



The Gateway Trust

Minibus Policy

Document Number:	TGT011
Version Number:	1
Responsibility:	COO
Date Reviewed:	07/11/20223

Admin Use

Approval Date:	04/12/23
Approval Meeting:	GT 23A2
Scheduled Review Date:	Spring 25
Scheduled Review Meeting:	25Sp2

Change Log

07/11/2023 - This is a completely new policy

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1. Introduction

This policy has been drawn up to ensure, as far as reasonably practical, the safety of all persons using The Gateway Trust Minibus and to also ensure that expensive assets are kept in a good and safe condition. This policy applies to ALL journeys in the school minibus, leased or owned in the name of The Gateway Trust.

The minibuses must:-

- Be used on behalf of a non-profit making organisation
- Not be used for social purposes
- Not for hire or reward
- Without a trailer attached
- Have a maximum of 16 passengers
- Not exceed their maximum load weight of 3.5 tonnes (4.25 incl disabled ramp)

2. Scope

- In order to be drive our school minibus the driver must meet the following criteria:-
 - Car Driving Licence Obtained Before 1 January 1997
 - Drivers who obtained their full car (category B) driving licence before 1 January 1997 may drive a minibus in the UK because their licence included category D1. Such drivers will obviously be older than 21 years, which is the minimum age for driving a minibus. Car Driving Licence Obtained After 1 January 1997
 - Be over the age of 21 and under the age of 70 (unless they have passed the PCV Medical Test)
 - Held a full category B driving licence for over 2 years
- The driver's driving licence should be inspected every 6 months and should be free from any conviction for drunk, reckless or dangerous driving. These can be reviewed using the DVLA's website <https://www.gov.uk/checkdrivinginformation>
- Every member of staff who drives the minibus must have a MiDAS (Minibus Driver Aware Scheme) Certificate of Competence before they can drive the bus or have authority from the COO. This must be renewed every 4 years or in line with current MiDAS/Community Transport Association guidelines.
- At no time must the driver drive a vehicle under the influence of either alcohol or other drugs which might impair driving ability. It should be noted that there are many "over the counter" medicines which would fall within this category. Any driver taking prescribed drugs should heed any warning given with the prescription. If any driver is found to be driving under the influence of alcohol or drugs where they are recommended not to drive, they could be investigated under The Gateway Trust Disciplinary Policy. The Gateway Trust may also inform/liaise with, any necessary law enforcement agency as required.
- Are personally liable for any parking or speeding fines (payment and penalties). If any member of staff is found to be driving over the legal speed limit, they could be investigated under The Gateway Trust Disciplinary Policy. The Gateway Trust may also inform/liaise with, any necessary law enforcement agency as required. Any subsequent driving endorsements may (where necessary) be passed on to the driver.

- Notify the COO of any endorsements they receive on their driving licence immediately upon receipt, who must in turn notify the Hub.
- Immediately notify the COO of any health conditions (or change in any health conditions) that may affect their ability to drive.
- Are responsible for the safety and security of the vehicle whilst it is in their charge.
- Notify the COO of any damage or defect that occurs, or noticed whilst the minibus is in their charge.

3. Care of the Minibus

Employees are expected to;

- Complete a checklist (Appendix 1) to check the condition of the vehicle upon takeover and notify the COO of any faults.
- Check that the equipment which must be carried on the vehicle (fire extinguisher, first aid box, red triangle etc...) are there.
- Inform the office of any use of the first aid box so that it can quickly be replenished.
- Regularly check the gauges whilst driving for signs of overheating
- STOP if there is a malfunction and ring for assistance
- Leave the vehicle clean and tidy for the next user
- If the fuel gauge is less than half-full, refill as soon as possible
- When you have completed your journey ensure that the minibus is left secure before you hand the keys back
- When you have completed your journey ensure that the minibus is left clean and tidy

4. Safety

- Maximum load and passenger capacity must not be exceeded
- Seatbelts must be worn at all times by all passengers. Staff must check seatbelts are worn at all times throughout any given journey.
- The Highway code must be adhered to at all times
- Pupil behaviour: pupils must be seated at all times. If pupils distract the driver stop the bus until they are settled.
- At least one member of staff travelling on the minibus must have basic First Aid Training.
- A file must be taken on every journey and contain the following; a. A copy of the trip risk assessment and emergency during an offsite activity policy b. Pupil names c. Parental contact numbers d. Medical information e. School contact numbers f. Minibus Useful information sheet
- Do not eat, drink or use a mobile phone whilst driving
- The driver must wear a high vis vest when driving the minibus.
- Adhere to the following guidelines regarding driver hours;

	Domestic Rules	EC Rules
Maximum length of working day	16 hours	13 hours
Daily driving period	10 hours	9 hours
Time driving without a break*	5 ½ hours	4 ½ hours
Minimum length of break	30 minutes	45 minutes
Daily rest period	10 hours	11 hours
Weekly driving limit		56 hours

*The break is a period during which the driver may not perform other work and is exclusively used for recuperation. This break may be split into smaller periods and distributed throughout the 4 1/2 hour. In this case, the first period must be at least 15 minutes, and the second period must be at least 30 minutes. With each additional driving period, the break time should be extended.

Drivers should not be required to supervise children during their break, as this would not be a rest for the driver.

5. Accident or Breakdown

- In the event of an accident all normal procedures should be followed. Details of time, place, road conditions, vehicles, drivers involved, damage, injury, photos taken (if possible), must be noted. The school COO must be notified as soon as possible. It is not advisable to tackle an engine fire.
- If you breakdown; the recovery telephone number is on the Minibus Useful information sheet.
- Contact the school
- Pupils should NOT remain in the broken down vehicle on the motorway/dual carriageway hard shoulder but are to stand at a safe distance behind the barrier.
- Drivers need to pay attention to the minibus, ultimately, because of the people it contains. No two incidents are the same – different passengers with different needs, road conditions, hazards etc.
- The driver must therefore always assess the situation – in order to decide what is the safest course of action. In effect the driver is doing an on-the-spot dynamic risk assessment to decide the safest course of action
- If a minibus breaks down on a motorway it is vital that it pulls over as far as possible to the left of the hard shoulder. The passengers should leave the minibus – by the nearside door only (unless an emergency evacuation is required). Do not allow passengers around the back of the vehicle but get them over the crash barrier and up/down the embankment.
- However – some passengers may be in more danger if they leave the vehicle, or will be incapable of getting over the crash barrier. In which case they must stay on board – seat belts on. Make the vehicle as visible by putting on all the lights, hazard flashers etc. DO NOT USE A WARNING TRIANGLE.
- On roads other than motorways, decide whether there is a safer place nearby. If you decide that it is safer for them to stay inside the minibus, make sure they keep their seat belts on, in case another vehicle collides with the minibus.

- In all breakdown situations, keep your passengers reassured and informed about what is going on and the actions you have taken.
- Children are to wear high vis vests (stored on minibus) in the event of a breakdown/emergency
- Staff are not to attempt repairs. They must wait for help.

6. Admin

- Ensure keys to the minibus are kept secure at all times when the minibus is not in use.
- Ensure that the driver completes the Daily Checklist (Appendix 1) before starting the journey and that the mileage is completed at the end of the journey.
- Ensure that their drivers report any new license endorsements to COO immediately.
- Develop a system for “booking out” the minibus, including times for routine servicing, 12 weekly safety inspections and MOTs
- Each school must nominate a dedicated person as a point of contact
- Advise of any faults, breakdowns or accidents
- Advise of any excess mileage over and above the contract of 30000 miles over the 60-month term
- The school must keep accurate records for servicing by ensuring that the dealer affixes an appropriate stamp in the service book provided.
- Arrangements for purchase and payment of fuel
- Arrangements for cleaning the minibus both inside and out.
- Schools cannot charge for transport in their minibus
- Any charges made may be used to recover some or all of the costs of running the vehicle, including loss of value. The school may not make a profit, even if it is intended to go towards the school’s other running costs or charitable purposes.
- The Trust will ensure the minibuses are fully insured
- Ensure all MiDAS certification for all drivers remains up to date
- Ensure all driving licence checks are undertaken as detailed above. These checks should be free from any conviction for drunk, reckless or dangerous driving. If there are more than 6 points on a licence it should be referred to the COO.
- Periodically inspect school minibus records to ensure adherence to this policy
- Administer all banking and payments with the contract lease companies
- Re-charge any fuel costs as per minibus sharing detailed above

Appendix 1 - Minibus Driver Checklist

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. Walk around the vehicle to check for visible defects and the items listed below:

Exterior Check	OK	Not OK	Defect Reported to
Oil Level (once only at start of day)			
Coolant Level (once only at start of day)			
Windscreen washer fluid level (once only at start of day)			
Brake fluid level (once only at start of day)			
Windscreen and windows are clean and undamaged			
Exterior mirrors are correctly adjusted, clean and unobstructed			
Lights, including brake lights and indicators, are clean and working			
Tyre pressures, including the spare			
Tyre tread, including the spare. 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) works safely and is securely stowed			
Roof Rack is property fitted, and all luggage is securely held			
Damage to bodywork or sharp edges			
Fluid Leaks			
Passenger ramp is working and securely stowed (if fitted)			

Interior Check	OK	Not OK	Defect Reported to
Start Mileage recorded as miles			
End Mileage recorded as miles			
Mirrors are correctly adjusted, clean and unobstructed			
Position and function/purpose of all the dashboard controls			
Position of driving seat so that all controls can be operated comfortably			
Pressure on brake pedal			
Wipers and washers are working properly			
Fuel level (and type of fuel: diesel or petrol)			
Heating and ventilation systems working			
All seats are fixed and secure and all seat belts are undamaged and working properly			
Location and contents of first aid kit and fire extinguisher			
Relevant paperwork			
Luggage is securely stowed and aisles and exits are clear			
Emergency Equipment (e.g. high visibility jacket, torch, warning triangle, webbing cutter)			
All doors are unlocked			
Interior lights are working			
Equipment for wheelchair users (wheelchair tie-downs, passenger safety belts and harnesses) is available if wheelchair passenger is present			
No warning lights lit on dashboard			

Signed

Date

Print Name