

RYDES HILL PREPARATORY SCHOOL & NURSERY

P27 (ISI 14c) – MINIBUS POLICY



RYDES HILL

PREPARATORY SCHOOL & NURSERY

MISSION STATEMENT

- ❖ Rydes Hill Preparatory School and Nursery is a Catholic school where children learn how to live in loving relationship with God and each other.
- ❖ Christian virtues of love and justice, faith and courage, hope and perseverance are fostered.
- ❖ Pupils and staff comprise individuals of different faiths and beliefs but the Rydes Hill community aspires to unity within the life of the school based on shared moral values.
- ❖ The importance placed on the development of individual talents is at the heart of what school stands for and all are encouraged and challenged to be the best they can be.

Written By :	Alison Packman – Compliance Officer	19 th April 2018
Reviewed By :	Kathryn Pillar – Bursar	20 th April 2018
Approved By :	Sarah Norville – Headmistress	20 th April 2018
Governor Review By :	Not required	

Contents

Revision History.....	3
Abbreviations, Acronyms and Definitions.....	3
Aim / Objective / Statement of Intent	4
Introduction.....	4
Insurance	4
Parking.....	4
Recovery.....	5
Equipment and Contents Checklist	5
Documents	5
General Responsibilities of the Driver and/or Trip Leader	6
Code of Conduct for Pupils.....	7
Pupils with Special Educational Needs and/or Disabilities	7
Driving Time	7
What to do in an Emergency.....	8
Booster Seats.....	8
Maintenance of Minibuses.....	9
Use of Private Vehicles.....	9
School use of Public Transport.....	9
Responsibility for Implementation of the Policy.....	9
CCTV/Cameras.....	9

Revision History

Revision	Paragraph Number	Revision
March 2016		New Document
March 2017		
March 2017 Rev 1		
April 2018	Front Cover	Updated Logo Updated Mission Statement
	Paragraph 8	New
	Paragraph 10	Item 16) New
	Paragraph 13	Item 7) Add “,but not in a position where it could distract the driver” Item 19) New
	Paragraph 14	Item 10) Add “and/or trip leader.”
	Paragraph 24	New
	Paragraph 27 - 33	New

Abbreviations, Acronyms and Definitions

Abbreviation / Acronym	Definition
CCTV	Closed Circuit Television
EYFS	Early Years Foundation Stage

Aim / Objective / Statement of Intent

This policy applies to the whole school including EYFS.

1. The objective of this policy is to ensure a clear understanding of the procedures to be followed when using the School Minibus(es).

Introduction

2. The School currently has two minibuses both of which have Section 19 Permits. This permit allows the School (a non-profit making organisation) to charge passengers (e.g. fee paying pupils) for the provision of transport, but not for hire and reward i.e. it does not permit profit to be made.
3. Both minibuses can be driven by staff providing they have a valid driving licence, are over 21 years of age and have been driving on a full licence for more than 2 years.
4. The School undertakes to ensure, as far as is reasonably possible, that all staff who need to drive a minibus are given minibus training within 12 months of their commencing work at the School. Re-assessment of drivers takes place at least once every four years. Any convictions and/or points must be declared to the School, and a copy of the driving licence check is performed on an annual basis.
5. Minibuses must only be used on school business. If a member of staff wants to use a vehicle for personal reasons, specific permission must be obtained beforehand from the Bursar. If such permission is obtained, the cost of diesel used during the journey must be reimbursed to the School. Minibuses are not to be driven overseas unless prior permission has been received from the Bursar, who will then notify the insurers as necessary.

Insurance

6. It is the Bursar's responsibility to arrange for all minibuses to have comprehensive insurance cover. All minibus drivers must be over 21 years of age and under 70 years of age. Any drivers outside of this age range must be referred to the insurance company before being allowed to drive. All minibus drivers should have held a full UK driving licence for a minimum of two years, and have had some experience in driving vehicles of this type. Additional insurance cover may be required before taking a minibus abroad. The need for this cover must be discussed with the Bursar well in advance of any trip.

Parking

7. The minibuses should, if possible, always be parked in the spaces designated for them adjacent to The Music Department (Lodge), and must be returned to these parking spaces after use.
8. Both minibuses are fitted with rear parking sensors and audible alarms, to assist with parking and to warn pedestrians that the minibuses are being reversed.

Recovery

9. All minibuses are covered for breakdown assistance. Details of the relevant telephone number are kept in each minibus.

Equipment and Contents Checklist

10. Each minibus will have the following equipment:
 1. Booster seat for when children below 1.3m height must sit in the front seat
 2. Notebook and pen
 3. Map book
 4. First Aid kit
 5. Fire Extinguisher
 6. Supply of black rubbish bags
 7. Spare wheel and tyre
 8. Wheel brace
 9. Lifting jack
 10. Warning Triangle
 11. Minibus folder
 12. Sick bag and equipment for long journeys
 13. Torch
 14. Dustpan and Brush
 15. High Visibility waistcoats for children and adults
 16. Minibus Log Book
11. The driver of the minibus should ensure that both the Fire Extinguisher and the First Aid Kit are easily accessible in the event of an emergency. All fire extinguishers contained in the minibus must be checked on a regular basis.

Documents

12. Photocopies of the following documents should be kept inside or with each minibus folder:
 1. Insurance certificate
 2. Minibus pre-drive check list

3. Telephone numbers list
4. Accident/breakdown guidance procedures
5. EpiPen user guide
6. Emergency first aid guidelines
7. P35 Major Incident Plan

General Responsibilities of the Driver and/or Trip Leader

13. General Responsibilities of the Driver and/or Trip Leader are as follows:

1. Ensure in advance that the trip/journey has been approved in writing by the Deputy Head Pastoral (applies to School trips only)
2. Ensure that a licence is held to drive the minibus
3. Be satisfied that the vehicle is in a roadworthy condition before and throughout the journey
4. Before the beginning of each journey, thoroughly run through the pre-drive checklist
5. Be clear about the route to be followed
6. Ensure that there is enough fuel for the journey
7. Ensure that a mobile phone is charged and switched on and is within the vehicle, but not in a position where it could distract the driver.
8. Ensure that all luggage is stowed properly
9. Ensure that all passengers are wearing seat belts
10. Check that there are sufficient seats on the bus to accommodate all passengers, without them having to share. No driver should ever carry more passengers than there are allocated seats.
11. No driver should set off or continue on a journey if feeling tired or unwell, or if under the influence of alcohol or medication. Neither should a driver consume alcohol during the course of a school outing.
12. Drivers should park so that passengers can embark and alight on the pavement whenever possible.
13. Before undertaking a longer trip/journey, trip leaders should consider with the School Office staff whether pupils should take travel sickness pills in advance of the journey, or whether these should be available in order to administer if necessary. Parental permission must be sought before-hand.
14. Ensure that the minibus keys are collected from the School Office before departure, and returned afterwards.
15. If the journey is delayed for any reason the School must be informed immediately
16. Ensure that the minibus is left clean and tidy at the end of each journey
17. Ensure that pupils follow the code of conduct required (below)
18. Cognisance and appropriate action must be taken of existing and forecast weather conditions. Journeys should be avoided or suspended if there are extreme weather conditions either present or forecast.
19. Complete the minibus log book and notify the Site Manager or his deputy if there are any defects.

Code of Conduct for Pupils

14. The following code of conduct for pupils must be observed:

1. Behave responsibly when entering or leaving the minibus
2. Find a seat quickly and quietly
3. Put on seat belt and check the pupil next to you
4. Do not distract the driver whilst the minibus is in motion, except in case of emergency
5. Wait until the minibus has stopped before getting up to leave
6. Make sure you take all your belongings with you when you leave the minibus
7. Do not eat or drink on the minibus
8. Behave sensibly at all times
9. Treat seats and seat belts with respect to avoid damage and excessive wear and tear
10. If the vehicle breaks down or is involved in an accident, follow the instructions given to you by the driver and/or trip leader.

Pupils with Special Educational Needs and/or Disabilities

15. Extra supervision may be required if a pupil has special requirements. These may include:

1. Use of an escort
2. Drivers and escorts may require training in wheel chair transfer
3. Drivers should not commence a journey without checking that any wheel chair is correctly secure with clamps or wheelchair restraints
4. Drivers should always be aware of any disability or special requirements that a pupil may have before commencing the journey

Driving Time

16. There are a number of factors to take into consideration before driving a minibus:

1. The driving time and rest periods for drivers
2. The age and experience of the driver concerned
3. The nature and length of journey to be undertaken (driving in the local area is very different from driving on motorways, or in an unfamiliar environment)
4. The timing of the journey; Is it in the hours of darkness or daylight? Is it at peak time?

5. The number and ages of the passengers (a full minibus with excited children can be very distracting to a driver)
6. The number of hours worked by the driver prior to the journey

17. In respect of driving times, it is recommended that:

1. For journeys that take place at the end of the school day and are anticipated to return late at night, or for long journeys of over 2 hours or 100 miles, two drivers should always be available if possible
2. All drivers must take regular short breaks during long journeys
3. During a break, the driver must not undertake any other work (e.g. should not be supervising pupils)

What to do in an Emergency

18. The following steps should be followed in an emergency:

1. In any breakdown or accident, the priority should be the safety and welfare of pupils
2. Drivers should first ensure there is no immediate danger or threat to pupils in their care
3. If safe to do so, pupils should be escorted to a safe area, away from the minibus and the road. High visibility waistcoats should be distributed and worn by staff and pupils.
4. Once passengers are safe, the driver should call for assistance
5. If there has been an accident, the appropriate emergency services should be called
6. If there is a breakdown, the breakdown service should be called and the School contacted
7. The driver who is responsible for the minibus in the event of an emergency or accident should prepare a written report as soon after the event as possible
8. The Bursar will contact the insurers, as appropriate

19. Further detailed information is available in P35 Major Incident Plan.

Booster Seats

20. Booster seats must be used for children under 1.3m tall if they are required to sit in the front of the minibus. Children above 1.3m do not require a booster seat. Permission must be given by parents before a child is allowed to sit at the front of the minibus. A list of which children are **not allowed** to sit in the front of the minibus is to be kept in the minibus. It is the Trip Leader's responsibility to consult this list and ensure that only children with parental permission sit in the front seat.

Maintenance of Minibuses

21. The Site Maintenance Team are responsible for ensuring the minibuses are properly maintained. Regular servicing will be carried out and MOT certificates obtained when required. A safety check and refuelling is carried out each week and details of any problems will be given to the Bursar in respect of each minibus. Drivers are responsible for running through the pre-drive checklist and reporting any faults to the Site Maintenance Team.
22. If any faults or defects potentially affect the safety of driver or passengers the minibus **MUST NOT** be driven again until they are remedied. The minibus will be cleaned externally, as required, by the Site Maintenance Team.

Use of Private Vehicles

23. The school has insurance cover for staff and their spouses to drive pupils in their private vehicles. When driving pupils in their private vehicles, staff should adhere to the policies laid down for minibus driving above in so far as they are relevant to driving a car.
24. Members of staff must avoid being in cars or minibuses on their own with a pupil.

School use of Public Transport

25. When travelling with pupils by public transport, the guiding principle for all staff should be that their priority is to safeguard and promote the welfare of pupils in their care.

Responsibility for Implementation of the Policy

26. The Bursar has overall responsibility for the effective operation of this policy. All staff are responsible for their own compliance with this policy and for ensuring that it is consistently applied. All staff should ensure that they take time to read and understand it. Any breach of this policy should be reported to the Head.

CCTV/Cameras

27. Both minibuses are fitted with cameras which are in plain sight of the driver and passengers. The School's purposes of using the cameras are set out below and, having fully considered the privacy rights of individuals, the School believes these purposes are all in its legitimate interests. Data captured for the purposes below will not be used for any commercial purpose.
 - The objective of the cameras is to protect pupils, staff, volunteers and members of the public with regards to their personal safety.

- To support the police and community in preventing and detecting crime, and assist in the identification and apprehension of offenders.
 - To monitor staff against the requirements of the Staff Code of Conduct Policy (P07) and Staff Handbook (P17)
 - To monitor and uphold discipline among pupils in line with the Behaviour, Rewards, Sanctions and Use of Reasonable Force Policy (P16)
28. If images are required to be reviewed and/or monitored, the viewing of thee recorded images will be limited to:
- Headmistress
 - Bursar
 - Finance Officer / Deputy Bursar
29. When circumstances require, the Headmistress or Bursar have authority to allow other members of staff to view the recorded images or to release these images to the Police.
30. The day to day management of the images will be the responsibility of the Finance Officer/Deputy Bursar.
31. Images will be stored for 2-4 weeks and automatically over-written unless the School considers it reasonably necessary for the pursuit of the objectives outlined above, or if lawfully required by an appropriate third party such as the police or local authority.
32. Where data is retained, it will be retained in accordance with the Data Protection Act/General Data Protection Regulations and our Data Protection Policy. Information including the date, time and length of the recording, as well as the locations covered and groups or individuals recorded, will be recorded in the system log book.
33. Any complaints or queries in relation to the cameras should be referred to the Bursar or Headmistress.

List of Appendices

There are no appendices for this policy.