

The Boston Witham Academies Federation

Haven High Academy

MINI BUS POLICY

The Boston Witham Academies Federation (Trust) has a fleet of 5 minibuses. Three are based at Tollfield Rd, Carlton Rd Academy and Staniland Academy. Two are based at the Marian Campus. The Trust will ensure that the buses are kept in a roadworthy condition and filled with fuel. Anyone booking the buses should ensure that they are returned clean and tidy.

On the Marian Campus the minibus keys are kept in the Front Office by the FSES Administrator. The keys need to be signed in and out. All bookings must be made through the FSES Administrator who is based in the front office, Marian Campus.

A Responsibilities of the academy:

The proper maintenance of a passenger carrying vehicle is of the utmost importance. The driver and the Trust are responsible for the condition of the vehicles. This applies to Trust minibuses and to any that are hired by the Trust.

The FSES Administrator, with the support of the Trust Office, is responsible for the operation and maintenance of the vehicles. They, together with the driver and Site Managers, will ensure that:

- The vehicles are licensed in the correct category and that the Road Fund Licence, MOT and permit are valid (see Section C)
- The insurance covers all requirements and is valid (see Section F)
- The vehicles drivers' driving licences are of the correct category, are valid and comply with the insurance and legal requirements. This will be achieved by an initial check and subsequently, every 6 months (see Section D)
- The drivers of the vehicles receive familiarisation training. Regular drivers receive MIDAS training (see Section E)
- The vehicles are being maintained correctly, the vehicle checks are being carried out and defects are being reported and rectified. 6-weekly inspections are carried out by Johnson Motors. (see Section G)
- The drivers are aware of the Trust Minibus Policy relating to the loading of the vehicle (See Section I) and the use of seat-belts (see Section J)
- The drivers are aware of and conform to the Trust's drivers hours (see section K) and unplanned incident plan (see Section M)

B Responsibilities of the driver:

The driver has the ultimate responsibility for traffic-related matters whilst the vehicles are on the highway. This responsibility covers personal driving standards, road worthiness of the vehicles and the conduct of the pupils/learners carried in the vehicles. The driver has sole responsibility for the bus.

To ensure safe operation of the minibuses, the driver will comply with the following:

- Fulfil the requirements of the driver licensing laws (see Section D) and possess the competence to drive the vehicle (see Section E)
- Be familiar with aspects of the vehicle and carry out visual pre-journey vehicle maintenance checks (see Section H). A defect report should be completed when faults are detected and passed to the FSES Administrator
- Be familiar with the tyre pressure, minimum tread of tyre, length and height of vehicle.
- Observe safe loading practices for the vehicle (see Section I)
- Ensure that seat belts are secured at the beginning of each journey and that passengers are reminded of the necessity to keep them fastened. If a learner/pupil refuses to wear a seat belt, he/she should not be allowed to travel on the minibuses (see Section K).
- Conform to the Trust's drivers' hours rules (see Section K)
- Be familiar with the Trust's set procedure for dealing with unplanned incidents (see Section M)
- Observe the appropriate speed limits of 50mph for single carriageways, 60mph on dual carriageways and on motorways. The driver must never use the 3rd or 4th lane of a motorway.
- No door to be opened unless instructed by the driver
- The back door must never be locked while the vehicle is in use
- Anyone stopped by VOSA or the police need to inform C. Britchford immediately

A driver must not attempt to drive the vehicles if he/she is feeling tired or unwell. The driver must never drive if under the influence of alcohol or drugs. A driver on prescribed medication must always ask his/her doctor whether it is safe to drive. A mobile telephone must be taken on any journey outside the environs of Boston.

A long journey needs 2 planned stops (C Britchford to be informed)

No smoking is allowed on the mini buses.

Minibus with disabled lift:

- The lift must only be operated by a trained member of staff
- The trained member of staff must ensure all the wheelchair is safely secured with the correct straps
- The lift must be serviced every 6 months, with a safe working load test (Lolla) done every year
- If the bus was to breakdown, set on fire or have an accident the driver must make sure that all able-bodied people are off first and the learner in the wheelchair last

C Vehicle licensing:

A minibus permit will be obtained from the Road Traffic Commissioner

All academies to make sure they display the Boston Witham Academies Trust Section 19 permit

Where a minibus is hired from a supplier, it is the responsibility of the member of staff hiring the vehicle to ensure that the necessary permit is obtained. If our staff drive a hired minibus we need to display the relevant academy's Section 19 permit in the bus. If the hire company also supply a driver the Section 19 permit does not need to be displayed.

D Driver licensing:

Drivers passing a test for an ordinary licence will not be allowed to drive a vehicle with more than 8 passengers seats without a further test or unless permitted to do so under the Section 19 permit. Drivers who passed their test before 1st January 1997 will not be affected.

Drivers aged 70+ will need to check what is required with the FSES Administrator as different conditions apply to them.

Drivers of the minibuses will:

- Have a full current driving licence of the correct category of entitlement.
- Be over 21 years of age with at least 2 years of driving experience*
- Have no driving offences, unless notified to the insurance company and their agreement obtained for that member of staff to drive the minibus.
- Not suffer from heart disease, epilepsy or diabetes.

*unless, exceptionally, agreed with the insurance company as a named driver.

E Driver assessment/training:

Drivers of the minibuses are responsible for the safety of the vehicles and their passengers. It is therefore essential that they undertake some familiarisation training and assessment before first driving the minibuses. In this connection, no member of staff may drive the minibuses until they have taken the Site Managers for a drive in the vehicle and satisfied him/her of their competence to drive it. All drivers who undertake to drive the minibuses are also deemed to have accepted the conditions laid down within the Minibus Policy. Regular drivers to have MIDAS minibus training.

F Vehicle insurance:

The minibus is insured on a fully comprehensive basis with a reputable insurance company through Zurich insurance.

G Vehicle maintenance:

The drivers and the Trust are responsible for the condition of the vehicles, whether our own or hired. The FSES Administrator is the member of staff with oversight for ensuring the correct maintenance and cleanliness of our vehicles and for ensuring that systems are in place. However, on each site the following must take place:

- **Vehicle running checks.** These will be carried out weekly by the individual **site manager**. In addition the driver needs to do a walk-round check before they drive the bus (this has to be documented)
- **Reporting of defects.** These will be reported in writing by **drivers** to the FSES Administrator, and will show the nature of the defect, when and by whom it was reported and will have a section to record the action taken to rectify it, when and by whom. Where a defect is found which is considered to render the minibus as being unroadworthy, it will be noted in the minibus booking diary/defect book and all drivers made aware of it. The minibus should then not be used until the defect has been corrected.

- **Safety inspections and services.** The vehicles will be serviced in accordance with the manufacturers' recommended schedule of servicing. A safety inspection will be carried out by Johnson Motors at the same time as the MOT pre-test service and inspection. The buses are inspected by Johnson Motors every 6 weeks. A safety inspection form will be completed by the "inspector" at this time. It will list all items checked and indicate the condition of those items. The person carrying out any repairs required should sign, date and state any rectifying action taken. All other servicing and repair (when required) will be carried out by Johnson Motors.

Minibus with disabled lift:

- The lift must be serviced every 6 months, with a safe working load test (Lolla) done every year

H Vehicle checks for the driver:

The driver must be familiar with the position of all the controls, including the fire extinguisher, first aid kit, spare wheel and tools. Before starting the journey, the driver will carry out a visual check. This will include:

- Walking round the vehicle checking that the bodywork/glass is intact and that the doors open freely and close securely. Checking seats and seat belts/restraints.
- Checking that the driver's seat and rear view mirrors are secure, intact and adjusted as necessary.
- Checking windscreen washers and wipers.
- Checking lights, indicators, horn, warning lights and instruments.
- Checking tyres for condition (including the spare)

Each Site Manager will carry out a full check as outlined below on a weekly basis:-

- Walking round the vehicle checking that the bodywork/glass is intact, doors open freely and close securely, checking seats and seatbelts/restraints.
- Checking that the driver's seat and rear view mirrors are secure, intact and adjusted as necessary.
- Checking windscreen washers and wipers.
- Checking lights, indicators, horn, warning lights and instruments.
- Checking tyres for condition (including the spare)
- Checking engine coolant and oil levels.
- Checking screen washer fluid level.
- Checking brake fluid and battery levels.

Any defects should be recorded and reported to the FSES Administrator

I Safe loading

The minibus must not be overloaded. Where passengers and luggage are to be carried, then the combined weight must be assessed. Maximum gross vehicle laden weight is 3.5 tonnes, this is equivalent to a full complement of 13 people (including the driver) with hand luggage, and a full tank of fuel. If luggage is carried in the minibus it must not restrict the gangway. All gangways and exits must be kept clear and it must always be possible to open emergency exits from the inside. A roof-rack must not be used on the minibuses but a trailer of approved design may be fitted in

order to carry excess luggage. When a trailer is fitted, maximum speed must not exceed 50mph.

J Seat belts

Seat belts/restraints are fitted to all seats. It is a legal requirement to wear the seat belts and it is the driver's responsibility to ensure that the seat belts/restraints are secured at the beginning of each journey. Passengers should be reminded of the necessity to keep them fastened, this may be done by means of an announcement by the driver or group leader or by means of an audio-visual display presentation or by signs displayed at every seating position. A learner/ pupil refusing to fasten a seat belt must not be allowed to travel in a Trust minibus.

It is also a legal requirement that drivers must use them (the only exception is where the driver holds a medical exemption from a doctor, as in a Certificate of Exemption from Compulsory Seat Belt Wearing)

Any learner under 12 or 135 cm high could need a booster seat on the buses.

K Driver's hours

It is important that the driver is not tired, particularly after a day at work, or a long period teaching. Breaks should be built into journey planning.

The following restrictions will apply:

- After a full day's work, when the destination is more than 1.5 hours driving time away (equivalent to 50 miles or more) **two** drivers will be taken and the drivers changed after 2 hours.
- After a half day's work, when the destination is more than 2 hours driving time away (equivalent to 80 miles) **two** drivers will be taken and the drivers changed after approximately 2 hours.
- At weekends and during holidays no driver shall drive for more than 6 hours on any one working day. Continuous driving must not exceed 2 hours after which a break of at least 15 minutes must be taken. If driving under EC rules a break of at least 45 minutes after 4 ½ hours is required. If driving under domestic drivers' rules a break of at least 30 minutes is required after 5 ½ hours of driving.
- The working day must not exceed 16 hours between times of starting and finishing work (including work other than driving and off duty periods during the day.)

L Use of minibus

The Trust minibuses may only be used for the benefit of learners/pupils in the Trust. The minibuses are only insured for use in the UK and not for journeys abroad. All use of the minibuses must be booked in advance and availability confirmed with the relevant person at each academy.

M Unplanned incidents, driver illness or minibus breakdown

Journeys involving the Trust minibuses will always be staffed on the basis of two approved adults* to provide for accident/emergency situations except on local journeys which are defined as those within 50 mile radius of the Haven High (but see also Section K on Driver's Hours).

*An approved adult is a person of 21 years, or above (but with a minimum of 2 years driving experience), who has been checked by the member of staff responsible for the minibuses, namely the FSES Administrator.

In the event of an incident whilst on a journey that is likely to cause a delay of any kind, the Haven High or contact should be informed as soon as possible. A mobile telephone should be taken on every trip if possible.

In the event of illness to the driver the following procedures should operate:

- For journeys where the destination is less than 50 miles, and there is only one driver:
- Where a driver is unfit to continue driving the following individuals have agreed to be contacted for an emergency call out if outside the academy day.

Helen Joyce (Vice CEO)	07970889614
Facilities Manager (Steve Chester)	07896785716
Claire Britchford	01205 319510/ 07960481517

- Prior to the journey the driver should make sure at least one of the drivers on emergency call out is aware of the trip and the travel arrangements and would be available should the emergency call out be necessary.
- For journeys where the destination is greater than 50 miles and there is more than one driver:
- Where the second driver takes over due to illness of the other driver, the second driver shall assess the situation and if it is felt that a further driver is needed then an emergency driver on standby should be contacted, as above.

In the event of a breakdown outside the county, the AA. should be contacted immediately on 0800 - 616300. Membership number is M03424702LGH. Reference documents are kept in the minibuses. In the event of a breakdown inside the county, drivers will find guidelines on necessary action in the minibus glove compartment.

In the event of any incident or accident involving a passenger or driver while on a minibus the driver must complete a full report of the event and pass to the relevant person at each academy. The person responsible for First Aid at the relevant must be informed too. This must happen even if the person involved appears to have sustained no injury.

Drivers planning a trip involving the use of the minibuses are required to acquaint themselves thoroughly with these procedures and with procedures for Coping with Emergencies (see Critical Incident Policy).

N Internal procedures

1. Prior to Journey/Trip.

- Book the mini-bus (and driver) through the relevant person at each academy
- Liaise with trip co-ordinator for each academy
- See the Site Managers regarding a familiarisation drive and a check of the controls (if you have not driven the mini-bus before).
- Make arrangements for emergency call out (see Section M)

2. Day of use

- Ensure all doors are unlocked prior to the journey
- Ensure all passengers are seat-belted in before commencement of the journey and remain so throughout, as required by law.
- ensure there is no eating/drinking/smoking on the minibus at any time.

3. **Arrival at destination** (or parking for any length of time).
 - Ensure all doors/windows are locked and the dead lock is secured to the steering wheel and brake/clutch pedal.

4. **Return to the academy**
 - Return the mini-bus to the front of the academy
 - Ensure all windows/doors are locked and deadlock replaced as above.
 - Check the condition of the vehicle and report any damage to FSES Administrator immediately.
 - Ensure the interior is tidy and dispose of rubbish.
 - Check that the minibus lights, internal and external, are switched off.
 - Report any general problems regarding the vehicle to the FSES Administrator
 - Return the keys to the relevant place immediately on return.

5. **Useful information**
 - Keys are kept with Claire Britchford for vehicles on the Marian Campus, Helen Forth at Staniland Academy, Kim Fletcher at Carlton Road Academy
 - Refuelling: The academy has an All Star Fuel Card account which is valid at most service stations, the nearest of which is the High Street Garage Boston. The card is kept by Claire Britchford, Helen Forth and Kim Fletcher and should be obtained before proceeding on any journey which might involve refuelling the minibuses. Please return the card and any receipts for fuel to the Finance Administrator on completion of the journey.

* **Remember:** The mini-bus uses diesel fuel.

O. Staff Instructions

members of staff are expected to:-

1. Complete the section 19 vehicle logbook to check the condition of the vehicle upon takeover and notify the office of any faults.

2. Check that the equipment which must be carried on the vehicle (fire extinguisher, first aid box, red triangle etc...) are there and in date.

3. Inform the office of any use of the first aid box so that it can quickly be replenished.

4. Regularly check the gauges whilst driving for signs of overheating

5. STOP if there is a malfunction and ring for assistance

6. Leave the vehicle clean and tidy for the next user

7. If the fuel gauge is less than half-full, let the Facilities Manager know so they can refuel

8. When you have completed your journey ensure that the minibus is left secure before you hand the keys back

9. When you have completed your journey ensure that the minibus is left clean and tidy

Mobile phones:

1. Drivers of the mini bus must not answer their mobile phones whilst the vehicle is in motion or stationery while the engine is on.
2. If the driver needs to answer the call, they must pull over in a safe place, turn the ignition off and make sure the students remain seated(if necessary.)

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Print name and role: Claire Britchford.....

Date: ...30.05.2020.....