



Regents Park Community College Minibus Procedure

YH13 OAB – Silver 17 seats including driver

YD11 KFL – White 15 seats including driver

Policy Updated: March 2023

Non-Statutory

The minibuses are the property of Regents Park Community College and must therefore be treated with the same respect as any other asset owned by the School. They are insured through Southampton City Council using Southampton City Councils group Insurance policy.

A minibus can be driven by any member of staff who is over the age of 21 with two years driving experience, has held a clean driving license for three years and has a current MIDAS certificate.

The minibus can only be driven by staff with the appropriate qualification, see the Safe Working Procedure No 60a – Safety of Minibus Operations Issue 4 Nov 2007, Revision 2 January 2009, produced by Southampton City Council

The minibus is regarded as a Public Service Vehicle (PSV) and therefore CANNOT be used as a general purpose people carrier unless it has a Minibus Permit which allows drivers to transport children to events for which a financial contribution has been made.

All drivers must hold an Authority to Drive the Minibus letter from the Headteacher and must be willing to hand in their driving license with authority for a DVLA check ever September.

Regents Park Community College requires that ALL DRIVERS OF MINIBUSES WHEN TRANSPORTING CHILDREN SHOULD BE ACCREDITED UNDER THE MIDAS SCHEME. Drivers must inform the school management if their circumstances change regarding their driving license as detailed in the Authority to Drive the Minibus letter.

Seat belts must be worn by all drivers and passengers for all journeys and it is the responsibility of the driver to ensure that all passengers wear their seat belts.

The minibus is covered by the no smoking regulations and therefore smoking is not permitted at any time in the vehicle.

Before any journey takes place a Minibus Travel Form and a Minibus Checklist must be completed. If any defects are found they must be reported to the Facilities Manager/Business Manager. Any defect will render the minibus unfit for use.

There must always be 2 qualified drivers for longer journeys, over 100 miles or 2 hours of driving.

Drivers must refer to the ROSPA Mini Bus Safety Code of Practice for the current regulations regarding driver's hours and required breaks, copy held by Facilities Manager / Business Manager, e.g. maximum working day is 10 hours, school day 8.30 to 3.30 is 7 hours so therefore can only drive for 3 hours. If you have been involved either in supervising a visit or in teaching throughout the day, you should consider carefully whether you are sufficiently alert to drive a minibus.

As with all other vehicles the use of mobile phones whilst driving is illegal.

A satellite navigation system, if used, must be programmed prior to the journey and any modifications to the programme can only

be made when the vehicle is parked and stationary.

Staff must ensure that the minibus is securely locked after use.

It is the responsibility of the member of staff driving to leave the minibus litter free. The driver should inspect the minibus on the return to school and ensure all rubbish is removed from the bus. Please ensure the following details are always adhered to:

- The Minibus may only be used in the pursuance of authorised school business.
- Drivers must produce their driving license (both parts if photo license) to the Business Manager when requested, so a copy can be taken and kept on file to comply with the mini bus insurance policy. (every September)
- Any change in license particulars i.e., change of address, endorsement and ban etc., **must** be reported to the Business Manager.
- Any health condition which may affect driver licensing must be reported to the Business Manager.
- Any damage incurred, however minor and all accidents must be reported to the Facilities Manager / Business Manager at the earliest possible opportunity.
- If the weather causes hazardous driving conditions such as snow, ice, frost then the driver should refer to the Headteacher, Senior Deputy or the Business Manager before leaving site.

Notes for additional information

Minibus servicing

The minibus will be booked for safety checks, servicing, MOT and repair by the Facilities Manager, taking into consideration any prior bookings received.

The Site Team will be responsible for the up keep of the vehicles i.e. regular weekly checks on oil, water, windscreen wipers and tyres alongside the re-fuelling of the vehicles before and after use or hire. The Site Team will also regularly clean the minibuses.

Non Midas drivers and hire by non profit making organisations

The school has now extended its hire and insurance to cover Non Midas drivers however, this does not include school use where drivers are carrying students as passengers. This cover can, however, be used for dropping off and collecting the vehicles from a garage etc.

The insurance cover also extends to the hire of the vehicles from non profit making organisations such as Scouts & Trust Schools etc, however proof of MIDAS, driving licence and subject to DVLA checks must be provided before hire.

Charges for non school use

The minibus will be provided with a full tank of fuel on collection and the hirer will be expected to replenish fuel used before its return. Return of vehicles must be arranged with the Site Team on collection.

If the event of an accident, please contact the Business Manager / Facilities Manager. Please report any damage or accidents on the appropriate form when returning the vehicle.

Minibus Travel Record Form

To ensure the school has taken responsible steps to ensure that the drivers of minibuses are competent and fit to drive on **THE DAY OF THE TRIP** – the following tick list should be followed.



These should be handed into reception before the trip leaves school, the driver should complete.

Date	Information obtained by	Question/Task	Yes/No	Fit to drive? Yes/No
	Trip Organiser to ask the driver	Do you feel fit and able to drive?		
	Trip Organiser to ask the driver	Have you completed the following checks on the minibus?		
	Driver to:	Checked all tyres look OK		
	Driver to:	Checked there is enough fuel for the trip [fuel should not be purchased while students are on board]		
	Driver to:	Checked all lights work [including brake lights]		
	Driver to:	Checked all seat belts are working correctly		
	Driver to:	Checked oil and water		
	Trip Organiser – reminder to driver	Do not lock any of the doors in case the driver is injured – to allow an escape route for passengers – confirm doors unlocked?		
	Trip Organiser – reminder to driver to:	Ensured there is a First Aid kit and a bowl/bag for travel sickness		
	Trip Organiser – reminder to driver to:	Complete the log book at the start and end of the journey		
	Trip Organiser – reminder to driver to:	Ensure the office know when you are leaving the school site		
	Trip Organiser – reminder to driver to:	Inform school if trip is delayed when returning to school [ask the escort to ring]		
When Back	Driver	Have you reported anything of note regarding the vehicle to the Facilities Manager?		
When Back	Driver	Ensure the minibus is left secure and tidy [all rubbish removed] at the end of trip ensuring no property is left on the minibus		

Date: _____ Drivers signature: _____ Trip Organiser signature: _____

Minibus Drivers Checklist (for both internal & external use)

Date	Driver	Vehicle Reg No	Detail of journey
Mileage before journey		Mileage on return	
Checks before journey		Checks on return	
Tyres		Fuel (if below ¼ tank please inform Facilities Manager)	
Head lights		Interior clean	
Tail lights			
Indicators			
Fuel			
Fire extinguisher			
First aid box			
Seatbelts fastened			
Please note any concerns or faults found and needing action and hand form back to the Site Team			