

# SPRINGHILL CATHOLIC PRIMARY SCHOOL

*We strive to achieve excellence in all that we do  
as we follow the Gospel values of Jesus Christ.*



*Together we will do our best for Jesus*

## MINIBUS POLICY

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

Adopted by the Governing Body: 25<sup>th</sup> March 2024  
Review Date: 25<sup>th</sup> March 2026

## **SPRINGHILL CATHOLIC PRIMARY SCHOOL MINI-BUS POLICY**

This policy is for all drivers and organisations using our school mini-bus. This policy must be adhered to at all times, and focuses on safety aspects throughout.

Only adults who have passed the MIDAS Course may drive the mini-bus when children are travelling and their certificate is to be renewed every 3 years. In exceptional circumstances the Headteacher may give permission for any person, with the correct licence, to drive the school minibus.

Any person wishing to drive the minibus – either staff or others – must agree to abide by this Policy.

Springhill owns three minibuses, two require a D1 licence to drive. MJ15 HXV can be driven on a B licence. All of the minibuses operate using a section 19 licence.

### **What are the eligibility criteria for drivers?**

Drivers must meet all the following criteria to use the minibus:

- Have a full, clean, valid driving licence
- Have held a full driving licence for at least two years
- Be able to present their photocard licence and a printed copy of their driver's licence summary to the school
- Hold a current MiDAS certificate and be able to present their MiDAS certificate to the school
- Be aged over 21 and under 75
- Be physically fit and make a declaration to that effect on their application.

The following applies:

- To comply with insurance requirements, all drivers must hold the correct licence for the vehicle they are driving.
- A clean driving licence is preferable. If any driver has points on their licence, they must seek permission from the Headteacher or Deputy Headteacher before driving the minibus.
- Original driving licences must be produced for examination and will be checked with the DVLA to confirm the status of the licence as part of issuing the MIDAS certificate.
- Licences of MIDAS qualified drivers are to be checked at the start of each academic year by Springhill.
- Staff must notify the Head Teacher immediately if they are given any points on their licences.

## **Before commencing a journey**

- All drivers are expected to complete the pre & post check sheets in the minibuses, before setting out on a journey and upon returning. (Appx A) If any faults are found they should be reported using (Appx B) The minibus may only continue to be used if the fault does not impair or endanger the users.
- The driver is responsible for ensuring children are reminded of the Emergency Procedure before every journey.
- The seat restraints must be used at all times by everyone.
- Pupils must be able to fasten and unfasten belts themselves.
- Pupils must know how to evacuate the minibus quickly and safely in the case of an accident or emergency.
- Ensure all doors are unlocked when driving the mini-bus
- Another suitable adult must always accompany every journey – to care for children in the minibus. Control of the children's behaviour and their welfare is the suitable adults responsibility.
- Prior to starting a journey, the driver and adult should agree an emergency plan - generally the driver will organise help and the additional adult will monitor and care for the children
- It is recommended that either the driver or adult are competent in first aid.
- Only small light bags may be stored inside the mini-bus, and must be stored UNDER the seats, completely out of the way. No items must ever be placed in the passageway, by the children's feet or on the seats.
- Ensure all the windows of the mini-bus are clear before every journey.
- Drivers must never use a mobile phone while driving, but must have access to a fully charged mobile in case of emergencies.

## **Taking regular breaks**

If a journey is over 2 hours in length, the driver must have a sufficient rest period prior and adequate breaks must be taken during prolonged journeys – preferably 15 minutes every 2 hours. Drivers will use their common sense to decide if more or longer breaks are required.

Drivers should never drive when tired, using medicines that could cause drowsiness or if feeling uncertain about their health.

Drivers should plan the route before the journey especially for long journeys; this should include the location where a break will be taken if required.

## **Refuelling**

The vehicle will be refuelled only using the Shell petrol card, which is available from the school office. If the fuel level is low then the vehicle should be refuelled at the next reasonable opportunity.

Apart from in an emergency, buses refuelling should only take place when no children are on the bus

## **Conditions of use**

All users of Springhill minibuses must agree to these terms and conditions of use.

1. All drivers must provide evidence that they are MiDAS trained and have a current MiDAS certificate and driving licence valid for the type of vehicle to be driven.
2. The driver must ensure they are familiar with the controls of the minibus before use.
3. The driver is responsible for conducting pre-drive safety checks
4. The driver should complete the log sheet kept in the minibus at the start and end of use.
5. The driver should ensure they plan their journey.
6. The driver is responsible for any charges or fines relating to traffic or parking violations.
7. Drivers must satisfy the requirements of any Road Traffic Legislation in force at the time of use.
8. Springhill minibuses cannot be booked by individuals or external groups who are not registered charities or constituted voluntary groups (i.e. non-profit making organisations).
9. Other schools, charities, scouts/guides etc. to whom the vehicle is booked must not allow the vehicle to be used, loaned or borrowed by any other party. This would invalidate the insurance cover.
10. The minibus must only be driven by the nominated driver(s) on behalf of the schools, charities, scouts/guides etc. using the vehicle.
11. Users may be responsible for paying the insurance policy excess resulting from any insurance claim involving 'own damage' to the vehicle caused by unauthorised or irresponsible use. The excess will be refunded if the circumstances of the incident are such that the school is able to successfully recover the costs from a third party.
12. All damage and incidents involving the vehicle, including near misses, must be reported within 24 hours.
13. Users are responsible for operating our minibus safely and legally. It must be left in a clean and tidy condition.
14. Keys may not be kept by any group without prior permission or passed on to other users and they must always be returned on the day of use to Springhill.
15. Alcohol and drugs may not be brought onto, or consumed on the minibus.
16. Drivers must not use a hand-held mobile phone while driving and this includes using a hands-free phone, which can still seriously affect their concentration.
17. Smoking is strictly prohibited on the minibus at all times and this includes electronic cigarettes.
18. Springhill reserves the right to refuse to book its minibus to any schools, charities, scouts/guides etc. that, in the opinion of the school, fails to take good care of the vehicle and/or otherwise fails to comply with the terms and conditions.
19. Nominated drivers having more than one blameworthy incident may be asked to undertake additional training under the MiDAS scheme. Drivers having more than two blameworthy incidents may be excluded from driving the vehicle.
20. Springhill reserves the right to change these terms and conditions to align with legal, operational or statutory requirements.

All minibus drivers are to sign to state that they have read and understood the responsibilities in this policy and this will be repeated annually.

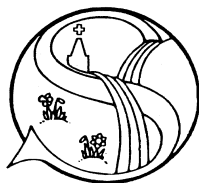
## **Appendix A**

### **Checklist In the event of breakdown**

- All Springhill minibuses are covered by RAC breakdown cover. Once any children are safe, the driver should contact the RAC on 0333 2000 999.
- The driver should move the vehicle off the carriageway (onto the hard shoulder on a motorway) and switch on the hazard warning lights. If this is not possible, it should be moved as far away from moving traffic as possible. Turn the steering wheel towards the barrier.
- The passengers should be moved out of the nearside of the vehicle and as far away from it and other traffic as possible. One adult should stay with the bus, whilst one adult remains with the children. If the breakdown occurs on a motorway the passengers and driver should stand behind the barrier on the motorway. Children should disembark from the bus one at a time and be supervised by the adults and taken to the embankment or grass margin and as far from traffic as practicable. In all other locations, the children should be taken to a place of safety away from the traffic.
- Adults and children will then put on high viz jackets which are kept on each minibus.
- Passengers are to be kept together in one group. Children should be kept calm and under constant supervision.
- The driver will need to give the police or breakdown service accurate details of the vehicle's location and inform them if children or passengers with mobility problems or additional needs, are being carried.
- The driver must also telephone the school or nominated contact (if out of school hours), to tell them what has happened and ask them to relay messages to parents and others if required.

### **Checklist in the event of an accident. All minibuses are covers by Zurich Insurance**

- establishing the nature and extent of emergency promptly,
- ensuring that everyone in the group is safe,
- establishing the names of any casualties and arranging immediate medical attention,
- ensuring a member of school staff accompanies casualties to hospital, providing doctors with any relevant medical information,
- notifying the police,
- informing the school (someone at the school will be available on the telephone at all times during the trip). At the weekend it is the driver's responsibility to have a contact number for the Headteacher or a member of the Senior Management Team
- contacting the school with the following information: the nature, date and time of the incident; where it happened; names of casualties and information about their injuries; what has been done so far and action yet to be taken and any insurance and contact details of any other parties involved,
- ensuring that the school notify parents and, normally, insurers,
- writing down what happened promptly, noting witnesses and preserving vital evidence, ascertaining phone numbers for future calls,
- keeping an account of events, times and contacts after any incident,
- completing an accident report as soon as possible (serious accidents or incidents involving violence may need to be reported to the Health and Safety Executive),
- referring any media enquiries to the Headteacher,
- avoid discussions about legal liability,
- keeping receipts of costs incurred in the emergency (for the insurers),
- in the event of a non-serious accident, when the minibus can continue its journey, continue to your destination and phone school with details when you arrive. Ensure you obtain insurance and contact details of any other vehicles involved.
- If property was damaged, ensure you advise the appropriate person



## SPRINGHILL CATHOLIC PRIMARY SCHOOL

Milton Road, Southampton SO15 2HW

Telephone: (023) 8033 3954

Email: info@springhillcatholic.net

### MINIBUS LOG SHEET

Check when the engine is cold, before you start your journey.

Please complete the form and return to the office at the end of the trip.

#### Journey Information

Mileage in Departure	
Mileage on Return	
Driver	
Destination	
Nature of Visit	
Number of people on the bus	
Date & Time of Departure	
Time of Return to School	
Fuel Required	

#### Vehicle Checklist

The Driver must check the following

Please Tick

Brakes	
Feel of Steering	
Windscreen Wipers / Washers	
Horn	
Mirrors	
Indicators & Lights	
Condition of Tyres	
Petrol Cap	
Secure Doors	
High Viz Vests	
Seat Belts	

**Vehicle Registration –**

## Minibus Faults – Reporting

If you have any faults / issues with the minibus please complete this form and pass it to Catherine Webb so the fault can be investigated and fixed

Minibus Registration	Fault & Date Reported	Remedy / Comments

**Card to be kept on each bus.**

**Information regarding this minibus**

**Breakdown cover is provided by RAC –**

0333 2000 999 – call and quote registration number of the bus.

**Insurance details – Zurich Insurance – Certificate number - KSC-242094-6503**

Always contact School Business Manager for further details.