVER / ESCORT RESPONSIBILITIES

The driver and escort/staff have joint responsibilities that they should always carry out:

- 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.
- Pupils under thirteen (13) years of age must not sit in the front seats of vehicles.
- Pupils who have specialist seats/car seats should be fitted following the manufacturer's instructions.
- Driver and/or escorts should 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.
- The bus aisles and doorways are to be kept free of obstructions at all times to aid with evacuation should an emergency arise.
- Escorts/staff members should ensure that, in an emergency, they could deal with the number of pupils on the vehicle, having regard for their behaviour and disabilities.
- Escorts/staff should ensure that they have all necessary pupil medication.
- Escorts/staff should always 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.
- Escorts / staff must ensure that a portable first aid kit is available to use for use when away from the vehicle.
- Escorts/staff should always sit where they can observe pupils at least one member of staff should sit at the rear of the vehicle.
- Doors should be 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.
- If payment is required to park, please ensure that this is completed, and a parking ticket is displayed as required.

FUEL

YBC uses a Texaco Agency Card to obtain fuel. Please remember the following points:

- Premises Staff usually ensure that the vehicle has sufficient fuel to cover most trips, however if a longer trip is taking place, then:
 1. Keep the card secure at all times, do not leave it in the vehicle.
 2. Inform the Headteacher immediately if the card is lost or stolen.
 3. The card is only valid at appointed Texaco Agency 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 or the school – the card is in the wallet stuck to the inside of the front window.
3. Relay your vehicle details to the controller – registration number, vehicle type, nature of problem, location etc. Inform them that you have passengers with ALN.
4. Stay with the vehicle until Fleet Services arrive.
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:
 - Ensure that the vehicle is as far on the left-hand side of the hard shoulder as possible.
 - Switch on the hazard warning lights.
 - Put the red triangular warning sign 150 yards to the rear of the vehicle on the hard shoulder.
 - Summon help as quickly as possible.
 - Never stand at the rear of the bus.
 - 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:

1. Give your name, address of the school, vehicle registration and obtain the same details from the driver of the other vehicle.
2. If you have a camera, take appropriate photographs.
3. Obtain names and addresses of any witnesses.
4. In the case of injury, call the police and an ambulance.
5. Do not admit liability under any circumstances.
6. Inform school.
7. At your earliest opportunity complete an accident report form.
8. The vehicle is insured under the Local Authority Insurance, copy on the vehicle.
9. Drivers should be acquainted with: - MIDAS rules and regulations for drivers of minibuses and the Highway Code.

Appendix 1:



Ysgol Bryn Castell
Signing out form / Record of offsite trips



COMPLETE ACCURATELY AND IN FULL TO MAINTAIN SAFETY AND STANDARDS

Date	Time out	Classes	Estimated time of return

Staff

Leader	2.
1.	3.

Pupils

1.	8.
2.	9.
3.	10.
4.	11.
5.	12.
6.	13.
7.	14.

Group signed out: YES / NO	Exact Destination:
Mode of transport: (Please Circle) Other:	Walking Minibus Minibus Galaxy Car (HX68 CJO) (HX70 AXU)

Lesson Objectives:	

Contact Numbers Whilst Out

Name:	Number:
Name:	Number:
Name:	Number:

LEADER DECLARATION



RISK ASSESSMENT FOR OFFSITE VISITS AND LESSONS

(On-going activities are to be reviewed annually)

ACTIVITY / VISIT (Or see signing out sheet)

DESTINATION:

WRITTEN BY:

DATE:

Do you need to do anything else to manage the risk for the visit / lesson?

List Hazards Here	Who May Be Harmed & How?	Control Measures to Manage Risk	Please Tick If Applies
Transport	Pupils; Staff	Driver to hold Full UK Driving License. Vehicle Roadworthy; Driver to complete visual safety checks and the Log Book prior to departure.	
Transport (Behaviour)	Pupils; Staff	Pupils behaviour to be monitored on the vehicle. Additional adults should travel in the back of the vehicle where they can monitor pupils. Driver to stop in a safe place should any inappropriate behaviour take place and resumes driving only when safe.	
Supervision at Activity	Pupils	Appropriate staff to pupil ratios are in place to ensure pupils are managed in a safe manner. Pupils are not left unsupervised unless an additional Risk Assessment has been completed. Activities meet pupils' needs. If pupils abscond, inform school or ring 999 if crisis.	
Crossing Roads	Pupils; Staff	Use pedestrian crossings when available. If none available, a member of staff will lead the crossing with a second member of staff remaining in the road to signal vehicles to stop whilst the party crosses; the safest place to cross will be identified with low traffic and good visibility.	
Stranger Danger	Pupils	High levels of staff supervision. Pupils are reminded not to talk to strangers.	
Weather	Pupils; Staff	Check weather report prior to departure. Ensure correct clothing is worn. If extreme weather, review activity.	
Other...			
HIGH RISK ACTIVITY	Pupils; Staff	Outside Provider / Additional Risk Assessment Provided	

Additional Information

Additional Checklist: Please circle appropriate response:

EVOLVE Completed: Yes / No / NA
 Sign Out Sheet Completed: Yes / No / NA
 Outside Provider Risk Assessment Obtained? Yes / No / NA
 Medical Needs Considered? Yes / No / NA



Appendix 2 - Pre-Use Vehicle

Safety Checks:

Exterior Checks should include:

- Oil Level (once at the start of the day).
- Coolant level (Once at the start of day).
- Windscreen washer fluid level.
- Windscreen and windows are clean and undamaged.
- Wiper blades are clean and undamaged.
- Lights, including brake lights and indicators, are clean and working.
- Tyre pressures, including spare.
- Tyre tread, including the spare and inner tyres. At least 3.0mm across the centre $\frac{3}{4}$ is recommended.
- Any cuts and bulges on tyres?
- Doors open and close properly.
- Ramp (if fitted) fits and works safely.
- Damage or sharp edges.

Interior checks:

- Mirrors are correctly adjusted, clean and unobstructed.
- Position and function/ purpose of all dashboard controls.
- Position of driving seat so that all controls can be operated comfortably.
- Check for pressure on brake pedal.
- Wipers and washers are working properly.
- Fuel level (and type of fuel: diesel or petrol).
- Seat belts, where fitted are undamaged and working properly.
- Where seats can be removed that they are fitted securely into the tracks.
- Location of wheel brace and jack.
- Location and contents of the first aid kit and fire extinguisher(s).
- Luggage is securely stowed, and aisles and exits are clear.
- Damage or sharp edges.

Appendix 3 Logbook



GENERAL

- All entries must be made in ink and with a ball point pen
- If you have to correct an entry, strike the incorrect entry thoroughly, write the correct entry near it and initial the correction.
- The carbon copy is to remain in the defect book at all times.
- All defect books remain the property of Fleet Services
- Defect sheets must be completed when you take a vehicle out. If you have kept the vehicle all day, the first check will be sufficient. If you are the second – third user a full check needs to be undertaken to ensure there are no additional issues or vehicle body damage.

DRIVERS RESPONSIBILITIES

- It's the driver(s) responsibility to ensure that they have the correct driver's license for the vehicle(s) that they are operating.
- Driver(s) MUST inform their line manager(s) should there be any suspension or disqualification to their vocational drivers license.
- Notify Fleet Services and their line manager(s) of any defects to a leased vehicle or BCBC owned vehicle.
- Inform their line manager(s) of any circumstances which may increase the risk of driving, e.g. Health, Taking of Medication etc.
- Report ALL road traffic accidents (RTA) when it occurs. Correct accident forms need to be completed and handed into Fleet Services.
- Ensure that they do not allow any unauthorized person(s) to be carried in, or drive, a Council owned or leased vehicle driven by them.
- Ensure that if carrying passengers whilst undertaking duties on behalf of Bridgend County Borough Council that all safety restraints (seat belts, harnesses, child car seats etc.) for the vehicle are suitable and installed as per the manufacturer's instructions.
- Parking fees and toll charges are the responsibility of the driver. All parking charges and toll costs incurred on BCBC business are fully reimbursable; however, all parking fines, speeding or other penalties or fines remain the responsibility of the driver.
- You must be able to read a new style number plate from a distance of 20.5 meters (66 feet). If you need to wear glasses or contact lenses to do this, they must be worn at all times for driving. If you have a 01 on your vocational license you are also duty bound to ensure that you are wearing glasses/contact lenses whilst driving too.
- All employees who drive as part of their work have a duty to ensure that they are fit to drive and are not:-
 - Under the influence of any alcoholic substance irrespective of amounts
 - Under the influence of any illegal or recreational drugs
 - Taking any prescribed medication which may impair their ability to safely drive a vehicle

Smoking

- Smoking is not permitted in any Council Vehicle. Drivers should refer to the Authority's policy on Smoking

BRIDGEND COUNTY BOROUGH COUNCIL	
Daily Vehicle Check/Drivers Defect Report	
Book No. BC-MB	Depot:- <i>Bridgend Day Centre</i>
Reg. No.:- <i>CA61 BKL</i>	Plant No.:- <i>308-29</i>
Drivers Name:- <i>A.N. Other</i>	Date:- <i>01-08-2019</i>
Speedo Reading:- Mls./Hrs <i>5432</i>	Vehicle Height:- <i>6ft</i>
Daily or Shift check and tick items. where not applicable - mark N/A	
Fluid Leaks/Levels <input checked="" type="checkbox"/> Legal Tyre Tread Depth <input checked="" type="checkbox"/> Internal Cleanliness/Condition <input checked="" type="checkbox"/> External Cleanliness <input checked="" type="checkbox"/> Steering <input checked="" type="checkbox"/> Mirrors/Windscreen & Glass <input checked="" type="checkbox"/> Lights/Reflectors <input checked="" type="checkbox"/> Cage (if fitted) <input checked="" type="checkbox"/> Wipers/Washers <input checked="" type="checkbox"/> Horn/Reversing Alarm <input checked="" type="checkbox"/> Brakes <input checked="" type="checkbox"/> Seat Belts <input checked="" type="checkbox"/> Lift condition <input checked="" type="checkbox"/> Emergency buzzers <input checked="" type="checkbox"/>	Emergency hammer <input checked="" type="checkbox"/> Correct section 19 Permit displayed <input checked="" type="checkbox"/> Trailer info <input checked="" type="checkbox"/> Coupling condition <input checked="" type="checkbox"/> Clamping Points/Equipment <input checked="" type="checkbox"/> Battery (if easily accessible) <input checked="" type="checkbox"/> Doors and Exits <input checked="" type="checkbox"/> Fire Extinguisher <input checked="" type="checkbox"/> Vehicle Height <input checked="" type="checkbox"/> First Aid Kit <input checked="" type="checkbox"/> AdBlue <input checked="" type="checkbox"/> Heating/Ventilation <input checked="" type="checkbox"/> Excessive Engine Exhaust Smoke <input checked="" type="checkbox"/> Registration Plates <input checked="" type="checkbox"/>
DRIVERS DEFECT REPORT Details of any faults noted during duty should be entered on reverse If no faults are noted enter 'Nil'. Please report any RED Wheel nut pointer to fleet services as soon as possible.	
DECLARATION Have you indicated defects on reverse and notified Fleet Services of any defects? (Please Circle) Yes/No Have you checked your vehicle thoroughly? No Have you notified fleet services? No If so, to whom: _____ All body damage needs to be identified on the reverse of this page.	
Drivers Signature:	<i>A.N. Other</i>
Date Completed:	<i>01-08-2019</i>
Super Signature:	Date:

DAILY VEHICLE & PLANT CHECK –
Items to be checked by driver before start of duty for
– Function
– Damage
– Cleanliness etc
Lamps - Indicators - Stoplamps
Reflectors - Markings - Warning Devices - Horn & Other Warnings
Brakes - pressure - operation - leaks - levels - antifreeze
Brakes - warning devices and instruments
Brakes - drain condensation
Tyres - Inflation - damage - wear
Wheels - condition - security
Vehicle/Body - damage
Load - security - protection
Number plates - condition
Tax disc, operators license, HGV plate, check current and displayed
Windscreen wiper - washers - operation - condition
Engine oil/Water/Fuel - levels - leaks - pressures
Tachograph/Speedometer - operation
Trailer coupling - operation - condition
Trailer connections - condition - function - leaks



DRIVER DECLARATION & AUTHORISATION

Please ensure **ALL** drivers complete this form and provide their Driving Licence for checking each year. Driving licences should be checked online once a year, in the presence of the employee at: <http://www.gov.uk/view-driving-licence>. A printout of the check should be taken and kept on record.

Employee name:	Job title:
Email:	Telephone:
Department:	Work address:
ELIGIBILITY TO DRIVE	YES / NO
Do you have a D1 licence?	
Have you completed minibus driver training (MIDAS)?	
Evidence of training has been provided?	
Annual DVLA licence online check has been completed and the driver is not disqualified to drive?	
Driving licence no:	Country of Issue:
Start Date:	Expiry Date:
DVLA Licence Check Reference Number:	DVLA Licence Check Date:
DVLA Vehicle MOT Check Date:	DVLA MOT Checked by:
	<Manager Name>
DRIVING HISTORY	YES / NO
Do you suffer from any physical or mental defect, infirmity or suffer from any diabetes, fits or any heart complaint?	
Have you been involved in any motor accidents during the past 3 years?	
Have you ever been suspended or discharged from employment as a result of a motor accident or series of accidents?	



Has any Insurance Company declined to insure you or imposed special terms while you were driving?	
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If you have answered 'yes' to any of the above questions provide further details in writing and supporting evidence.

Please complete the following tables if applicable:

MOTOR ACCIDENTS – Please give details of all accidents in the last 3 years

Date	Description

MOTORING CONVICTIONS – Please give details of all convictions in the last 5 years

Date	Conviction Code	Fine / Ban / Penalty Points

DECLARATION – To be signed by Driver and checked by K. Cheeseman

- 1) *I have the above motoring convictions only and do not have a prosecution pending.*
- 2) *I shall notify the SMT immediately of any likely or pending prosecution due to any alleged convictions.*
- 3) *I shall notify the SMT immediately of any changes in health conditions that might affect my driving ability.*
- 4) *I have received the latest copy of the Minibus/ Vehicle Policy.*

Your Agreement:

I certify that the information entered above is correct to the best of my knowledge, and I agree to inform the school of any changes to my details.

Signature (employee): _____ **Date:** _____

I have checked Driving Licence and confirm driver meets the requirements set out in the Driving Policy.

Signature (XXX): _____ **Date:** _____



Motor Incident Report Form

Claim reference:

Incident reported to Davies Motor by:

Customer reference:

Your details

<p>Insurer <input style="width: 90%;" type="text" value="EDISON"/></p> <p>Policyholder and policy number <input style="width: 90%;" type="text" value="Bridgend County Borough Council EDM/MTR/00067/2020/1"/></p> <p>Policyholder phone <input style="width: 90%;" type="text" value="01656 643331/643318"/></p> <p>VAT status <input style="width: 90%;" type="text" value="VAT Registered"/></p>	<p>Address</p> <p>Insurance Section Wing 4 Ravens Court Brewery Lane Bridgend CF31 4AP</p>
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Incident details

<p>Date/Time <input style="width: 90%;" type="text"/></p> <p>Location <input style="width: 90%; height: 40px;" type="text"/></p> <p>Was any warning given by either driver? <input style="width: 90%; height: 30px;" type="text"/></p> <p>Did anyone take photographs at the scene? <input style="width: 50px;" type="text"/></p> <p>Did police take details? <input style="width: 50px;" type="text"/> <small><i>If yes, provide PC's number and station:</i></small> <input style="width: 500px;" type="text"/></p>	<p>Weather conditions <input style="width: 90%;" type="text"/></p> <p>Road conditions <input style="width: 90%;" type="text"/></p> <p>Speed prior to incident <input style="width: 90%;" type="text"/></p> <p>Speed at moment of impact <input style="width: 90%;" type="text"/></p> <p>Was anyone breathalysed? <input style="width: 50px;" type="text"/></p>
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What happened?

Tags (i.e. depot, branches, cost code, etc)

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Driver (or last person in charge of vehicle)

Name
 Occupation
 DOB

License number
 Date test passed
 List details of any driving convictions

Address

Telephone Home:
 Mobile:
 Email

Third party's details

Name of driver
 Company
 Driver's address

Telephone #1
 Telephone #2

Vehicle registration
 Vehicle make/model
 Insurer
 Policy number / reference

Apparent damage to vehicle

Number of passengers in vehicle
 Detail names, gender and ages if possible

Injured person(s) in your vehicle/third party vehicle/pedestrian

Name
 Address
 Telephone #1
 Telephone #2

Where were they seated in vehicle?
 Whose vehicle were they in?

Injuries

Details of hospital attended

Independent witness details

If more than one independent witness, then please continue on a separate sheet

Name
 Telephone #1
 Telephone #2

Address



Indemnity Details

Policy Cover	<input type="text"/>	Pursuing own damage claim	<input type="text"/>
Own Damage Excess	<input type="text"/>	Indemnity Basis	<input type="text"/>
Listed on MID	<input type="text"/>		

Vehicle details

Vehicle registration	<input type="text"/>	Colour	<input type="text"/>
Vehicle make and model	<input type="text"/>	Transmission	<input type="text"/>
Date first registered	<input type="text"/>	Fuel type	<input type="text"/>
Full vehicle details	<input type="text"/>	Trade value	£ <input type="text"/>
		VIN	<input type="text"/>

Finance company and owner if not yourself

Authorised use?	Yes/No
On business?	Yes/No
To and from work?	Yes/No
Pleasure?	Yes/No

Postcode:	<input type="text"/>
Telephone:	<input type="text"/>

Are you claiming under the policy?	<input type="text"/>
Approximate repair cost	£ <input type="text"/>

Vehicle currently off-road or in use?	<input type="text"/>
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Details of damage to vehicle

Please detail the damage to your vehicle over and above the system entries shown

Vehicle repairer details

Postcode:	<input type="text"/>
Telephone:	<input type="text"/>



Sketch of incident

Show road markings, signs and directions of travel with measurements if known

Who do you consider to be at fault and why?

Declaration

*I/We declare the information given on this form is a true account to the best of my/our knowledge and belief.
I/We have not withheld any information connected to this claim within my/our knowledge.*

Driver's signature

Position

Print name

Date