



PARK HIGH SCHOOL

SCHOOL MINIBUS POLICY

&

RISK ASSESSMENT

Reviewed by:	Premises Committee
Date of Review:	March 2018
Approved by:	Governing Body
Date of next review:	March 2019

The Governing Body of Park High School is responsible for ensuring any school minibuses operated on behalf of the school fully comply in every respect, with all legal transport and health and safety requirements.

This responsibility is delegated to the Head teacher to ensure its appropriate implementation.

Legal Requirements:

The law requires that a minibus must:

- Be adequately insured
- Be well maintained
- Have a valid MOT certificate (if more than one-year-old)
- Have road tax
- Correct seating with correctly fitted seat belts

The Governing Body and the Headteacher will ensure that the school has its own safety policy and procedures for the minibuses in line with the Department for Education "Driving School Minibuses advice for schools and local authorities" (Sept 2013) and ROSPA "Minibus Safety a Code of Practice" (Aug 2015) (both documents available on request).

The school will not pay fines for parking, speeding or other motoring offences. The school will not provide legal support for staff charged with any motoring or traffic offenses. Personal use of the minibuses is not permitted nor are they available for private hire.

The school minibuses are under contract hire from Castle Vehicle Leasing TA Castle Minibus (ARVAL BNP Paribas). Fleet Complete provides the following services:

- Annual and 10 weekly interim safety inspections
- Annual MOT and repairs needed as a result
- Replacement tyres
- Providing a minibus with seat belts that conform to the relevant legislation
- **Section 19 permits are displayed on each vehicle. (Applied for but not yet received)**
- Breakdown Services are provided through Castle by the RAC, the emergency 24-hour line is 0370 600 4499 and is printed on a card on the windscreen of the minibus.

Responsibilities:

The Facilities and Operations Manager will:

- Ensure that the proper insurance, licences and permits are held and kept up to date
- Ensure that minibuses will not be used until defects which have safety implications are rectified
- Check driving licences annually
- Ensure that the minibuses are maintained in a roadworthy condition, and annually serviced and MOT
- Have responsibility for the daily management of the minibus
- Ensure that both organisers and drivers are complying with all requirements set out in this policy
- Monitor completed checklists (Appendix 2) at least half termly to ensure they have been correctly filled in and that all checklists are accounted for and the booking system has been used appropriately
- Arrange D1 and/or MIDAS training for staff wishing to drive the minibus
- Maintain records of training and keep copies of driving licences. This should be recorded and the check repeated every 12 months.

The School Welfare Officer will ensure that the first aid box is regularly checked and complete.

The Minibus Driver will:

- Operate minibuses in accordance with the Minibus Policy
- Not drive minibuses unless they are on the list of authorised drivers
- Inform the school of any health conditions which may affect their ability to drive
- Ensure that the minibus is cleared of litter at the end of each use and that any damage to interior fittings is reported on the checklist (Appendix 2) and given to the Facilities & Operations Manager
- Drivers are obliged to advise the Business Manager and Facilities & Operations Manager of any change in circumstances which might have a bearing on their insurability. This includes notification of motoring offences
- Drivers will report all accidents, however minor, to the EVC, the Facilities & Operations Manager and the Business Manager, as soon as possible
- Ensure the minibus is always returned to school with at least half a tank of petrol

Eligibility to drive the Minibus:

Those permitted to drive the School Minibuses will:

- Be between 21 and 70 years of age with a full driving licence that has been held for at least two years
- **Have D1 on their driving licence (if not you will be required to attend a training course)**
- Be trained using a recognised training scheme (MIDAS) **at least every 4 years** to ensure high levels of competence and skill.
- Be asked to undertake individual training unless they are able to provide evidence of previous training which means they are already qualified to drive minibuses.

If you meet these requirements your driving licence will be checked (certain driving offences may preclude you from driving the minibus) and you will be asked to read and sign a copy of the **Minibus Policy and Risk Assessment**. After familiarisation training with a current minibus driver you will be added to the list of authorised drivers. You will only be authorised to drive the minibus once you receive confirmation in writing from the Facilities & Operations Manager. If the school no longer requires you to be an authorised minibus driver, you will also be informed in writing by the Facilities & Operations Manager. **The minibus will never be used for “hire or reward” - i.e. there’s no payment from or on behalf of the passengers. The vehicle must not, under any circumstances, be driven outside the United Kingdom.**

Minibus Management System:

All staff must use the proper booking procedures for use of the school minibus. Please check availability with the Head of PE and the EVC. At the time of use keys must be collected from the Head of PE between the hours of 9am and 4pm. Drivers must allow time to complete the pre-journey checklist (Appendix 2A and 2B).

The Premises Team top up the fuel as part of their weekly checks but if you have to fill the minibus with fuel, the cost is reimbursed by the member of staff filling in a petty cash form and submitting it to the Finance Office.

Safety when Driving the minibus (Please also refer to Appendix 1)

When taking charge of a minibus, drivers must satisfy themselves that the vehicle is in a fit condition for use (check tyres, lights etc. and fill in checklist) and that there is an adequate supply of fuel. When in charge of a party and/or when driving a minibus, staff must ensure that:

- The maximum permitted number of passengers is not exceeded,
- Seat belts are worn correctly at all times,
- Taller students in the party are sitting in the front seats if necessary
- The supervising adult is sitting in the back area of the minibus and not in the front seats
- There is no eating or drinking on the minibus, for longer journeys adequate rest stops should be planned.
- All luggage or other material is loaded securely in a safe manner and that it presents no danger to occupants of the minibus or to other road users,
- All current road traffic legislation is observed.

Drivers must:

- Ensure they are properly rested before starting a journey, plan appropriate rest stops and/or carry a relief driver.
- Ensure that the minibus carries, at all times, a fire extinguisher and a first aid box. The fire extinguisher must be a British Standard fire extinguisher.
- Refrain from consuming alcohol, for the twelve hours preceding and throughout the period of time in charge of the vehicle.
- Refrain from driving while taking medication which carries warnings to this effect.
- Refrain from smoking.
- Refrain from using a mobile phone while in the vehicle.
- Read and act on the current Minibus Risk Assessment.

Monitoring

The Facilities & Operations Manager will report to the Business Manager termly on the operation of this policy.

Review

The policy will be reviewed annually by the Premises Committee.

Appendix 1A: ROSPA: ADVICE AND INFORMATION: MINIBUS SAFETY

The school minibus weekly safety check

This is carried out weekly and recorded by the Premises Team.

Walk around the vehicle to check for visible defects and then check the items listed below:

Exterior check (*check OK or NOT OK*)

- Oil level
- Coolant level
- Windscreen washer fluid level
- Brake fluid level
- Windscreen & windows clean and undamaged
- Lights including brake lights and indicators are clean and working.
- Tyre pressures, including spares (and inner tyres and tyres on trailer if applicable)
- Tyre tread, including spares (and inner tyres as above). At least 3 mm across centre $\frac{3}{4}$ is recommended. Any cuts and bulges?
- Doors open and close properly
- Trailer brake lights and indicators work, if applicable

Interior check (*check OK or NOT OK*)

- Mirrors correctly adjusted, clean and unobstructed
- Position & function of all dashboard controls
- Pressure on brake pedal
- Lights & indicators are working
- Wipers & washers working properly
- Fuel level (and type of fuel)
- Seat belts are undamaged and working properly
- Location of wheel brace and jack
- Location and contents of first aid kit & fire extinguisher(s)
- Location of relevant paperwork (permit, MOT etc.)
- Change for parking or telephone (mobile/phone card)

Brake Checks

Check brakes before loading passengers. With engine running, check handbrake is working properly & brake pedal is firm when pushed. Conduct a moving brake test, off the road, if possible. Reach a speed of not more than 15 mph check mirrors and, if safe, apply brakes fairly firmly. Brakes should work efficiently; vehicle should not pull to one side; luggage should remain secure.

If faults that might affect the vehicle's or passengers' safety are found, the vehicle must not be used until they are all remedied.

Appendix 1B: Advice for Minibus Drivers

On journeys where an escort is present, the items below should be divided between the escort and the driver, with the driver concentrating on those tasks which directly relate to driving the vehicle.

Before setting off

Remind yourself of control measures in place as recorded on the Minibus Risk Assessment.

- Allow sufficient time for the journey.
- Plan breaks. Avoid long spells of driving when students might get bored and restless. **(See rules pertaining to drivers' hours Appendix 3)**
- Conduct and record a pre-drive safety check before every journey (appx 2).
- Never allow passengers to board until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic-free area.
- Ensure students are supervised when boarding vehicle, especially if using rear door. Plan which passengers will sit in the front seats and by the doors.
- Do not exceed the carrying capacity of the minibus.
- Make sure everyone is sitting, one to a seat and are using seat belts.
- Luggage securely stowed; aisles & exits clear
- When school bus signs are used, make sure they are in position only while children are being transported, and that they do not obstruct your vision.
- Ensure ambulant disabled passengers are seated safely and comfortably and passengers travelling in wheelchairs are safely restrained. Securely store wheelchairs not in use.
- Carry a complete list of passengers with notes of special needs. Keep list with other relevant documents in place where can be readily found in event of an accident.
- Check that no bags or clothing are caught in doors, that all luggage is secure and gangways and exits are clear.
- Check all mirrors every time before moving off in case latecomers are approaching the vehicle.

During the journey

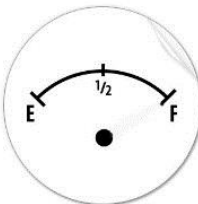
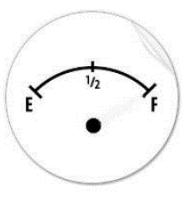
- Do not allow boisterous play of any kind.
- Try to keep students occupied (if escort on board) give something to do beforehand.
- Enforce rules such as "No Smoking", "No eating or drinking".
- Do not allow passengers to operate doors.
- Approach each stop slowly and with care
- Use Hazard Warning Lights on school trips where children are boarding or leaving vehicle.
- If serious delay during journey, inform school so that information can be passed to parents.
- Students must not be left unaccompanied on the minibus.
- If there is a risk of fire, evacuate vehicle and move occupants to a safe place.
- If you have to stop in an emergency or break down while on a motorway, only stop on the hard shoulder and as far away from the carriageway and passing traffic as possible.

Journey's end

- Supervise students when leaving vehicle, especially if using rear exit.
- Never allow passengers to leave until vehicle is at a complete standstill and safely parked.
- Always park so that passengers step onto the footway and not the road.
- Avoid the need for reversing, particularly if children are nearby. If you have to reverse, get adult help in directing you.
- Do not leave students alone if no one has come to collect them.
- Report problems or incidents that occurred during the trip to the Facilities & Operations Manager.

APPENDIX 2: Minibus Checklist

Please allow sufficient time to complete this checklist and place in the minibus folder.

Legally, the responsibility for ensuring the mechanical serviceability of a minibus lies with the driver of the moment. Please ensure you have checked everything.	
Name of driver/s	
Mileage at start of journey	
Mileage at end of journey	
Fuel gauge reading on pick up	Fuel gauge reading on return
	
I confirm that I have read and signed the Minibus Risk Assessment <input type="checkbox"/> (Please tick)	
Signed:	Date:

Exterior Check	OK	NOT OK
Oil Level (<i>once only at start of the day</i>)		
Coolant level (<i>once only at start of the day</i>)		
Windscreen washer fluid level (<i>once only at start of the day</i>)		
Brake fluid level (<i>once only at start of the day</i>)		
Windscreen and windows are clean and undamaged		
Wiper blades are clean and undamaged		
Exterior mirrors are correctly adjusted, clean and unobstructed		
Lights, including brake lights and indicators, are clean and working		
Tyre pressures (visual check of all tyres)		
Tyre tread (visual check of all tyres)		
Any cuts and bulges in the tyres?		
Area around each wheel is clear of debris (wheel arch)		
Doors and steps open and close properly		
Damage to bodywork or sharp edges		
Fluid leaks		

APPENDIX 2 Continued: Minibus Checklist

Interior Check	OK	NOT OK
Mirrors are correctly adjusted, clean and unobstructed		
Position of driving seat so that all the controls can be operated comfortably		
Pressure on brake pedal		
Wipers and washers are working properly		
Fuel level (ensure you know what type of fuel the minibus takes)		
Location of first aid kit and fire extinguisher		
Relevant paperwork (insurance, MOT, emergency numbers)		
Emergency equipment – high visibility jackets, warning triangle		
Horn is in working order		
Interior lights are working		
No warning lights lit on the dashboard		
All seats are fixed and secure and all seat belts are undamaged and working properly		
Heating and ventilation systems working		
Luggage is securely stowed and aisles and exits are clear		
Amount of petrol purchased	£	
Any faults or incidents, including near misses, must be reported immediately to the Business Manager and Facilities & Operations Manager		

APPENDIX 3: Drivers' Hours

The table below summarises the main rules concerning Drivers' Hours.

	Domestic Rules	EC Rules
Maximum length of working day	16 hours	13 hours
Daily driving period	10 hours	9 hours
Time driving without a break*	5 1/2 hours	4 1/2 hours
Minimum length of break	30 minutes	45 minutes
Daily rest period	10 hours	11 hours
Weekly driving limit		56 hours

*The break is a period during which the driver may not perform other work and is exclusively used for recuperation. This break may be split into smaller periods and distributed throughout the 4 1/2 hour.

In this case, the first period must be at least 15 minutes, and the second period must be at least 30 minutes. With each additional driving period, the break time should be extended.

Drivers should not be required to supervise children during their break, as this would not be a rest for the driver.

Drivers should never be expected to do a day's work (regardless of the type of work), or be awake for a day and then drive for several hours in the evening.

On journeys lasting several days, fatigue caused by consecutive days on duty must also be taken into account. Drivers' hours' rules specify weekly rest periods.

Second drivers should also have adequate rest breaks, without being required to supervise children.

APPENDIX 4: First Aid Kit and Other Equipment for Minibus

First Aid Kit:

- 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 un-medicated ambulance dressings (not less than 15 x 20 cm)
- 2 sterile eye pads with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors
- Disposable gloves
- Mouth mask for resuscitation.

Make sure that even minor uses of a first aid kit are recorded and reported to the Welfare Officer and an accident form completed and that stock is replaced after use. Check that all items are 'in date' and replace any that have passed their expiry date.

Fire Extinguisher:

At least one fire extinguisher (two are recommended for accessible minibuses) which:

- complies with BS 5432 (or an equivalent, e.g. BSEN 3), and
- has a minimum test rating of 8A or 21B, and
- contains foam (please note they must not contain Halon)

Other Equipment

It is recommended that the following should also be carried:

- Pen and paper
- The organisation's internal instructions and contact details
- Insurance details
- Motoring breakdown policy details
- Mobile phone, phone card or change for the phone
- Webbing cutter
- A high-visibility coat complying with BS EN 471 or BS EN ISO 20471
- An emergency warning triangle or a flashing beacon (not fitted to the vehicle)
- A working torch
- Sterile gloves and mouth masks.



PARK HIGH SCHOOL

Minibus Risk Assessment

Site / school name:	Park High School		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none">▪ Approved drivers▪ Staff▪ Students▪ Volunteers		
Tasks and activities covered by this risk assessment:	This assessment covers: <ul style="list-style-type: none">▪ Maintenance and use of school minibus▪ Driver competency▪ Permits and insurance		
Equipment and materials used:	<ul style="list-style-type: none">▪ School minibus		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none">▪ Journey routes		
Name of person completing this risk assessment:	Dawn French – Facilities & Operations Manager	Date of completion:	March 2018
Risk assessment approved by:		Date of approval:	
Date risk assessment to be reviewed by:	March 2019	Risk assessment no:	1

Record of risk assessment reviews

Date of review:		Reviewed by:		Comments / date of next review:	▪
Date of review:		Reviewed by:		Comments / date of next review:	▪

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk?	Who will do this?	When must this be done?	Completed on:
<ul style="list-style-type: none"> Minibus defects 	<ul style="list-style-type: none"> Vehicle users may be at risk of injury due to vehicle incidents related to the state of the minibus, including failure of safety components. 	<ul style="list-style-type: none"> The minibus will be subject to regular service and maintenance, in accordance with the manufactures guidance or at least annually. A 10-week safety check will be conducted by a competent person and documented. The minibus will be subject to full MOT annually where applicable, all comments and defects will be appropriately managed. A pre-drive safety check should be conducted every day the vehicle is used and repeated whenever another driver takes over. 	2	2	4	<ul style="list-style-type: none"> Regular services, MOTs and general maintenance is carried out by Lease Company – Castle Vehicle Leasing TA Castle Minibus (ARVAL BNP Paribas). Weekly minibus checks are carried out by the PHS Premises Team and records are kept – any defects found are reported immediately. 10-week safety checks are completed by Fleet Complete. Driver pre-checks are completed by the competent driver taking the minibuses off the premises. 	Castle Vehicle Leasing / Fleet Complete / PHS Premises Team	Ongoing	Next service booked in for 26.02.17 / Minibus checks completed weekly by Premises Team

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk?	Who will do this?	When must this be done?	Completed on:
		<ul style="list-style-type: none"> A formal defect reporting process is in place. Any defect resulting in the minibus bus been deemed unsafe will result in its immediate removal from service. All maintenance work will be undertaken by a competent person only, and all records maintained by the school. All minibuses will be fitted with seatbelts and instruction in their use provided to all occupants. Appropriate booster seats fitted in compliance with statutory requirements. 				<ul style="list-style-type: none"> Minibuses comply with current statutory requirements – i.e.: seatbelts fitted to every seat. 			
<ul style="list-style-type: none"> Driver competency Injuries to passengers whilst vehicle is in motion 	<ul style="list-style-type: none"> Vehicle occupants and other road users may be at risk of injury from poor driving and lack of driver competence. Fractures, abrasions 	<ul style="list-style-type: none"> Only competent staff approved by the head teacher will be permitted to drive the minibus. Records of delegated staff will be maintained. All approved drivers will submit by annual return a copy of their full clean UK drivers licence. The school will ensure records of driver's 	2	2	4	<ul style="list-style-type: none"> All drivers must hold the relevant qualification for driving the minibus on their licence and have passed the MIDAS test. All drivers to follow best practice in respect of driving and rest hours. Drivers to pay attention to relevant speed restriction 	Designated Drivers / Facilities & Operations Manager / Business Manager	Ongoing	Ongoing / Refresher training scheduled for summer term

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk?	Who will do this?	When must this be done?	Completed on:
		<p>licenses are held within the school for inspection.</p> <ul style="list-style-type: none"> ▪ All approved drivers who receive points or driving bans are required to notify the school immediately and cease all driving activities on behalf of the school. ▪ All approved drivers will receive MIDAS training as a minimum and hold the required classification on their licence. 				<p>for the vehicle and roads travelled.</p> <ul style="list-style-type: none"> ▪ Drivers must check the vehicle, before, use, to ensure roadworthiness. ▪ Move students to a safe location as soon as reasonably possible. ▪ Contact school as soon as possible. ▪ Contact emergency services/breakdown service as necessary. PHS breakdown services are provided by RAC through Castle. ▪ All passengers to have seat belts fastened at all times. ▪ All passengers to remain seated whilst vehicle is moving. ▪ Bags to be stored securely under seats. ▪ Exits and gangways to be kept clear at all times. ▪ Passengers must not distract the driver when the vehicle is in motion. 			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk?	Who will do this?	When must this be done?	Completed on:
<ul style="list-style-type: none"> Minibus management 	<ul style="list-style-type: none"> There is a risk that students and staff may become stranded due to breakdown of minibus. Minibus or driver not legally permitted to be on the road 	<ul style="list-style-type: none"> The school will maintain suitable breakdown cover to assist in the event of vehicle failure. School to maintain appropriate permits and insurance as required. e.g. section 19 permits 	2	2	4	<ul style="list-style-type: none"> Breakdown cover provided by Lease Company - PHS breakdown services are provided by RAC through Castle. School hold relevant documentation and permits with the Lease Company. Keep students safe by remaining on vehicle if it is safe to do so. If it is not safe to remain on vehicle move students to a safe location protected from on-coming traffic. If on motorway get the party behind the side crash barrier as soon as possible. Put out warning triangle. Contact breakdown service as soon as possible. Contact school as soon as possible. 	Castle Minibus / Arval / Fleet Complete / PHS Premises Team / Designated Drivers	Ongoing	Ongoing
<ul style="list-style-type: none"> Staff member ill or is injured Student becomes ill or is injured 	<ul style="list-style-type: none"> There is a risk of staff or students becoming stranded if 	<ul style="list-style-type: none"> All minibuses are supplied with a First Aid kit and a First Aider should be on board for all trips. 	2	2	4	<ul style="list-style-type: none"> Students to be informed of what to do in case of an emergency. Contact school as soon as possible. 	Designated Drivers	Every Trip	Ongoing

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk?	Who will do this?	When must this be done?	Completed on:
	<p>driver becomes unwell and only licenced driver</p>	<ul style="list-style-type: none"> ▪ Students are briefed in what to do should an emergency arise and who to contact. ▪ Staff member must leave a contact number along with taking a mobile contact number with them for a staff member remaining in school in case an emergency arises. 				<ul style="list-style-type: none"> ▪ Supervision levels to take into account possible emergency. ▪ Staff to travel to site from school to assist if necessary. ▪ If appropriate drive to nearest hospital with the casualty if not call emergency services. 			

Sign off

- I confirm that I have read and understood this risk assessment.
- I have been provided with appropriate information, training and equipment to carry out the tasks covered by this risk assessment.
- I have had the opportunity to ask any questions and seek clarification on this risk assessment.

Name	Signature	Date

Risk Rating Matrix

Likelihood	Description	Score
Very unlikely	Unforeseeable that an injury or incident could happen. A 1 in a million chance of a hazardous event happening.	1
Unlikely	An injury or incident could happen, although unlikely. A 1 in 100,000 chance of the hazardous event happening.	2
Fairly likely	An injury or incident may happen. A 1 in 10,000 chance of the hazardous event happening.	3
Likely	It is foreseeable that an injury or incident will happen. A 1 in 1000 chance of the hazardous event happening.	4
Very Likely	Imminent possibility of injury or accident. A 1 in 100 chance of the hazardous event happening.	5

Severity / Consequence	Description	Score
Insignificant	No injury	1
Minor	Injuries only requiring on site first aid	2
Moderate	Injuries that might require further medical attention and injuries that could lead up 3 days' absence	3
Major	Serious injury including broken limbs and injuries leading to over 7 days' absence	4
Catastrophic	Fatality	5

	Very unlikely	Unlikely	Fairly likely	Likely	Very likely	Risk rating	Actions	
	Catastrophic	5	10	15	20		25	1-2

Major	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
Insignificant	1	2	3	4	5

3-6	Monitor	Look to improve at next review or if there is a significant change.
8-12	Action	Review existing controls and make any improvements identified within a specified timetable.
15-16	Urgent action	Take immediate action and stop activity if necessary, maintain controls rigorously.
20-25	Stop	Stop activity and take immediate action.