



# STEP Academy Trust Minibus Policy

**Date of Policy: Summer 2017**

**Review: Spring 2020**

## INTRODUCTION

STEP Academy Trust currently leases a number of minibuses for our academies' use. This policy outlines a number of activities that should govern how the minibuses are used.

### STEP Academy Trust Responsibilities

- STEP Academy Trust ("the Trust") will ensure that the insurance policy in place is appropriate for the vehicle and users.
- All vehicle drivers will undertake MIDAS training from a local authority provider that ensures they are competent to drive a minibus.
- Only vehicle users with an appropriate driving licence for the United Kingdom will be allowed to drive the minibus.
- The driver will be responsible for ensuring that a record of each journey and its purpose is kept. This record will be transferred to the Academy office after the completion of each journey.
- The Site Manager/ Caretaker will be responsible for maintaining a record of all minibus drivers.
- The minibus must be serviced twice a year and a MOT undertaken as per United Kingdom regulations.
- A second competent driver should be present where possible but particularly on longer journeys. This will ensure that emergency situations affecting one driver can be covered by the second driver.

### STEP Academy Trust Employees Responsibilities

- A Section 19 permit must be displayed in the vehicle windscreen at all times.
- The driver of the vehicle is responsible for any defects found on the vehicle.
- The driver of the vehicle is responsible for any road traffic offences committed whilst driving the vehicle.



- To check that the vehicle is roadworthy prior to every journey. This will include a check on the operation of the following:
  - Lights, indicator, brakes including handbrake, horn operation, coolant system, petrol, oil, door lock, seats correctly secured, windscreen wiper & seatbelts. (See Appendix A)
- Any defect must be reported to the Site Manager/ Caretaker to ensure action is taken to remedy the defect.
- The driver is responsible for ensuring that all passengers are secured with a seat belt.

## **Health & Safety**

- Each minibus must carry a first aid kit in a suitable container, which is readily available and clearly marked. Both the receptacle and contents must be regularly checked and kept complete and in good order. The minimum contents of a minibus first aid kit are as follows:
  - A leaflet giving general guidance on first aid;
  - 20 individually wrapped sterile adhesive dressings (assorted sizes);
  - Two sterile eye pads;
  - Four individually wrapped triangular bandages (preferably sterile);
  - Six safety pins;
  - Six medium sized individually wrapped sterile un-medicated wound dressings (approximately 12 cm x 12 cm);
  - Two large sterile individually wrapped un-medicated wound dressings (approximately 18 cm x 18 cm);
  - One pair of disposable gloves.
- Each minibus must carry a suitable fire extinguisher which is readily available for use and maintained in good and efficient working order. It must be obviously placed where anyone could find it in an emergency. If passengers using wheelchairs are carried, additional extinguishers may need to be fitted.
- A mobile telephone should be carried in all minibuses to cover emergency situations. This must not, however, be used by the driver whilst driving the vehicle.
- Particular consideration needs to be given to journeys with pupils with special needs. The minibus must be suitable for the needs of all passengers, including those with disabilities.
- Where long journeys are necessary, the driver should have a break from driving for at least 15 minutes in every two hour session.
- The minibus must not be used where the number of seated passengers exceeds the number of seats.
- No standing passengers may be carried in a minibus.
- Wherever possible, children should not be carried in the front seat alongside the driver.

## Wheelchair Transport

- Where wheelchairs users are transported, equipment should be used which ensures both the person and the chair is secured to withstand emergency forces. It is not acceptable to rely on wheelchair clamps and wheelchair lap belts to secure passengers.
- Electric wheelchairs must only be secured by 4 point webbing restraints. Metal clamps must not be used. Occupants of wheelchairs must be secured by a minimum of lap and diagonal belt secured to the vehicle.
- Power operated lifts for wheelchair access should have the following features:
  - Marked with safety working load;
  - Marked with maximum number of people to be carried;
  - Non-slip surface (wet and dry weather);
  - No gaps or holes larger than 15mm diameter;
  - No trapping points in the mechanism;
  - Full length guards at least 25mm high on both sides of the platform;
  - Handrail (preferable on both sides) 800mm high and of colour contrast;
  - Wheelchair safety stops at the back of the platform (work automatically when the lift leaves the ground);
  - Clearly marked pressure operated controls.
- Lifts must be inspected every 6 months by a competent person.

## APPENDIX A

All drivers are asked to perform the routine vehicle checks listed below before taking the vehicle out. Remember - the driver is legally responsible for the condition of the vehicle. Please tick each item below, indicating you have checked that it is satisfactory:

Oil		Fire extinguishers		Doors and exits	
Fuel		First aid kit		Horn	
Water		Lights		Glass	
Tyre condition		Mirrors		Body condition interior & Exterior	
Tyre pressure		Pedals & handbrakes		Steering	
Wheel fixings		Wipers/washers		Heating/ventillation	

### Defects to report

<b>Rectified by:</b>
<b>Date rectified:</b>

### On Return

Please ensure that doors and windows are locked and that the vehicle is left clean and tidy.

You would not wish to find the bus empty of fuel – please do not leave it in this condition.

Name of Driver: \_\_\_\_\_

Date of Journey: \_\_\_\_\_ Destination: \_\_\_\_\_

Vehicle Registration: \_\_\_\_\_

Mileage before \_\_\_\_\_ Mileage after \_\_\_\_\_

Total mileage \_\_\_\_\_

## APPENDIX B

### Minibus Accident Investigation – Please complete as fully as possible

Name of driver at time of the accident	
Number of people were in the minibus at the time of the accident (pupils/teachers/staff)	
Number of people were injured, if any	
Any distractions to the driver	
Events leading up to the accident	
Speed at the time of the accident	
Weather conditions	
Condition of the road	
Was the minibus on the nearside of the road? • YES - how far from the kerb? • NO - what was the position?	
Warnings given, eg sounding the horn, flashing lights, etc	
Were the Police involved (if so, give details)	
Sketch of incident. Mark approximate road width, giving position of vehicles and people involved and show their direction of travel with arrows	
Details of any third party involved (name, address, vehicle details, insurance details)	