

Longridge Towers School

Mini Bus Policy & Handbook

Longridge
Towers School



September 2010

Minibus Handbook

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Policy - Minibus Driving

The School operates a number of vehicles, and from time to time, will hire additional vehicles as required. The following section provides information regarding the safe operation of these vehicles and general advice for drivers. The School will ensure that all vehicles are serviced according to the manufacturer's recommendations and will, on a weekly basis, carry out a safety inspection of school vehicles. All hire vehicles whilst on hire will be managed on a similar basis. However all drivers are responsible for checking the vehicle prior to commencing a journey and if any faults are identified these must be reported to the Bursar immediately and alternative transport arranged. When vehicles are off site for a prolonged period the nominated drivers are responsible for ensuring the safety checks are carried out. Details of the safety checks are found in Sections 4 and 5.

Responsibilities

The Bursar has overall responsibility for all transport matters and will be responsible for the administration of vehicle insurance and driving license checks. The Bursar will be responsible for the maintenance of the vehicles and of the first aid kits. A copy of the handbook will be maintained in every vehicle operated by the school.

Eligibility to Drive

- All drivers must be over 25 years of age
- All drivers must have at least three years regular driving experience and have a D1 classification on their licence
- All drivers must have completed a MIDAS training course
- All drivers will be required to submit their licenses and complete a medical questionnaire, on an annual basis for checking by the Bursars Office
- Any driver with more than 6 points on their license will not be permitted to drive any School vehicle with passengers (pupils and staff). A driver with more than 3 points on their license will be subject to re-appraisal and will be authorised at the discretion of the Bursar.

- All drivers will observe the Highway Code at all times
- All drivers must have completed a medical / insurance questionnaire (Appendix 1)

A driver will be authorised to drive a School vehicle for the duration of the academic session. Should any of the above criteria change i.e. additional points on their license or develop a medical condition, the driver must notify the Bursars Office immediately and they may be removed from the list of authorised drivers.

Rules Governing the Use of School Vehicles

- Vehicles shall only be used for School business and no private use of vehicles is permitted without written authorisation of the Bursar
- The driver will ensure that all emergency exits are unlocked and operational
- The driver will ensure the all passengers are seated and wearing a seat belt at all times when the vehicle is in motion
- The driver will carry out a safety check before departure.
- Any journey over a 75 mile radius from the school will require a second driver to be available.
- Journeys when junior school pupils are being transported will require a second supervising adult. Where possible a second supervising adult should be available for journeys involving senior school pupils but this may be varied, at the Bursar's discretion, depending on the age and nature of the journey.
- The School operates a no smoking policy on all its properties including the vehicles
- All drivers must refrain from the consumption of alcohol and drugs, including prescribed medication that might effect their driving ability, during and for an 8 hour period prior to driving a School vehicle
- All drivers should have a minimum break of 15 minutes after driving for two hours
- All drivers should restrict their driving to a maximum of three hours if driving at the end of a days work
- All accidents, even minor bumps, must be reported to the Bursars Office as soon as practicable after the event using the standard Accident Reporting Form (located in Health and Safety folder in the Forms Section). Staff should provide the necessary insurance details if appropriate but should not admit liability.
- No food or drinks to be consumed on the bus.
- The use of mobile telephones even on a hands free kit is prohibited.
- Should there be any mechanical failure, including punctures, the driver should not attempt to effect repairs and should contact the appropriate breakdown service. Details of this will be found in the Minibus Handbook.
- Any driver over the age of 60 years is subject to an annual assessment up-to the age of 65 years and authorisation will be at the discretion of the Bursar.

Additional Rules Governing the Use of Private Vehicles on School Business

- The owner will be responsible for ensuring the vehicle is serviced according to manufacturer's recommendations and is in a roadworthy condition.
- The Bursar will ensure that the School has in place an appropriate insurance cover which allows for business use.

In the event of a breakdown

It is not possible in preparing guidance notes to cover every eventuality and the driver must exercise a common sense judgement depending on the individual circumstances encountered.

- If the vehicle is not parked off road operate the hazard warning lights.
- Ensure the safety of passengers and other road users. Even in adverse weather conditions the driver should evacuate the vehicle and seek alternative accommodation for the passengers away from the roadside. Passengers must use the hi vis jackets provided.
- The driver should place the red warning triangles on the road to provide advanced warning for other road users of any potential obstruction. Students should not be used to help direct traffic
- Contact the appropriate breakdown service providing details of the vehicle and nature of the problem and if necessary request replacement transport for the passengers
- Contact the school, if breakdown takes place within normal school hours, or a member of the Senior Management Team, preferably the Headmaster or the Bursar, to notify them of the delay and nature of the breakdown

In the event of an accident

- Ensure the safety of passengers and other road users. Even in adverse weather conditions the driver should evacuate the vehicle and seek alternative accommodation for the passengers away from the roadside if the passengers are mobile. Provide appropriate first aid treatment as necessary and within your capabilities and call the appropriate emergency services. Passengers must use the hi vis jackets provided.
- Do not admit liability to any third party
- Record details of any other vehicle and or persons involved. A pro-forma sheet (Appendix 3) is located in the minibus handbook to assist with this process. Ask to see corroboration of the information they have provided.
- Provide details of the driver, insurance cover and School to any third party that has been involved.
- Record details of any witnesses present
- Record details of the position of the vehicles, road conditions and condition of vehicles involved. This should look at tyre conditions, lights, and windscreen. If available cameras should be used.
- Contact the School, if the accident takes place within normal school hours, or a member of the Senior Management Team, preferably the Headmaster or the Bursar, to notify them of the delay and nature of the accident as soon as possible after dealing with the immediate emergency.
- Try to control the passengers use of mobile telephones to disseminate information before the School has been notified

The Driver or another member of Staff should contact the police and other emergency services if

- Anyone is injured
- The vehicle(s) present an obstruction to other road users or are in an unsafe condition
- You believe that an offence has been committed
- The third parties involved fail to co-operate or if you consider they have not provided accurate information or have left the scene of the accident

Section 2: Pro-forma for Recording Road Accident Information

The Driver should try to ensure that each section of this report is completed at the time of the accident.

Drivers Name: _____ **Date:** _____ **Time:** _____

Location: _____

Brief Description of events leading up to Accident (include estimates of speeds):

Name and Address of Third Parties Involved:

Name and Address of Insurance Company and Certificate Number:

Name and Address of any Witnesses:

Were the emergency services called: Fire / Police / Ambulance

Badge Number of attending Police Officer:

Weather Conditions:

Light Conditions:

Any other relevant information:

Please provide a diagram of vehicles final positions on the reverse side of this form:

This form to be returned to the Bursar as soon as possible.

This record is stored in the Health and Safety Folder - Section Records

Section 3: Useful Telephone Numbers

School: 01289 - 307584

Breakdown Cover: CTA Equity Red Star Scheme 0800 731 5516

Bursar	Mr S Bankier	Office	01289 301937
		Home	01289 382025
		Mobile	07789 012305

Headmaster	Mr T Manning	Office	01289 307584
		Home	01289 303825
		Mobile	07804 237602

Section 4: Safety Check List Driver Safety Check for School Vehicles

**All regular drivers should complete this safety check prior to commencing the journey.
If the vehicle is unroadworthy the journey should not be started.**

Check List	Condition	Notes
Tyre Condition (including spare)		
Security of all Seats , Belts and Fixings		
Operation of all mandatory lights		
Operation of Horn		
Function of all Doors, Latches and Locks		
Windscreen Washer Water		
Effective working of Wiper Blades and Washers		
Interior and Exterior Mirrors		

Section 5: Weekly Inspection Check List

Vehicle Weekly Checklist Record

This record is to be used by the competent person who is designated to complete the weekly vehicle check. If any faults are discovered the vehicle should not be used until such time as they have been satisfactorily completed and signed off.

Type of Vehicle:

Registration Number:

Date:

Activity	Status √ or X	Action Required	Action Completed Signed and dated:
Oil			
Radiator Coolant			
Anti Freeze			
Brake & Clutch Fluid			
Windscreen Washer Fluid			
Power Steering Fluid			
Horn			
Reversing Alarm			
Lights – Full Beam			
Dipped Beam			
Side			
Brake			
Rear Fog			
Hazards			
Indicators			
Internal			
Tyres – Condition			
Pressure			
Windscreen			
Windscreen Wipers			
External Mirrors			
Internal Mirror			
Jack & Wheel Brace			
Seat Belts			
Door Locks and Latches			
Floor Condition and Step			
Fire Extinguisher			
First Aid Kit			
Minibus Handbook			
Warning Triangle			
Torch			
Seat Belt Knife and window Hammer			
Bodywork			

Report Completed By:

This completed form should be submitted to the Bursar for filing
 This record is stored in the Health and Safety Folder - Section Records

Appendix 1 Driver's declaration form

To be completed by member of staff, volunteer and helper who drive whilst at work on behalf of Longridge Towers School

Driver's personal details

Surname		Forename(s)	
Date of birth		Staff job title or state if volunteer/helper	
Department			
Have you had an insurance proposal declined, a policy cancelled, been required to pay an additional premium or had special conditions imposed by a motor insurer?		YES/NO	If yes, please provide details:

Driver's medical details for fitness to drive (you must refer to DVLA leaflet D100 – Driving licences before answering this section)

Do you have a DVLA notifiable condition?	YES/NO	If yes, have you reported the condition to DVLA and have you received approval to drive with no restrictions?	YES/NO
Do you need to wear corrective lenses /glasses for driving?	YES/NO	If yes, have you had your eyesight examined within the past 2 years?	YES/NO
Do you take medicines or prescribed drugs that may induce drowsiness or otherwise impair your driving?	YES/NO	If yes, are you willing to take a medical examination by a doctor to confirm your fitness to drive?	YES/NO

Driver's licence details

Driver licence type & number		Groups / Categories	
Valid	From:	To:	Country of issue
Date driving test passed		No. of years you have held full licence	

Details of any traffic convictions (include any that are pending) in last 3 years. Any driving bans are to be declared irrespective of when they occurred

Date	Offence	Offence code	Fine/penalty points/disqualification/pending

Details of any traffic accidents regardless of blame [In last 3 years]

Date	Brief details

I confirm that the above information is a true and accurate record to the best of my knowledge at the time of completing this form. I agree to inform my manager if these details change.

Signed:	Date:
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Section 6: Insurance Details

Insurer

Equity Red Star Insurance

Certificate Number CV-002854528/30/09

Library House

New Road

Brentwood

Essex

CM14 4GD

Broker

HSBC Insurance

Education Practice

1-5 Perrymount Road

Haywards Heath

West Sussex

RH16 3SY

Motor Dept Contact 01444 313142

Minibus Driving - Guidance Notes

Introduction

The following notes must be regarded merely as reminders of the main points relating to driving and the use of minibuses. Watch the video: "Essential Minibus Driving" (a few times), read the booklet: Refresh your memory of the driving skills you should already possess by reading the Police drivers handbook: "Roadcraft". Make a commitment to improve your driving skills and style. Whilst the School Taxes, MOTs & Insures the buses, remember that you, as the driver, are responsible for the state of the vehicle, (including Insurance, Road Tax Insurance & MOT and other Statutory requirements) and for the safety of the passengers. Whilst each of the School Drivers checks their bus daily you must complete the basic pre-start checks, fill in a Log Card and report any defects when returning the vehicle. You **must ensure that seat belts are worn at the start of each journey.**

Journey Planning

Short journeys: e.g. Berwick – on - Tweed - consider your intended route - is it less hazardous to go one way? or via less busy roads another way? Longer journeys: - as above, plus: plan your route the day before you travel. Get weather forecasts. Plan stops at **less than two-hour intervals** or at least one halfway stop. Share the driving. When carrying children have an 'observer' to keep them under control, so that the driver's total concentration is on driving. Think where you are going to park in advance. Wear sensible shoes.

Pre - start checks.

Remember the acronym: **P.O.W.E.R.**, which stands for: **P**etrol, **O**ils, **W**ater, **E**lectrics and **R**ubber - (but don't put petrol in a diesel bus) - Oils should include engine oil, brake fluid, power steering fluid - Water includes engine coolant and screen washer - Electrics includes all lights and panel instruments - Rubber includes tyres (Pressures and general condition, remember the spare and NEVER drive with one of the double rear wheels soft) also check screen wipers. Check that all doors close properly (pay particular attention to the sliding door guides for stones and sweetie wrappers) - Make sure all seat belts work. - set driver's seat, then the mirrors. Make sure the windows are clean. - Know where the jack & spare wheel is and how to change a wheel and inflate tyres. Check that you have a first aid kit & Fire Extinguisher - Have a short test run. - Know how to get help if something goes wrong (Breakdown Recovery Service). Do this before taking on the passengers.

Starting up

Remember that a diesel engine has a fuel heater, wait until the orange coil light goes out before engaging the starter. Condition yourself - familiarise yourself with the controls - think SAFETY! Do not start the minibus in gear or you will blow the main fuse and immobilise the bus.

Reversing

Get someone to see you out - only reverse the minimum distance required to allow your following manoeuvre and also watch the nose of the vehicle while reversing. Don't reverse into a roadside space whilst traffic is passing. When you arrive at a car park, reverse into the space, when you will have a clearer view of your surroundings. Avoid reversing out of a space.

Speed

Always observe the Statutory Speed limits, remember they are Maximum limits- you should drive well below those limits in hazardous/ built up areas, or bad road conditions.

Position on Road

Drive in the middle of the space available to you and in particular, in congested areas - Parked cars/oncoming traffic - equalise or prioritise the hazard on each side of the vehicle. Always implement the two second rule.

Braking

Brake evenly and smoothly. Wherever possible when the bus is travelling in a straight line. Do your braking well ahead of the hazard. Brake before a bend, NOT on it. Use the gears to assist when appropriate. Appreciate the difference between an empty and loaded bus. Always be able to stop within the distance you can see.

Steering

Have a comfortable seat position. - Two hands on the wheel at all times (except when using other essential controls)- avoid "Steering & Gearing" and crossing over hands, slipping the wheel - Appreciate the differing characteristics between loaded and unloaded, road surface, camber, etc., and weather conditions.

Observation & Anticipation

Constantly review the near, intermediate and distant conditions/hazards, scan the three mirrors every 10 - 15 secs. PROact rather than REact to changing conditions. Plan for what might be round the corner.

Following Distance

The major cause of accidents is running out of space. - be at very least 2 seconds behind a moving vehicle. To judge a safe distance pick a stationary marker at the road side and from the time the vehicle in front passes that marker until you pass the same marker you should be able to say in a normal speaking voice "Only a fool breaks the two second rule". Observe & anticipate.

Remember "The System" (M.S.M.)

Mirror, Signal, Manoeuvre - Three separate actions! - apply it to all proposed actions - in good time.

Vehicle size/weight awareness

Remember that the bus is wider, longer, taller than your car, stopping distances are longer, corners appear more severe.

Generally

Driving a loaded minibus requires **100%** concentration - Don't eat, drink, smoke, phone, chat excessively, or be tired at the wheel - Bad weather conditions and night driving demand even more from you! -. The AISLE BETWEEN SEATS and REAR DOORS are for EMERGENCY EXIT, they should not be obstructed with baggage. If a large amount of baggage is required on a trip, it should be carried in a separate vehicle. The Rear Doors should not be used for general entry/exit.

IF THERE IS ANYTHING WRONG WITH A MINIBUS WHICH MAY COMPROMISE SAFETY -
DON'T USE IT!! - MAKE ALTERNATIVE ARRANGEMENTS OR CANCEL THE TRIP

This document is to be found in the Health and Safety folder in the guidance notes section.