



St Helens Alternative Provision Service
(Encompassing the 3 PRU Bases; PACE, Launchpad Tuition and
Launchpad Alternative Education)

Minibus Policy 2022

Vision

To provide a high quality, personalised educational experience that meets learners' needs and leads to success for all.

Mission

A positive and inclusive community where young people are encouraged to achieve high standards of progress and succeed in a supported, safe environment.

Our Values / Principles

Individuals Aspirations Raised
New Experiences
Safety and Support
Personalised Programmes
Individuals Feeling Valued
Respect
Excellence in Learning

Approved by: PRU Management Committee **Date:** 17th October 2022

Last reviewed on: 17th October 2022

Next review due by: October 2024

Table of Contents

PRINCIPLES	3
PURPOSE	3
DRIVER ELIGIBILITY	3
DRIVERS HOURS	4
DRIVER'S RESPONSIBILITIES	4
PASSENGER RESPONSIBILITIES	5
ACCIDENT PROCEDURES	5
FIRST AID	6
INCORRECT USE OF THE MINIBUSES	5
SPEED LIMITS	5

1. PRINCIPLES

This policy aims to:

- Provide guidance on how best to use minibuses.
- Detail safe operating procedures for their use, which details the checks that should be carried out before and after use by drivers.
- Provide information about who can drive minibuses and the times that they may do so.
- Provide details about what actions to take in case of a breakdown or an accident.

2. PURPOSE

The purpose of this document is to catalogue the various procedures that must be followed to ensure the safe use of a minibus. This document will be given to all minibus drivers as part of the overall induction package.

Driving a minibus safely and in a professional manner is not difficult, but it does demand greater responsibility. Preparation is essential and you must always present the highest standards to your passengers and other road users.

3. DRIVER ELIGIBILITY

Those permitted to drive a minibus must be between 21 and 70 years of age with a full clean driving license including category D1 or D PCV entitlement. Any endorsements incurred by eligible drivers must be disclosed to the Head of School, Rachel Guyer, as these may affect eligibility to drive the vehicle.

Authorisation may be withdrawn at any time by the Headteacher. Any member of staff who has been advised not to drive their own vehicle for medical reasons must advise the Headteacher immediately.

Drivers must provide Driving License Number and National Insurance Number along with DVLA driver check code number within 21 days of driving to enable hire of the vehicle through council procurement systems. All eligible drivers will be trained using a recognised training scheme in St Helens every 4 years to ensure high levels of competence and skill. NB –Driving a School Minibus is NOT the same as driving a car; it requires different levels of knowledge, skill and awareness. It also carries different legal responsibilities which trained drivers will have been made aware of. The absolute minimum requirements are that the drivers; -

- Are over the age of 21,
- Completed local authority Driver Awareness Minibus qualification.
- Have at least two years' experience as a qualified driver • Hold a current full driving license with no more than 6 penalty points. If a driver has less than 6 points, the driver may still be precluded if the points are for dangerous driving
- School should be informed immediately of any penalty points or convictions received
- Prior to transporting students for the first time, all drivers will be given the opportunity of either a vehicle familiarisation session with a member of the school team or a more formal training session with The Local Authority.

These sessions will include: -

- Daily vehicle checks
- Pre-journey checks
- General driving safety
- Road testing
- Emergency stop
- Use of mirrors and indicators
- Reversing using mirrors only
- Passenger safety
- Passenger comfort

All new drivers will be added to the list of authorised minibus drivers which is held in the school office. Staff who pass the test to drive a car after 01.01.98 are required to successfully complete a local authority test to drive the School minibuses. Details about the comprehensive training needed can be obtained from the Head of School.

4. DRIVERS HOURS

When on a trip that involves an extended day there must be a second driver in the party who is eligible to share the driving with the main driver to reduce the possibility of driver fatigue. An extended day is anything beyond 7.00 pm when the teacher started work at 8.45 am. This requirement is non-negotiable.

5. DRIVER'S RESPONSIBILITIES

Whilst the minibuses are subject to the hire company checks drivers **MUST NOT** assume that they have been completed. They should remember that as drivers, they will be held legally responsible for driving with any defect. Drivers are responsible for the following checks before embarking on their trips:

- Do a visual inspection of the minibuses which includes tyre pressure checks and that the windscreen and glass is clean and can be seen through
- Check brakes to see that they are functioning correctly
- Ensure that mirrors and seat are in the correct driving position
- Check that all lights are functioning correctly
- Ensure that all seat belts are being worn. This includes all passengers, who must wear a seat belt
- Ensure that the windscreen washer system works and that wipers are functioning correctly
- Ensure that the vehicle is correctly loaded and that no more than sixteen passengers are being carried
- Emergency exits must not be blocked
- Ensure that all doors are correctly closed
- Check that you have enough fuel for your journey
- As soon as possible after moving off, the driver should carry out a running brake test and at the same time, check the operation of the seat belts
- At intervals throughout the journey, all instruments and warning lights should be checked and necessary action taken if a fault is indicated
- Ensure that food and drink are not consumed on the vehicle
- Make sure that no rubbish is left on the vehicle and ensure that no malicious damage has occurred to the interior of the vehicle
- At the end of the journey the driver must lock and make the vehicle secure. Keys should only be taken from the school office just prior to making use of

the minibuses. The keys should be returned to the office immediately after use for collection by the hire company.

6. PASSENGER RESPONSIBILITIES

- Should wear seat belts and always remain in their seats until instructed otherwise
- Should never distract the driver by shouting, etc.
- Staff to monitor passengers who choose to eat or drink on the vehicle
- Must make sure that escape routes are not blocked by bags, etc.
- Students are ambassadors of the school and must never bring its name into disrepute by gesturing, etc.
- Passengers found to have vandalised the minibuses may face a ban from using it again and be required to pay for damages

7. ACCIDENT PROCEDURES

If an accident occurs and any personal injury or damage to third party property is involved, then the driver must stop. He/she must be prepared to give his name and address and details of the owner of the vehicle to a Police Officer or any other person having reasonable grounds to ask. If for any reason the driver is not able to give these details then he/she must report in person to a Police Station as soon as practically possible, otherwise an offence is committed, and in any event not later than twenty-four hours afterwards. Report your accident immediately to the School Business Manager who will let you have the appropriate forms to complete for onward transmission to our insurers.

9. FIRST AID

- All minibuses contain first aid boxes. The contents of these boxes include: -
- Antiseptic wipes
- Bandages
- Assorted adhesive dressings
- Plasters
- Eye pads
- Scissors.
- Any use of the first aid kit must be reported to the hire company on return of the vehicle to enable them to maintain a full kit at all times.

13. INCORRECT USE OF THE MINIBUSES

A driver who breaks the speed limit will be responsible for paying his/her own fines. Similarly fines imposed for incorrect car parking or negligent driving will be the responsibility of the driver. Any damage caused to the minibuses through incorrect use may result in the driver being asked to contribute fully or partially to any excess payable by the school.

14. SPEED LIMITS

- The speed limit for minibuses is as follows:
- 30 mph not 40 mph on urban carriageways
- 50 mph not 60 mph on single carriageways
- 60 mph not 70 mph on dual carriageways
- 70 mph on motorways