

# PORTFIELD SCHOOL & SATELLITE CENTRES



## POLICY DOCUMENT FOR SCHOOL MINI BUS



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**Review of Policy**

This policy will be reviewed annually unless changes of circumstances or legislation requires it to be amended earlier.

Signed: .....  
Headteacher

Date: .....

Signed: .....  
Chair of Governors

Date: .....

# SCHOOL MINIBUS POLICY

**At Portfield School we strive to:**

Work together    Learn together    Achieve together

- Create a happy, safe, supportive and stimulating learning environment
- Value everyone
- Develop everyone's personal, social, emotional health and wellbeing
- Promote relevant academic and vocational skills
- Meet individual needs through an imaginative and flexible approach
- Enable all learners to achieve their full potential

## UNCRC United Nations Convention on the Rights of the Child

- Portfield School places the values and principles of the UNCRC at the heart all policies and practices
- Portfield School is a Rights Respecting School

## Responsibilities

The Governing Body of Portfield Special School are provided with the use of PCC minibuses. PCC are responsible for ensuring that the minibuses fully comply in every respect, with all legal transport and health and safety requirements.

## Legal Requirements

The law requires that a minibus must:

- Be correctly licensed
- Have valid tax certificate
- Be adequately insured
- Be well maintained
- Have a valid MOT certificate (if more than one year old)

All of the above measures are carried out by PCC Transport Department and the minibuses are solely maintained by PCC maintenance at Thornton.

The Governing Body and the Headteacher will ensure that all drivers of the minibus comply with the requirements issued in April 2006 by the DfES in their statement, "Licensing incidental drivers of the school minibus". This states that teachers or other school staff are mostly exempt from having to hold a D1 PCV driving licence to drive the school minibus because they are not being paid specifically to drive, i.e. driving is not mentioned in the contract of employment. For **the exemption to apply**, the following conditions from section 7(6) of the Motor Vehicles (Driving Licences) Regulations 1999 must be met:

- Drivers are aged 21 years or over (with PCV category on license)

- If license held before 1997 – Grandfather rights are granted to enable PCV category on license
- All drivers have participated in and passed MIDAS Training
- The minibus is being used by a non-commercial body for social purposes, but not for hire or reward
- Drivers are not being paid to drive the minibus other than out-of-pocket expenses
- The minibus does not exceed 3.5 tonnes (3,500 kg.) (St Bede’s minibus 4,100 kg).
- No trailer is towed.
- PCC will ensure that the minibus carries, at all times, a fire extinguisher and a suitably equipped first aid box.

### **Management of the Minibus**

The minibus will be maintained by the Local Authority (PCC Thornton) and inspected approximately every 12 weeks, but not less than once per term. Defects and record sheets have been provided and must be completed each time before the bus is used.

The following procedures are in line with the ROSPA guidance and further information can be obtained from [www.rospa.com/roadsafety/advice/minibus/ifo/Minibus\\_Code\\_2008](http://www.rospa.com/roadsafety/advice/minibus/ifo/Minibus_Code_2008)

### **Management System**

All compliant drivers must hold D1 on their licence and have successfully completed full/ refresher MIDAS Training.

Licences of all drivers are checked to ensure that they are permitted to drive a minibus by the MIDAS instruction. A copy is retained on file and the check repeated every 12 months.

Staff follow the proper booking procedures for use of the school minibus by contacting Upper School reception to check availability and to make a booking which will then be entered onto the calendar by reception.

All drivers must check for visibly defects before each journey and report any faults to either the School receptionist for reporting to Thornton or the driver to report directly to Thornton.

All drivers and staff to ensure minibus is left in a clean and useable state after an educational visit.

All staff are made aware of the personal legal implications if procedures are not adhered to *“it is the driver’s licence that will suffer if the vehicle is found to be defective. It is also the driver’s responsibility to ensure the safety (including the use of seat belts) and welfare of all passengers”*. ROSPA February 2008

All drivers are aware that no journey must take place if any faults that might affect the vehicle’s or passengers’ safety are found.

All drivers complete the mileage log for all journeys. The log should include the date of the journey, start and finish mileages, purpose of the journey and the driver name.

That the log is checked at least half termly to ensure it is correctly completed and all mileage is accounted for.

Insurance cover, MOT and tax is kept up to date.

Vehicle registration documents are held securely.

Access to the minibus keys are restricted to authorised users.

Familiarisation training should be provided for all new users of the minibus.