



*Creative
Education
Trust*

School Minibuses Policy

Policy Owner	Jon Ward
Approved by	E&PC Committee 3/3, CEO-No date required]
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Guidance for control of minibus use as directed by Estates and Facilities Staff

Ellis Guilford School, Bar Lane, Basford, Nottingham NG6 0HT

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The CET Health and Safety Policy states that the Facilities Manager or other nominated person is responsible for arranging the maintenance and MOT of the minibus/es. S/he is also responsible for ensuring the effective implementation of procedures to ensure that the vehicles have permits, are clean and in good condition always.

This document is intended to provide day to day guidance for Estates and Facilities Staff on how to ensure minibuses are compliant and used safely. This document is not a definitive guide and as such all staff are encouraged to undertake additional reading using the guidance links at the end of this document.

This document includes the management of owned, leased or hired minibuses.

MINIBUS MAINTENANCE

Section 19 Permit

Organisations that provide transport on a 'not-for-profit' basis (such as educational bodies) can apply for permits under Section 19 of the Transport Act 1985. These permits allow the holder to operate transport services for hire or reward without the need for a full public service vehicle operator's (PSV 'O') licence.

For schools, a Section 19 Permits exempts them from the need to hold a PSV Operator's licence when providing transport for a charge. Each school minibus (whether owned or hired) by the Creative Education Trust and its Academies will be subject to a Section 19 Permit (S19).

As a permit holder, we have a responsibility to make sure that our services are operated within the law, with vehicles properly maintained and using drivers with the appropriate qualifications.

Using a vehicle for hire or reward, without either a valid PSV 'O' licence or permit, means that you could be prosecuted and have your vehicle impounded.

S19 Permits are not specific to one vehicle and can be transferred between different vehicles. However, a Permit can only be used by one vehicle at a time. It is therefore recommended that each Academy purchases a Permit for each vehicle owned or leased to enable multiple minibuses to be used at any one time. You are also encouraged to purchase an additional Permit to be held as a spare should any be lost to prevent any minibuses from becoming "grounded" whilst a replacement Permit is awaited.

The correct S19 permit must be displayed in the vehicle to show how it is being used at the time.

S19 permits must be applied for directly by each Academy from the Office of the Traffic Commissioner (at a minimal cost).

A vehicle being used under a section 19 permit must not be used to carry members of the general public. Each section 19 permit, and corresponding disc, will indicate the particular classes of persons who can be carried.

Permits are valid for a period of up to 5 years.

S19 Permits include responsibilities regarding maintenance of minibuses and ensuring driver compliance.



This includes but is not limited to;

- your drivers are suitably trained and correctly licensed.
- your drivers take appropriate breaks.
- your vehicles satisfy the appropriate construction and use requirements and are maintained in a safe and roadworthy condition.
- your vehicles are insured, and your insurer is aware that your vehicles are used to provide services for hire or reward under a permit.
- the vehicle is not operated with a view to profit, nor incidentally to an activity which is itself carried on with a view to profit.
- you only carry the class(es) of passengers allowed by the permit, and, in the case of section 19, you don't provide any transport services that could be viewed as carrying the general public.
- you inform DVSA or the designated body that issued your permit of any changes such as the change of name of your organisation, as this means that your permit needs to be replaced.

ACTIONS

- Display the correct S19 Permit in each minibus when in use.
- Ensure S19 Permit is in date.
- Ensure you are complying with S19 Permit conditions and responsibilities.

Driver Inspections

Vehicles operated under a permit are still public service vehicles and subject to spot checks by DVSA examiners as to their roadworthiness.

A prohibition notice could be issued to prevent the minibus being driven if the vehicle is found to be unfit. Failure to obey such a notice is against the law and could lead to a heavy fine as well as the S19 permit being revoked. Drivers may also find themselves personally liable for driving with defects.

In line with the CET Health & Safety Policy, all drivers are required to complete a Driver Inspection Check every time the minibus is used. This check must be documented and kept for at least 15 months, even if no concerns are noted. You must ensure concerns are resolved promptly and any works completed to fix any identified problem are also recorded.

An example Driver Inspection Checklist can be found in Appendix 1.

The visual inspection should include basic checks on things such as engine oil, brakes, tyre pressures, warning instruments, lights, windscreen washers and wipers.

ACTIONS

- Ensure driver completes a Driver Inspection Check before the vehicle is used.
- Address and record any concerns raised promptly.
- Consider whether the concern raised renders the minibus "out of action" until remedials completed.



Routine Maintenance Inspections

You must ensure all vehicles have regular maintenance inspections, regardless of whether or not they are in use. These inspections are in addition to the driver inspection checks and the MOT test. The maintenance checks can be contracted out to a third party such as a garage but whoever carries out the checks must be able to recognise faults such as parts wearing out too quickly. They should also know what the standards of performance and normal wear of parts are. You should have a written agreement with the contractor if maintenance is contracted out.

The person undertaking the safety inspection should sign the form declaring that, in their opinion, the vehicle is roadworthy. You are still responsible for the condition of the minibus even if the maintenance is contracted out.

Routine checks should be carried out at set intervals which are time rather than mileage based and must still be completed if this interval lands within a school holiday period. The 'owner's manual' supplied with your vehicle should set the minimum recommended maintenance checks advised by the manufacturer. The DVSA recommend that inspections are carried out at least every 10 weeks, or every 6 weeks if the minibus is over 12 years old. You must ensure that a safety inspection is carried out before it's used if your vehicle is used very rarely.

Safety inspections must include those items covered by the appropriate Department for Transport annual test. It's vital that safety critical items, e.g., braking systems are checked regularly. Safety inspections should be subject to pre-planning and a maintenance planner or wall chart should be used to identify dates at least 6 months in advance of when they're due. The system of safety inspections must be regularly monitored particularly in the early stages. You should be prepared to change the frequency of checks as appropriate based on your monitoring. Records of any remedial work carried out should be kept for at least 15 months.

The safety inspection report should include a) vehicle details b) a list of all items to be inspected c) when the inspections are carried out and by whom d) the result of the inspection e) details of any rectification work and f) a declaration that defects have been rectified satisfactorily. Staff carrying out safety inspections must be competent to assess the significance of defects. Assistance must be available to operate the vehicle controls as necessary. There must be a system to ensure that any vehicles with defects that are or could be dangerous are not used until the defects have been rectified. Permit holders who undertake their own safety inspections must have adequate facilities and tools available. They must be appropriate to the number and size of vehicles used.

When applying for your S19 Permit, you will be asked how often your routine maintenance checks will be undertaken and by who. You must follow the timescale you provide in your application, or you risk voiding your permit.

Any change to maintenance arrangements or safety inspections for large buses must be notified to DVSA immediately.

Specialist equipment should be inspected and serviced according to the manufacturer's recommendations. There are additional requirements for passenger lifts and ramps.

ACTIONS

- Arrange regular maintenance inspections with a third-party contractor/garage.
- Check your safety inspections and complete any remedials identified promptly.
- Consider whether the concern raised renders the minibus "out of action" until remedials completed.



MOT, TAX & INSURANCE

MOT & Tax

Vehicles that can carry 8 or fewer passengers are first tested at the third anniversary from registration and then annually thereafter. These are Class IV vehicles and may be tested at MOT testing stations that are authorised to test such vehicles. All other permit vehicles must be tested annually from the date of registration.

Vehicles adapted to carry 9 to 12 seated passengers are Class IV vehicles and may be tested at those MOT testing stations which are authorised to test such vehicles.

Vehicles adapted to carry 13 to 16 seated passengers are Class V vehicles and must be tested at approved HGV/LGV testing stations or specially designated MOT testing stations authorised to test such vehicles.

Large buses adapted to carry 17 or more passengers must comply with the Class VI test. They must be tested at approved HGV/LGV testing stations or authorised sites, where they're tested by DVSA Vehicle Examiners.

In addition to the MOT, Large buses used under a S19 Permit must have a Certificate of Initial Fitness (COIF) (or equivalent) certifying that it complied with current PSV conditions of fitness when manufactured, or Certificate of Conformity, or certificate issued under the Road Vehicles (Approval) Regulations 2009. If you buy or hire in a large bus, you should check that it has been issued with one of these certificates. You may be committing a criminal offence if you operate a large bus under a section 19 permit without the appropriate certificate.

All minibuses must be taxed.

ACTIONS

- Ensure your minibuses are MOT tested by an appropriate professional within the required period.
- Ensure any Large Buses hold the appropriate Certificate.
- Complete any essential remedials.
- Consider any recommended remedials identified promptly.
- Ensure each minibus is taxed.
- Consider whether the concern raised renders the minibus "out of action" until remedials completed.

Insurance

All school minibuses must be covered by fully comprehensive insurance policy which covers the vehicle as well as all passengers being carried in the vehicle.

It is your responsibility to check with the insurer that the policy covers the services you are providing.

You must ensure that you are aware of any requirements under your insurance and that the school complies with these, for example, age restrictions for drivers, international usage, required overnight locations etc. You must check whether your insurance allows for international usage or not.

ACTIONS

- Ensure your minibuses are appropriately insured.
- Ensure insurance held is in date.
- Ensure you are aware of and comply with any insurance restrictions/conditions applied to your policy.



Accidents

For insurance purposes, any drivers in control of the minibus at the time of an accident must complete the Motor Accident Report Form (Appendix 2) and return this to the facilities team within 24 hours of the accident. Blank copies of this document will be kept in the driver information pack.

EQUIPMENT

Required Items

The following items of equipment must be carried:

a) At least one fire extinguisher which complies with the specifications for portable fire extinguishers issued by the British Standards Institution, numbered BS 5423 or EN3 which:

- has a minimum test rating of 8A or 21 B
- contains water or foam.

b) A suitable, clearly marked, first aid box which is readily available for use and kept in good condition. The following items must be kept in it in good condition and be in date:

- 10 antiseptic wipes, foil packed.
- 1 conforming disposable bandage (not less than 7.5 cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt ended scissors

The vehicle must also have a notice showing the maximum number of passengers it can carry painted in letters at least 2.5 cm high. This must either be on the outside of the vehicle at the back, or inside the vehicle as long as it can be seen from the outside. The seating capacity notice should also include the maximum provision for passengers in wheelchairs.

Buses carrying children to and from school must display a yellow reflective sign at the front and rear of the vehicle showing 2 children in silhouette.

Restricted Items/Usage

The vehicle must not:

- be used to carry any inflammable or other dangerous substance unless it is properly packed so that it will not cause any damage to the vehicle, or injury to passengers.
- be used unless all windows are clean and in good condition.
- be either filled with fuel or have the fuel tank cap removed while the engine is running.
- be used to draw a trailer if its use obstructs one of the 2 exits to which all passengers must have access.

ACTIONS

- Ensure your minibus is carrying all required items.
- Ensure your minibus is not carrying any restricted items.
- Ensure there is no restricted usage occurring.
- Display a notice showing the maximum number of passengers and maximum provision for wheelchair users that the minibus can carry (outside or at the back)
- If the minibus is being used to transport children to and from school, ensure it displays a yellow reflective sign at the front and rear of the vehicle showing 2 children in silhouette.



Refuelling

Each Academy is required to have a risk assessment in place for refuelling. All drivers must be made aware of this and are required to adhere to this. An example can be found in Appendix 3.

DRIVERS

Driver Information Pack

Each minibus must contain a Driver Information Pack. This will provide basic information to assist drivers in assuring themselves that the vehicles are appropriately maintained, insured and legal to drive.

Documentation in this pack must include;

- 1) Blank driver checklist sheets for completion
- 2) Gov.uk print out of vehicle registration to show vehicle tax and MOT status.
- 3) Insurance certificate
- 4) Breakdown information
- 5) Copy regular maintenance inspection reports.
- 6) Copy Guidance for Minibus Drivers document.
- 7) Blank Motor Accident Report Form
- 8) School key contact numbers

ACTIONS

- Ensure each minibus contains a Driver Information Pack with appropriate documentation.

Driving Licence

The vehicle's driver must hold the appropriate category of entitlement on their driving licence and must be aged 21 or over to comply with the S19 Permit.

The rules covering the driver licensing requirements depend on the size of vehicle and when the driver passed their test. This means a driver may be able to drive one minibus, but not another dependent on their licence.

Drivers who don't hold a PCV licence (or equivalent) must comply with the following requirements;

- Small vehicles adapted to carry 8 or fewer passenger (section 19 permits only) Drivers must have held a full licence authorising the driving of vehicles in category B (cars) for at least 2 years and must be 21 or over.
- Small buses (adapted to carry 9 to 16 passengers) - different conditions apply, depending on when the driver obtained a full licence to drive vehicles in category B (cars).
- Drivers granted a full licence to drive vehicles in category B (car, not automatic) before 1 January 1997. These drivers were automatically granted additional entitlement D1, to drive a small bus not used for hire or reward. For as long as they hold D1 entitlement, these drivers may drive a small bus of any weight used under the permit. There is no restriction on them receiving payment.
- Drivers who passed their car test on or after 1 January 1997 - drivers who pass their car test on or after this date are no longer granted D1 entitlement. Category B entitles them to drive a small bus but only if all the following conditions are met:
 - they have held a full category B car licence for at least 2 years.
 - they receive no payment or other consideration for driving other than out-of-pocket expenses.



- the vehicle has a maximum gross weight not exceeding 3.5 tonnes (4.25 tonnes including specialised equipment for the carriage of disabled passengers)
- for drivers aged 70 or over, that they do not have any medical conditions which would disqualify them from eligibility for a D1 licence.
- no trailer is being towed.
- where the driver's licence only authorises the driving of vehicles with automatic transmission, that only a vehicle with automatic transmission is used.

Drivers aged 70 or over who don't meet the higher medical standards are not authorised to drive small buses. They can drive small vehicles being used under a permit, provided they have renewed their car licence.

For large buses the driver can be paid and must hold either a passenger carrying vehicle (PCV) driver's licence, a PCV Community licence or a Northern Ireland licence corresponding to a PCV driver's licence.

Standard permits authorise the use of vehicles adapted to carry not more than 16 passengers (excluding the driver). Where small vehicles (8 or fewer passenger seats) are used the passengers must be carried at separate fares. A definition of separate fares can be found in the '[Definitions](#)' section above. Please also refer to [Annex 6](#) for examples.

Large bus permits authorise the use of vehicles adapted to carry 17 or more passengers. They can't be used in smaller vehicles.

ACTIONS

- Obtain copies of all drivers' licences for your records (front and back of photocard)
- When a driving licence expires, obtain an up-to-date licence from the drivers.
- Check that the driver has the appropriate category on their driving licence to drive the minibus.

Driving Licence Claims or Convictions

As per the Minibus Guidance for Drivers documents, all drivers have a duty to report and pending or applied driving claims or convictions.

Facilities staff should undertake a DVLA licence check by asking each driver to generate a check code for them via the DVLA website <https://www.gov.uk/view-driving-licence>

This code should then be checked at <https://www.gov.uk/check-driving-information>

A copy of this completed check should be saved. This check should be completed annually, or sooner should a new licence card be issued. Any documentation held in paper format should be kept locked in a secured location.

Drivers are expected to have a licence free from any driving licence claims or convictions. Should any show on the licence check, the consideration to allow the driver to drive the minibus will be subject to review with the Director of Estates and Facilities and, if approved, subject to an individual risk assessment.

ACTIONS

- Complete a DVLA licence check annually (or sooner if a new licence card is issued)
- Escalate any claims or convictions to the Director of Estates and Facilities for consideration.
- Ensure drivers are aware of the requirement to report any new claims or convictions immediately.



Driver Eyesight Checks

All drivers are required to have their eyes checked every 2 years. This test is carried out on school premises with a member of the facilities team. A record must be made of the date the test was completed and by whom.

The driver must be able to clearly read a number plate from a distance of 20m (standard number plate, in good light, using both eyes, with glasses and contact lenses if used). The driver must also have an adequate field of vision. If there is any doubt in this regard the driver must have their vision professionally tested by an optician.

ACTIONS

- Carry out a driver eyesight check for all drivers every 2 years.
- Ensure you keep a record to confirm when and by whom this test was conducted by.
- If there is any doubt that the driver has an adequate field of vision, they must have their vision professionally tested and provide confirmation that their vision is sufficient to drive.

Guidance for Minibus Drivers

Drivers should be given clear written instruction about their responsibilities covering all aspects of vehicle operation in the school's minibuses guidelines for drivers, an example of which can be found in Appendix 4. They should also make sure they're familiar with the vehicle and practise driving it, before carrying any passengers. This also sets out expectations for usage.

Drivers must be asked to sign a copy of the school's Guidance for Minibus Drivers document annually.

MIDAS

Driving a minibus requires additional skills to be able to handle the vehicle safely; it's not simply like driving a large car.

It is therefore a requirement under the CET Health and Safety Policy that all drivers hold an up-to-date MIDAS Certificate.

Schools may wish to consider whether it would be useful to have a staff member appointed to train as a MIDAS trainer to enable in house delivery. MIDAS courses are also widely available externally.

MIDAS Certificates last for a period of 4 years.

ACTIONS

- Ensure all drivers hold an up-to-date MIDAS Certificate and that you hold a copy.
- Consider whether an in-house MIDAS trainer may be beneficial.

Driver Fatigue

All drivers should be aware of the risk to passenger safety from driving when tired. It's not sensible to start a long trip after a full day's work, whether that work involves driving or not. This should be detailed in the school's minibuses guidelines for drivers, an example of which can be found in Appendix 4.

Breaks should be built into journey planning - aim to have a break from driving of at least 15 minutes every 2 hours. If possible, share the driving.

If driving under EU rules a break of at least 45 minutes after 4 and a half hours of driving is required. A break of at least 30 minutes is required after 5 and a half hours of driving, if driving under domestic drivers' hours rules.



Drivers' hours rules don't apply to drivers of vehicles adapted to carry 8 or fewer passengers. Drivers who aren't subject to drivers' hours rules should make sure that they take enough rest periods and don't drive when tired. Under domestic drivers' hours rules, a driver must take a break of least 30 minutes after 5 and a half hours of driving.

Under EU rules a break of least 45 minutes must be taken after 4 and a half hours of driving. The break can be divided into 2 periods, the first at least 15 minutes long and the second at least 30 minutes, taken over the 4 and a half hours.

ACTIONS

- **Ensure drivers are aware of the risks of driver fatigue.**

Tachographs

Small vehicles and minibuses used under a section 19 permit are exempt from having a tachograph fitted.

Volunteer drivers are not subject to any drivers' hours rules. Drivers who are employees of the permit holder are subject to domestic drivers' hours rules.

PASSENGERS

Behaviour

Passengers must not:

- unnecessarily obstruct any entrance, exit or gangway
- unnecessarily obstruct the driver or take their attention away from controlling the vehicle.

It is the driver's responsibility at the time of travel to ensure they are satisfied that behaviour of passengers is safe and appropriate. They are able to end a journey and keep passengers on the minibus until assistance arrives should this be required.

Seatbelts

The minibus must have seatbelts fitted in all forward and rear facing seats, including the driver's seat.

Coaches and minibuses first used prior to 1 October 2001 which are used to carry children aged 3 to 15 years on organised trips must provide each child with (as a minimum) a lap belt on a forward-facing seat. Most PSVs which can carry up to 16 passengers and were first used on or after 1 October 1988 must have seat belts for the driver and front passenger seats and for forward facing seats.

At present, children 3 to 13 years are not legally required to use seat belts in a minibus. However, the Creative Education Trust require all passengers to wear a seatbelt (or child restraint), unless the passenger has a medical exemption.

Children under 3 years may be carried unrestrained if there is no baby / child seat available. The seat belt should not be used for both adult and child if a child under 3 years is carried on the lap of an adult - in the event of a crash the child would be in danger of being crushed.

It is an offence to fail to take reasonable steps to ensure that all passengers are notified of the requirement to wear a seatbelt.

Where seatbelts are fitted, it's also a legal requirement that drivers must use them. There are no exceptions to this unless the driver holds a medical exemption from a doctor - a Certificate of Exemption from Compulsory Seat Belt Wearing.



The seatbelt rules for permit vehicles adapted to carry 8 or fewer passengers are the same as for cars. Every occupant must use the seat belt provided unless they have a valid Certificate of Exemption. Children under 3 cannot travel unless they in an appropriate child restraint.

ACTIONS

- Ensure your minibus has appropriate seatbelts fitted.
- Ensure drivers are aware of seatbelt requirements for themselves and passengers.
- Ensure this requirement is detailed in the school's Minibus Guidance for Drivers document.

Disabled Passengers

Your vehicle may be adapted to carry passengers in wheelchairs. Wheelchairs should be securely positioned so as not to cause danger to the wheelchair user or other passengers. Equipment such as ramps and lifts should be used in a safe manner and regularly checked to ensure that they're in good working order. Staff should be trained to use the equipment.

Disabled drivers or passengers may need to use specially adapted belts which may be different from standard belts. You should check with Mobility Centres who may know about suppliers in your area.

Lifts and ramps

The driver must be trained how to use it if a ramp or lift is installed on the vehicle and must make sure that the ramp or lift is returned securely to its correct stowage position before the vehicle is driven.

In accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER 1998) lifts and ramps must be thoroughly examined by a competent person at least every 6 months in addition to any regular maintenance specified by the manufacturer.

ACTIONS

- Check whether you are likely to have any wheelchair users requiring access to the minibus.
- Check whether you need specially adapted belts.
- Ensure drivers are aware of how to securely position a wheelchair user on board (if required)
- Ensure drivers are trained to use any wheelchair ramps or lifts (if required)

Charging Passengers

You can set fares or contributions at a level to recover the costs of running the school minibus, including an allowance for vehicle depreciation and drivers' wages. However, fares must not be set at a level which would produce a regular surplus of income over expenditure because that would be a profit-making operation and would not be eligible under the S19 Permit scheme. In this case you would be likely to need a PSV operator's licence.

Further reading on the maintenance and management of minibuses can be found in the below links;

<https://www.gov.uk/government/publications/section-19-and-22-permits-not-for-profit-passenger-transport/section-19-and-22-permits-not-for-profit-passenger-transport>

<https://www.gov.uk/government/publications/application-for-a-standard-or-large-bus-permit-psv372>



APPENDIX 1: Example Drivers Checklist

Minibus Driver Safety Checklist

If you drive the school minibus, legally you may be held personally responsible for its roadworthiness. This checklist must therefore be completed by the driver on the day of and **before** the commencement of any journey. If you have any concerns about the condition of the vehicle do not drive it and report this immediately to the Facilities Team.

Name of Driver:
Date/Time of Vehicle Check:
Mileage Readings **Out:**..... **In:**.....

	Item	Pass	Fail	Defect Reported?
1.	Driver Information Pack – available in minibus (contains insurance, breakdown, tax and MOT)			
2.	Vehicle Operating Manual – present in glovebox			
3.	Section 19 Permit - clearly displayed in the vehicle			
4.	Tax Disc - valid tax disc held (please see Driver Information Pack)			
5.	Maintenance Inspections - Regular maintenance inspection report reviewed for faults (please see Driver Information Pack)			
6.	Fuel – sufficient for journey with +10%			
7.	Engine oil and brake fluid – check levels			
8.	Windows - clean and free from damage			
9.	Windscreen washers – function correctly			
10.	Windscreen washer bottle and vehicle radiator – levels checked			
11.	Wipers – windscreen wipes and washers function correctly			
12.	Mirrors – clean, glass not damaged, correctly adjusted and unobstructed			
13.	Brakes – foot and handbrake, check when vehicle is stationary and moving (before loading passengers)			
14.	Lights – including brake lights and indicators function correctly			
15.	Tyres - (including spare) check for wear, damage, pressures etc			
16.	Wheels – security of wheel nuts, hub caps etc.			
17.	Doors – functioning correctly			
18.	Horn – functioning correctly			
19.	Seatbelts – <u>all</u> in good condition and function correctly			
20.	Disabled passengers – lift, special straps, fixings in good working order (if applicable)			
21.	Aisles and Exits – clear and unobstructed			



	Item	Pass	Fail	Defect Reported?
22.	Roof Rack – (or other luggage carriers) properly fitted/secured			
23.	First aid box – provided and accessible, stocked including blanket for emergency use			
24.	Fire extinguisher – provided and accessible			
25.	Emergency Assistance – in vehicle - warning Triangle, Wheel brace and jack, reflective jacket, torch, mobile phone (if provided), cloth for cleaning mirrors/windows			
26.	Bodywork – no dangerous or damaged parts evident			
27.	Numberplates – rear and front in fixed position and secure			

Print.....

Sign.....

Date.....



APPENDIX 2: Motor Accident Report Form

BUV3 Motor Accident Report Form for Ellis Guilford School

To be completed in the event of damage to or an accident involving a school owned/leased vehicle and handed to facilities team.

Accident Details

Location: _____

Date: _____ Time: _____

How Did Accident Occur: _____

Road & Weather Conditions: _____

Speed of Own Vehicle: _____

Speed of Third Party (TP) Vehicle: _____

School Driver & School Vehicle Details

Name of Driver: _____ Date of Birth: _____

Occupation: _____ Tel No: _____

License held more than one year: ☐ YES ☐ NO Employee or From Agency: _____

Department / Section: _____

Line Manager's Name: _____ Tel No: _____

Registration Number: _____

Make & Model: _____

Is vehicle on lease/ hire? ☐ YES ☐ NO Number of Passengers: _____

Any Injuries to Driver &/or Passengers: _____



Third Party (TP) Details

Name: _____ Tel No: _____
Address: _____
Registration Number: _____
Make, Model & Colour: _____
Was vehicle parked/stationary unattended? ☐ YES ☐ NO
Number of Passengers: _____ Any Injuries to Driver &/or Passengers: _____
Insurance Company Name/Address/Tel No: _____

Witnesses Details (continue on separate sheet if necessary)

Name: _____ Tel No: _____
Address: _____
Is this Witness independent? ☐ YES ☐ NO
Name: _____ Tel No: _____
Address: _____
Is this Witness independent? ☐ YES ☐ NO

Police Details

Did the police take particulars of accident: ☐ YES ☐ NO
If YES, please state Name of Officer, Division and Incident / Crime Number:

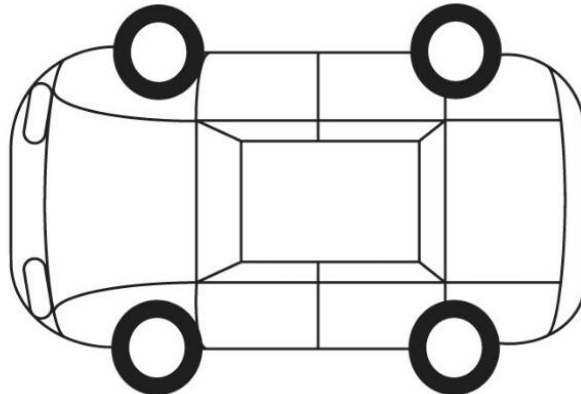
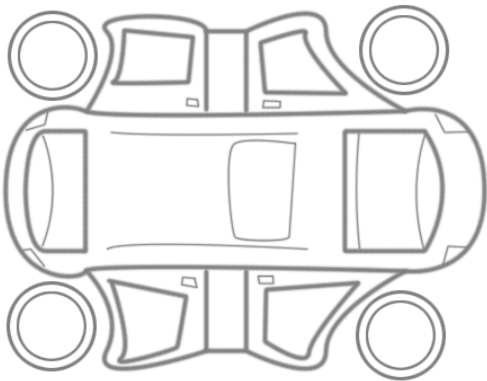


Damage Details

School Vehicle

Damage: _____

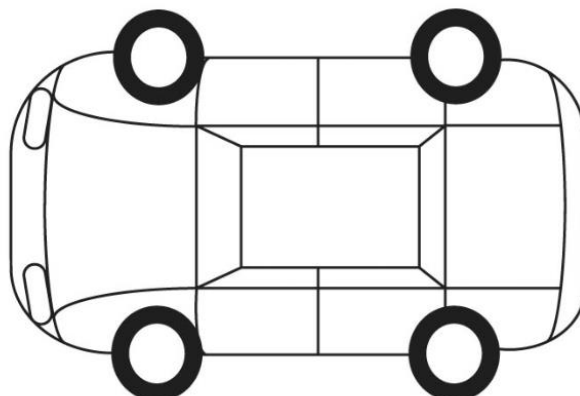
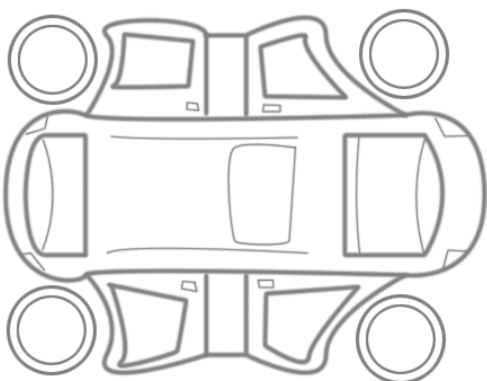
Mark Areas of Damage:



Third Party Vehicle

Damage: _____

Mark Areas of Damage overleaf:





Please use space below to sketch position of vehicles involved at point of impact:

Additional Information

Do you feel anything could have been done by either yourself or the other driver(s) to prevent the accident?
If so, please give details:

Please give details of how a similar accident can be prevented in the future:

Declaration

I declare that the information given in this form is a true reflection of the incident.

Driver Signature: _____ Date: _____

WARNING: In order not to prejudice the school's conduct of any litigation which may ensue as a consequence of an accident it is imperative that the contents of this form and/or copy thereof are not divulged to third parties involved. No admission of responsibility and or liability should be admitted.

SCHOOL OFFICE USE:

Vehicle for Repair on _____ Cost _____ Insurer Notified YES/NO

Insurer Claim No. (if applicable) _____

Any Other Comments/Information _____



APPENDIX 3: Example Minibus Guidance for Drivers

Ellis Guilford School Minibus Guidelines

Authorisation to Drive

- You must be authorised to drive the minibus by the Regional Facilities Manager. You must not drive the bus without this authorisation.
- To be authorised to drive the bus you must meet the following conditions and have supplied the school with your driving license:
 - I. Be over 21 years old.*
 - II. Hold a full UK driving licence for over 2 years.*
 - III. Have no claims pending or convictions.*
 - IV. Have a Category D1 on your driving license-this should be on your license automatically if you passed your test before 1st January 1997*
 - V. Hold an up-to-date MIDAS Certificate*
- Drivers must provide a DVLA check code annually.
- Drivers must provide a copy of their Driving Licence card.
- Drivers must provide a copy of their MIDAS Certificate.
- Drivers are responsible for informing the Regional Facilities Manager if there are any changes to their Driving license, such as a new licence card issued and in particular endorsements & convictions relating to driving.
- All minibus bookings should be made by contacting Regional Facilities Manager via email. You must confirm the details of the driver, the journey and the purpose of the trip.
- Drivers are responsible for any endorsements or fines they accrue whilst driving the school minibus.
- Drivers must take the driver pack with them on all journeys. This contains information relating to; MOT, insurance, breakdown, key contact information.

Security

- Minibus keys are held securely by the Regional Facilities Manager. Once the journey has been completed the keys must be returned immediately. In the absence of the Regional Facilities Manager these should be returned to the PA to the Principal. If you return outside of school hours, please retain the keys in a secure location and return them the following day. The keys should not be left unsecured in the school building.
- Once the journey has been completed the minibus must be returned to the school garage (unless by prior arrangement). If you experience difficulties opening or closing the garage doors, please contact the site team on XXX.
- It is the responsibility of the driver to ensure that the doors and windows of the minibus are secured after use and that the lights are turned off.

Transporting Passengers

- All passengers must wear a seatbelt while the vehicle is in transit, passengers refusing to wear a seatbelt are not permitted to travel (unless medically exempt).
- Any incidents of poor behaviour should be logged with the behaviour team upon returning to school.
- You are able to stop a journey and await assistance should passenger behaviour prevent safe driving conditions.

Maintenance

- It is the responsibility of the driver to complete the Driver Inspection checklist before commencing a journey.
- Any defects should be reported to the Regional Facilities Manager, or in his/her absence the Principal.
- You should satisfy yourself as to the condition of the vehicle. If you have any concerns about the condition of the vehicle do not start the journey.
- Please do not return the vehicle with less than a ¼ tank of fuel.
- Purchase of fuel must be made using the designated fuel card, this can be requested from the Finance Officer.
- Drivers must adhere to the refuelling risk assessment.
- The driver is responsible for ensuring that belongings and litter are removed after each journey.
- All journeys and mileage must be recorded on the Driver Inspection Checklist sheet; this will be handed to you with the minibus keys.
- Completed Driver Inspection Checklists should be returned to the Regional Facilities Manager.



Breakdown

In the event of a vehicle breakdown please follow the below advice-

On a motorway

- I. In the case of an emergency where you cannot leave the motorway, pull on to the hard shoulder.
- II. Make sure you stop as far to the left as you can, with the wheels turned to the left.
- III. It is usually safer to wait well away from the vehicle and moving traffic, behind a suitable barrier if you can. If you get out, take care and use the doors facing away from passing traffic.
- IV. If you cannot get to the hard shoulder, stay in the vehicle. Put your hazard lights on, keep your seatbelt on and call the emergency services.
- V. Put your hazard lights on. If it is dark or foggy, keep the sidelights on too.
- VI. Do not attempt any repair yourself.
- VII. After contacting the breakdown service, please notify the school.

On a road

- I. Move your vehicle off the road if you can, but watch out for soft verges that the minibus could get stuck in.
- II. Put your hazard lights on; if it is dark or foggy, keep the sidelights on too.
- III. It is usually safer to wait well away from the vehicle and moving traffic, behind a suitable barrier if you can. If you get out, take care and use the doors facing away from passing traffic.
- IV. If it's safe to do so, put a warning triangle at least 45m (50 yards) behind the vehicle.
- V. Do not stand between the vehicle and oncoming traffic.
- VI. Do not attempt any repair yourself.
- VII. After contacting the breakdown service, please notify the school.

Accidents

If you're driving, and:

- A person, other than yourself, is injured.
- Damage is caused to a vehicle or to someone else's property – including lamps, signs, bollards and other street furniture.
- An animal (horse, cattle, ass, mule, sheep, pig, goat or dog) has been killed or injured.

Then you must:

- Stop and remain at the scene for a reasonable period.
- Give your vehicle registration number, your name and address, and that of the vehicle owner (if different) to anyone with reasonable grounds for asking for those details.
- If you do not exchange details at the scene, you must report the accident at a police station or to a police constable as soon as you can, and in any case within 24 hours.
- Ensure any person or vehicle accidents are reported to the Regional Facilities Manager via the Motor Accident Report Form to enable appropriate recording on SmartLog.

Reporting the accident to the police by telephone is not sufficient and you cannot ask someone else to report for you.

At the scene:

Collect and note down as much information – photographs and notes – as you can while at the scene.

- **Scene** – date, time, location, weather conditions, traffic conditions, road markings/signs/signals.
- **Vehicles** – make, model, registration number, colour, condition, estimated speed, direction, use of lights or indicators, number of passengers.
- **People** – contact details, description/distinguishing features of driver(s), contact details of passengers, pedestrians or other witnesses, details of any police officers involved.
- **Damage** – description of the damage to vehicles or property, and any injuries to people involved.

Please contact the school at the earliest opportunity after the incident.

I have read and understood the above guidance:

Print.....

Sign.....

Date.....



APPENDIX 4

Example Refuelling Risk Assessment

Name of Assessor(s): XXX				
Location & subject of Assessment: (1 of 1 pages): XXXX				
Review Date: XXX		Other relevant information:		
Hazards/Significant Findings	Existing Control Measures	People Affected	Action Taken/To Be Taken To Reduce Risks	RR
Vehicle Maintenance	Vehicles maintained in accordance with section 19 permit Drivers are to complete pre journey vehicle checks. Weekly cross checks of completed pre journey checks with vehicle request – staff not carrying out checks reminded and copies kept on file	Staff, Students and other road users	Drivers who persistently fail to complete pre journey checks will not be able to re-qualify their MiDAS cert	LOW
Driver competence	All drivers using Weavers minibuses must undertake a full MiDAS competence course.	Staff, Students and other road users	Staff are required to submit drivers licence detail checks and undergo an in-house eye test annually	LOW
Getting on/off vehicle	Students wait with staff away from vehicle traffic area. Staff to supervise boarding. Vehicle to park so side door is always adjacent to footpath	Staff and Students	Where boarding cant be with side door adjacent to footpath staff are supervise crossing at a safe and suitable point such as a identified crossing point.	LOW

Breakdown/accident	Driver to implement MiDAS best practice Refer to vehicle folder for advice and emergency contact numbers	Staff and Students		LOW
Travel sickness/Injury	First aid kit available	Staff and Students		LOW
Fuel	Driver (s) of each permitted trip are responsible to ensure the minibus has sufficient fuel plus spare for the planned trip. Refuelling is to be done so at an approved refuelling garage by use of an automated pump only and in accordance with the filling stations instructions– the use of fuel cans for use away form a refuelling garage is not permitted for vehicles. All refuelling is to be completed without students on board.	Staff Staff Staff	Additional fuel must be allowed for in case of diversion on planned route. Nominated staff member to be responsible for completing refuelling of school fleet vehicles If there is a need for refuelling with students on board permission must be obtained by the staff member in charge of minibus compliance prior to this taking place –If permission is given to refuel with passengers and all passengers must remain in their allotted seats with their seats belts applied and students are not permitted to leave the vehicle under any circumstance	LOW