

# WAKEFIELD GRAMMAR SCHOOL FOUNDATION (incl EYFS)

## MINIBUS POLICY

### 1. Permission to Use a Minibus

Permission to use a minibus will always be given for any activity officially organised by a school department, for any games team officially recognised by the PE Department and for any club or society listed in the school roll. All other users must first obtain prior permission from the Head.

Whilst departments, games teams and recognised clubs and societies do not therefore need the specific permission of the Head to use a minibus, they must nevertheless have prior permission from the Head for the activity to take place.

### 2. Insurance Cover

Insurance cover limits the use of the minibuses to school business.

The minibus is not be used to transport equipment or other items.  
The school has a van for this purpose.

### 3. Drivers

Drivers of minibuses are restricted to being those employees of the Foundation, aged 25 and over.  
The driving licence must have a D1 category.

Anyone planning a trip where other individuals are to be nominated to drive should consult the Estates Manager prior to the trip to arrange insurance cover. The Head must give a prior approval for other individuals to drive a school minibus.

In an emergency, where the intended driver is injured or unwell, another adult maybe asked to drive, provided he/she has the specific D1 licence category qualification to drive minibuses.

The member of staff in charge of that trip is able to give authority, under the circumstances specified, on behalf of the Head.  
He/she should, however, contact the Estates Manager, Health & Safety Manager and the Head (by telephone) if such an emergency arrangement is to apply for more than one day.

### 4. Driver Competence Check

Only those employees who have been out with colleagues on driver training and familiarisation runs will be allowed to drive the mini-bus.

These sessions will include advice on how to carry out the vehicle checks as well as practical driving experience.

Those who drive infrequently are advised to have an annual refresher session with the schools' Driver Trainers.

## **5. Medicals**

The Estates Manager will arrange for drivers to have a medical. The first medical will be on application to become a registered driver. The next medical is required on reaching 45. From age 45 a medical is required every five years up to age 65 and thereafter annually.

## **6. Drivers' Responsibility**

It is the drivers' responsibility to ensure that the vehicle is roadworthy and fit to use.

Drivers must ensure that the emergency equipment is present and complete - first aid kit, two high visibility jackets, a fire extinguisher and warning triangle.

A walk round visual check it to be carried out before driving to ensure:

- No vehicle body damage
- Wheels securely fixed
- No evidence of any fluid leaks
- Tyres in good condition/inflated
- Lights are clean undamaged and in working order
- Roof rack securely loaded/sheet down

Inside the vehicle, drivers should check:

- Mirrors correctly adjusted
- Indicators, wipers, washer, horn, lights are working

After starting the engine check:

- Steering for free play (wheels should move about 30 mm)
- Movement on circumference of steering wheel
- Oil light goes out

Drivers should test brakes immediately after setting off for equal application of the brakes and effective braking.

Drivers must sign a log sheet to record that these driver checks have been completed and that any defects have been reported.

In addition, head porter/caretaker will carry out weekly term time inspections of:

- Oil and coolant level, 'Add Blu' level, hydraulic fluids, power steering fluid, windscreen washer fluid levels, battery, inflation and condition of tyres, tightness of wheel nuts
- Seat belts for evidence of visual damage
- Similar checks to those required by the drivers as listed above

Although the head porter/caretaker will carry out the check over of each vehicle once a week during term time, it remains the individual driver's responsibility to ensure that the vehicle is in good order.

Anyone using the vehicles during the school holidays or on trips lasting more than six days will need to carry out these checks themselves. Driver checks will be included in the driver-training programme.

## **7. Safety Inspections**

All minibuses receive 13 week interval safety inspections.

In addition, the vehicles are subject to MOT examinations every 12 months from new. All servicing and maintenance is in the hands of a main dealer who specialises in that make of vehicle.

## **8. Drivers' Hours**

Those driving the school minibuses must observe the following for each individual driver:

*Daily Driving* - a maximum of 9 hours driving in a 15 hour working day. When a trip takes place after school and is not expected to be completed until after 23.20 the driver should arrange Leave of Absence from school that morning so that the working day starts at such a time that all driving will be completed within 15 hours of starting work.

(The working day would include teaching in school, supervising pupils out of school on field trips/activity/holiday trips/visits/taking part in sporting or leisure activities or outdoor pursuits with those who will travel in the minibus).

*Continuous Driving* - maximum of 4 hours continuous driving then a break of at least 45 minutes, or at least two 25 minute breaks in any 4 hour period of continuous driving, (the break can only be taken in the vehicle if there is a second driver).

*Weekly Driving* - no more than six consecutive days' driving. A maximum of 48 hours driving per week.

*Rest Period* - a minimum of ten consecutive hours away from the vehicle and not engaged in other work or activity involving the pupils or school between each daily driving stint. A minimum 45 hour rest period from minibus driving is required after 6 days' driving.

*Overnight Journeys* - i.e. those travelling through the night after 23.30 should have two drivers.

## **10. Supervision of Pupils**

A driver cannot drive and teach or discipline pupils at the same time. The driver should go through any educational/disciplinary talk before starting the vehicle. Should it become necessary to talk to any pupils during a journey, the driver should pull into a lay-by or some other sensible place to stop the vehicle. If a second member of staff is travelling in the minibus, the supervision of pupils whilst in the minibus should be delegated to that person.

## **11. Seating Capacity**

There are two sizes of vehicles: One has 15 seats and five have 17 seats including the driver. This seating capacity must not be exceeded.

## **12. Seat Belts**

Seat belts are provided on all seats. All passengers must use the belts provided at all times. Booster seats are available for the use of smaller children. Please contact the Estates Manager to collect them.

Drivers must remind passengers to wear the belts provided.

## **13. Doors**

Doors must always be unlocked when passengers are being carried.

## **14. Luggage**

Luggage must not be carried inside the minibus in such a way that it blocks the aisles or access to any door. It is to be secured in a way that prevents it being thrown around inside the vehicle in the event of an accident. Flammable liquids, camping gas cylinders etc., must be stored securely and upright.

Camping gas cylinders need to have a blanking cap or plug covering the outlet connection for the duration of the journey and must not be left in direct sunlight in a hot minibus.

### **15. Bottles, Cans and Litter**

No alcohol is allowed in the minibus. Litter on the floor of the vehicle presents a specific safety hazard. Cans or bottles could roll to the front and become jammed under the vehicle controls.

Bin liners are provided in each vehicle.

Staff in charge of those travelling in the minibus must ensure all litter is placed in a bin liner and is then disposed of.

### **16. Log Sheets**

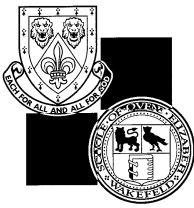
Log sheets are provided that offer specific information and advice to the driver. All drivers must ensure they have the appropriate log sheet with them. It contains details about the 24 hour minibus recovery service.

### **17. Additional Forms**

Below the Policy History are three forms which form part of the minibus booking procedure.

- 1, WGSF Minibus Drivers Fitness to drive checks.
- 2, WGSF Minibus Booking Form.
- 3, Minibus Log Sheet and Driver Vehicle Check Sheet.

POLICY HISTORY			
Changes	Date	Ownership	Review Period
Policy written	December 2008	C Hastings/L Perry	2 yearly
Reviewed	August 2011	C Hastings	2 yearly
Updated	August 2014	C Hastings	2 yearly
Updated	August 2017	C Hastings	2 yearly
Updated	September 2019	C Hastings	2 yearly
Updated	January 2021	K Oliver	2 yearly



# Wakefield Grammar School Foundation

---

Minibus drivers provide a key service on behalf of Wakefield Grammar School Foundation (WGSF). In undertaking this service safely, they are safeguarding the safety of pupils, other road users, pedestrians and themselves.

To ensure this continuing safe service, WGSF would like to remind minibus drivers of the basic steps they need to follow.

The steps are:

To comply with the requirements of the Highway Code at all times.

To comply with the requirements of the WGSF Minibus Pupil Transportation Risk Assessment.

In particular:

Fitness to drive - Attend medicals when requested.

Fitness to drive – Not to drive under the influence of alcohol, recreational drugs, or non-prescription medication that may affect your ability to drive safely.

Fitness to drive – To inform the Foundation if you need to use prescription medication, which may affect your ability to drive safely.

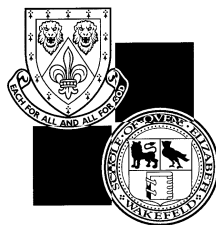
Seatbelts – To ensure seatbelts are worn by pupils and yourself as per the Highway Code.

Electronic devices – Not to use mobile phones or hands-free devices whilst driving a Minibus.

To demonstrate your ongoing commitment to follow the above steps and ensure the safety of pupils, other road users, pedestrians and yourself, please sign and date this form below.

Name: .....

Signature: ..... Date: .....



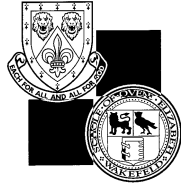
## Minibus Booking Form

**Please ensure that your booking is in agreement with the Foundation's Minibus Policy.**

**Please complete the form then send it to Christina Hastings.**

	1 <sup>st</sup> request	2 <sup>nd</sup> request	3 <sup>rd</sup> request
<b>From:</b> Day			
Date			
Time			
<b>To:</b> Day			
Date			
Time			
Person responsible for booking			
Department to be charged			
Purpose of Trip			
Destination			
Driver(s)			
Required seating capacity Including driver(s)			
Roofrack/Tarpaulin required?			
Towbar Required?			
Provisional minibus allocation			

Many thanks



## Minibus Log Sheet

Allocated minibus	
Day	
Date	
Times	
Person responsible for booking	
Department to be charged	
Purpose of Trip	
Destination	
Driver(s)	
Requested seating capacity	
Roofrack/tarpaulin requested	
Collection/return of minibus	
Collection/return of keys	
Final reading	
Initial reading	
Total km	

**PLEASE REMEMBER** it is the driver's responsibility to ensure the mini-bus is roadworthy by performing the checks outlined on the reverse of this log sheet.  
**Please return this log sheet to Mrs Hastings.**

**PLEASE DO NOT LEAVE THE KEYS IN THE MINI BUS UNATTENDED**



## Minibus Log Sheet

**Driver Checks** - a dust jacket is provided, in the toolkit

External pre starting checks	Checked	Defects
No vehicle body damage		
Lights clean and undamaged		
No evidence of fluid leaks		
Tyres in good condition/inflated		
Wheels securely fixed		
Spare wheel present		
Roof Rack is securely loaded and sheeted down		
Internal pre starting checks	Checked	Defects
Warning triangle present		
First aid kit present		
Fire extinguisher present		
Mirrors correctly adjusted		
Seat belts in use		
After starting engine checks	Checked	Defects
Oil light goes out		
Steering for free play (wheels should move after 30mm free movement on the steering wheel)		
Side lights, full lights, dip, main beam working		
Headlight beam control set at 0 (1 if heavily laden)		
Indicators working		
Horn		
Washer and wipers working		
Test brakes immediately after setting off (equal and effective retardation)		

Signed \_\_\_\_\_

Please record below details of any breakdown/defect/fault/complaint/damage not covered by the above and any action that has been taken.

**In case of emergency please contact: AA Telephone: 0800 424 151.  
Ref No: 0071562**