

PARKINSON LANE C.P. SCHOOL
Community & Premises Policies
School Minibuses Policy

Rationale

1. Our school aims to provide a broad and balanced curriculum and a wide range of healthy and enjoyable activities for children out of school hours. We also aim to foster partnership working with other schools. To support these aims the school has purchased two minibuses. This policy, which should be read in conjunction with those on Outings and Trips and on Health and Safety, ensures the safe and effective use of this valuable learning resource and applies to all uses of the minibuses.

Purposes

- 2.1 To ensure the safety of all users of the minibuses;
- 2.2 To promote the effective use of the minibuses;
- 2.3 To safeguard the condition and general availability of the minibuses;
- 2.4 To secure best value for the school in the management of the minibuses.

Main Guidelines

- 3. The Governors are responsible for ensuring that the school minibuses have current road fund licences, MoT certificates when they become necessary and comprehensive insurance.
- 4. The School Office is responsible for maintaining a booking system for the school minibuses recording the dates, driver responsible and purpose of every trip for more than fuelling/maintenance.
- 5. Only staff of 25 years of age or older with a D1 category licence and who, in the view of the Headteacher, are suitable, may drive a school minibus.
- 6. No driver may take responsibility for a school minibus without first being familiarised with this policy, the emergency procedures (appendix 1) and the location and correct operation of the fire extinguisher.
- 7. The driver is responsible for ensuring that the daily checklist (appendix 2) has been completed on any day that the minibus is used.
- 8. The driver is responsible for ensuring that someone on board has access to a mobile phone, a clearly marked first aid kit and, in case the journey involves travel after dark, a torch and that the minibus contains the warning triangle for use in the event of a breakdown.
- 9. The Headteacher is responsible for specifying the appropriate supervision ratios for any trip involving the children of our school.
- 10. The driver is responsible for ensuring that there are no more than 16 passengers in the minibus and that all passengers have fastened their seatbelts before setting off on any part of a journey.
- 11. The minibuses must not be driven by the same driver for more than 2½ hours without a reasonable break.
- 12. Passengers must not move around or stand while a school minibus is moving, except to deal with emergencies (e.g. sickness of a child).
- 13. The driver is responsible for seeing that a school minibus is returned to a clean and roadworthy condition before it is next needed.
- 14. Penalties levied as a result of breaches of the Road Traffic Acts are met by the driver.
- 15. Responsibility for payment of parking fines is at the discretion of the Headteacher.
- 16. While the school is keen to share these amenities, any requests to use the school minibus will be treated on its own merits.

Conclusion

16. We are committed to ensuring that the school minibuses help us in our pursuit of excellence and enjoyment for all members of our learning community and that safety and best value underpin their use at all times.

Date staff consulted:	Other consultation:	Governor approval:
February 2018	February 2018	12/03/2018
	Planned next review:	