



**Tinsley Meadows Primary Academy  
Minibus Policy**

Policy start date: February 2017

Reviewed: January 2020 JC (amendments made)

January 2021 JC

Next review due: January 2022



## **Introduction**

The Five Rivers Multi Academy Trust (FRMAT) minibus helps to provide pupils with access to a variety of fixtures and visits, as well as to numerous other extracurricular and cross-MAT activities. It is essential that all users of this resource are aware of all legal and procedural responsibilities in terms of its use. This policy explains the responsibilities for drivers, driving assistants and passengers, as well as details of the advice available and where it can be obtained.

## **Aims**

1. To provide clear procedures relating to use of the Trust Minibus;
2. To ensure that all users of the Trust Minibus are aware of their legal responsibilities.

## **Trust Responsibility**

It is the Trust's responsibility to ensure that the vehicle is roadworthy, taxed, insured, serviced regularly, and has a valid MOT certificate. The Trust will also undertake a risk assessment of the management and use of the minibus.

## **Driver Responsibility**

The driver will be responsible for the collection and return of the minibus, they must sign out the keys and conduct the following tasks before commencement of any journey:

- check over the vehicle as per the supplied checklist and, should any listed mechanical defect be found, the vehicle **MUST NOT BE DRIVEN**;
- check the vehicle to make sure it is not overloaded;
- ensure that all doors can be securely fastened;
- ensure booster seats are provided to students requiring them;
- ensure that the vehicle is carrying a fully stocked first aid kit, fire extinguisher and current instructions about what to do in the event of a breakdown.



The following tasks will be completed by the driver at the end of the journey:

- the reporting of any defects which occurred during the journey (if applicable);
- ensure the minibus is clean and tidy;
- return of keys and fuel log to the office and finance team respectively.

## **Authority to drive**

Only authorised staff may drive an academy minibus. No person shall drive a vehicle owned by FRMAT without first having obtained permission. Any person driving such a vehicle without having first obtained permission or holding valid authorisation will be deemed to be driving without the consent of the owner, and may be liable to prosecution under the Road Traffic Acts.

Each academy will ensure that each driver:

- has undertaken the appropriate Driver Assessment Training (MIDAS);
- is over the age of 25 with a full clean driving licence;
- has at least two years' experience as a qualified driver;
- is aware of the checks that must be undertaken by the driver before the vehicle is taken on the road;
- is driving on a voluntary basis and the minibus is not being used for social purposes;
- is aware of the defect reporting system;
- is aware of the location of the breakdown procedures and has access to the current vehicle documentation;
- has read and understood the Minibus Policy.



## Procedure for using an Academy minibus

1. Book the use of the minibus via the FRMAT Facilities Manager **or Principal**.  
(Note that the minibus must not be used unless the driver meets the criteria set out above).
2. Collect keys from the main office at Tinsley **or Principal** at Abbeyfield and sign out.
3. Complete the driver checklist and logbook.
4. Ensure that all your passengers are safely wearing their seatbelts.
5. After use, leave the vehicle clean, tidy and ready for use by the next driver, this includes ensuring that the fuel gauge shows the tank is full at the end of every journey.
6. Each individual user is responsible for replenishing the fuel and each academy will have its own system for reconciling this expenditure.
7. Any use of the first aid kit must be reported to the office when returning the keys so that replenishment can be arranged.
8. Sign in the keys (do not simply pass on the keys to another driver as you will be held responsible for the minibus until you have signed the keys back in).

## Maintenance

- An appointed person\* will carry out and record maintenance checks on the minibus, this will include checking diesel levels.  
**(Name of person \_\_\_\_\_)**
- The minibus will be serviced in line with the manufacturer's recommendations.
- A full MOT will be carried out by the required date.
- Drivers are expected to undertake basic checks of the vehicle prior to undertaking their journey.



## **Hours of Driving**

Driving hours laid down in Transport legislation must be complied with. All drivers should plan their journey to include plenty of breaks. Distance, breaking and stopping points, arrival and departure times should be borne in mind. The Trust recommends that staff members should carry out no more than three hours continuous driving after which the accumulated length of break from driving should be at least 45 minutes (during this time the driver should not be expected to supervise students). This must be recorded in the driver log book.

**During a normal working day drivers should not drive for more than six hours in total.**

Drivers should NEVER be expected to do a full day's work or be awake for a full day and then drive for several hours in the evening. It is the Trust's policy that if there is an academy trip which involves a driver being in charge on an extended day, then a second adult should accompany the party and that person should be competent to share the driving to reduce the possibility of driver fatigue. An extended day is anything beyond 6.45 pm when the member of staff started work at 8.30 am. This requirement is non-negotiable.

## **Road Accidents/Breakdown**

- The driver of the vehicle must stop, and if so required by any person having reasonable cause to demand, give his/her name and the name of the Company insuring the vehicle.
- Under NO circumstances must a driver, if involved in a motor accident, admit liability for the accident.
- Details of breakdown numbers and insurance details are held in the minibus folder.



## **Procedure In the event of an accident**

- Use hazard warning lights
- Do not attempt to move any injured passengers unless they are in immediate danger of further injury
- Call the emergency services immediately
- Ensure one person (driver or passenger assistant) remains with the children
- Do not allow children to assist with repairing or restarting the vehicle and never allow them to push the vehicle
- The driver should inform the Principal/Headteacher as soon as is reasonably possible.
- Where it is safe and necessary to do so, pupils should be removed from the vehicle and taken to a safe area away from the accident site, where they should be fully supervised
- A visual check of the vehicle should be undertaken before the journey resumes.

## **Refuelling**

The Trust has been issued with a fuel chip obtained through the Sheffield City Council Transport Department. This enables the driver to refuel the minibus at the central transport depot on Staniforth Road. When refuelling, the driver must ensure the fuel log book is filled out correctly and handed to the finance team upon the return to the academy.

**Please note that the minibus uses diesel and care must be taken to refuel with the correct fuel.**

Should fuel be obtained during a trip, payment should be made by the driver. Receipts showing VAT number should be obtained and forwarded to the finance department together with a completed expenses claim form for reimbursement.

## **The Trust and Academies will not:**

- Pay fines for parking, speeding or any other motoring offences;
- Provide legal support for staff charged with any of the above.





## **Seating Capacity**

The number of passengers including the driver must not exceed the number of seats provided. In all cases the driver must ensure that all passengers are using their seatbelts.

## **Passengers**

- It is the driver's responsibility to ensure all passengers are wearing seat belts and using booster seats where appropriate.
- Driving assistants are required on the minibus to appropriately supervise students at all times. It is the driving assistant's responsibility to ensure that passengers are aware of the type of behaviour is expected of them.
- Consideration should always be given to the safety of the passengers whilst waiting for the minibus to arrive and during the time they are boarding. The driver must always identify a safe drop-off / pick-up point.
- The minibus must not be too hot, cold or stuffy. The driver must also be aware that driving too fast, especially when this may involve vehicle swing, is likely to induce travel sickness.
- The driver must also ensure regular and appropriate rest stops are provided.

## **Adverse Weather Conditions**

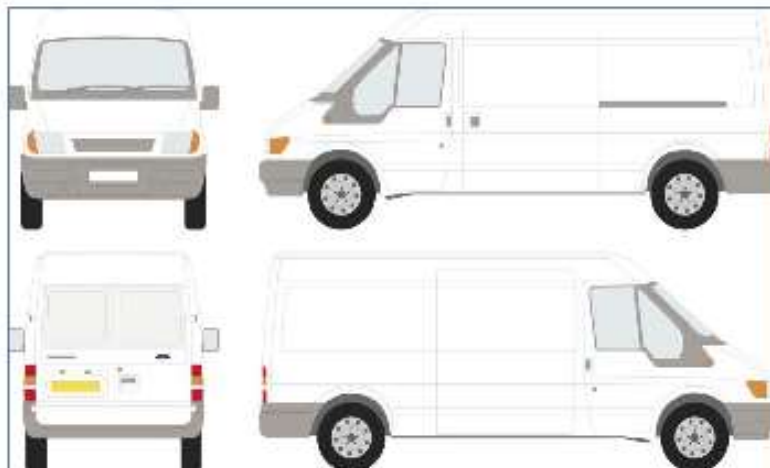
- Where there are adverse weather conditions forecast, the driver is advised not to plan or undertake a journey unless absolutely necessary.
- In periods of ice and snow, the driver must use their discretion to decide whether a road is passable or not, and where possible choose a safer alternative.
- At their discretion, drivers may abandon a journey and take students back to the academy (or other safe environment).
- In the event that the transport becomes stuck because of blocked roads, students should be instructed to stay in the minibus until help arrives.



## Five Rivers Multi Academy Trust Minibus Log Book

Group:	
Driver:	
Date:	Time Out:
	Time In:
Vehicle Registration:	
Start Mileage:	End Mileage:
No of passengers:	Driver hours:

Lights	
Wipers	
Fire Extinguisher	
First Aid Kit	
Spare Wheel	
Horn	
Water	
Oil	
Mirrors	
Tyres	
Breakdown info	
Tax Disc	
Fuel Bought	



Mark any damage to the vehicle with an X

### Driver Declaration:

1. I must inspect the vehicle before and after use and note any damage or defect.
2. I am aware that it is an offense to drive a vehicle on which any of the lights do not work or on which the tyres do not meet the legal minimum depth.
3. I have read and understood both the minibus policy and minibus code of practice (which is kept in the minibus).
4. I understand that I am responsible for the vehicle and all the persons on board.

Signature of driver: .....

(This sheet must be returned with the keys at the end of every journey)





