

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 must 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 expected to drive should consult the Administrative Bursar 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 can be asked to drive, provided he/she has a specific 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 Administrative Bursar 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 Administrative Bursar 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 should be made 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 this driver check up has been done and must report any defects on the same.

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 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 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 Administrative Bursar to collect them.

Drivers must remind passengers to wear the belts provided.

13. Doors

Doors must always be unlocked when passengers are 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 must be secured so that it would not be thrown around inside the vehicle in an accident. Inflammable liquids, camping gas cylinders etc., must be stored secure, upright. Camping gas cylinders need to have a blanking cap or plug in 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 a brake pedal. 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

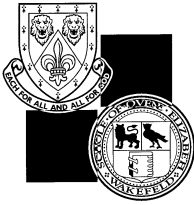
Log sheets are provided that offer specific information and advice to the driver. All drivers must ensure they have the appropriate log sheet with them. It contains details about the 24 hour minibus recovery service.

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 | J Garside | 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.

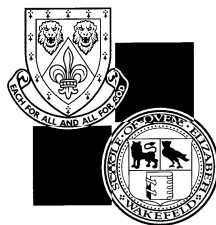
Seatbelts – To ensure seatbelts are worn by pupils and yourself as per the Highway Code.

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:



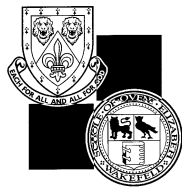
Minibus Booking Form

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 st request | 2 nd request | 3 rd request |
|--|-------------------------|-------------------------|-------------------------|
| From: Day | | | |
| Date | | | |
| Time | | | |
| To: 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**