

# MINIBUS POLICY

THIS POLICY IS REVIEWED ON AN ANNUAL BASIS

Policy reviewed by: Robert Bannon - Headmaster

Policy approved by: Robert Berry – Director of Operations

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Reviewer's Signature: 

Approver's Signature:



Please note: 'School' refers to Chatsworth Schools; 'parents' refers to parents, guardians and carers.

This is a whole school policy, which also applies to the Early Years Foundation Stage.

## School Minibus Policy

The governing body of Hall School Wimbledon is responsible for ensuring that the School Minibus operating on behalf of the school fully complies in every respect with all legal transport and health and safety requirements, to operate under the necessary 'Hire and Reward' requirements for independent schools without charity status. This responsibility is delegated to the Head to ensure its appropriate implementation. The school pays for the services of the Group Transport Manager and Minibus Driver to run the services.

### Vehicle use

The School Minibuses are used daily to transport pupils to and from the school site. The school values off-site visits, both sporting fixtures and field trips. Small groups of pupils up to 16 passengers will use the Minibus driven by a qualified member of the transport team or a qualified member of school staff.

The school will ensure that the vehicle meets legal requirements with respect to licensing, insurance, maintenance and procurement of appropriate permits.

### Booking of Minibus for travelling to and from school

Home collection places are booked directly with the Group Transport Manager Email: [transport@hsw.co.uk](mailto:transport@hsw.co.uk). Use of the school minibuses for sporting fixtures is arranged through the Head of Games.

### Legal requirements

The Law requires that a minibus must:

- Be correctly licensed
- Display a valid Vehicle Operator Licence disc
- Be adequately insured
- Be well maintained
- Have valid vehicle inspection certificates

School minibus drivers must have taken the appropriate training and have a D1 category on their licence, be over the age of 21 and be DBS checked.

Drivers must notify the school of any changes to their driving licence.

The Governing body and Head teacher will ensure that the minibus carries at all times the safety equipment recommended by DVSA, including a fire extinguisher and a suitable first aid box.

### Management of the Minibus

- The Group Transport Manager and Minibus Driver reports to the Head and will have responsibility for the management of the minibus.
- All Minibus records are kept for a minimum of 15 months
- Defects and record sheets have been provided in the bus

In the event of a breakdown/emergency, the driver should:

- Ensure the vehicle is stationary in a safe a place as possible
- Contact the breakdown organisation immediately and arrange for rescue or repair
- Contact the school and inform the Head
- Ensure the safety of all on board, where necessary evacuating the passengers to a place of safety.
- Any driver involved in an accident must stop and exchange particulars. If particulars for any reason are not exchanged the incident must be reported to the police as soon as possible.
- Telephone numbers for breakdown recovery are kept in the Minibus

### Management System

- Those licences of all drivers are checked to ensure that they are permitted to drive a minibus.
- All drivers must check for visible defects before each journey and complete the log.
- All drivers are to be aware that no journey must take place if any faults that might affect the vehicles or passengers safety are found.
- The bus should not be returned to school with less than half a tank of diesel. Fuel card is attached to the keys.
- Access to the minibus keys is restricted to authorised users only.
- Insurance cover, MOT and tax are kept up to date.
- Vehicle registration documents are held securely

### Breakdown Procedures

All school vehicles will be covered by rescue policy, full details of which will be kept in the vehicle at all times.