

Danes Hill School

Driving Policy on and off site (for School minibuses, site vehicles and private cars)

Introduction

The employer's duty of care extends to all employees driving on school business, no matter who owns the vehicle, this includes personal vehicles being used to take staff and/or pupils in exceptional circumstances.

Recent revisions to the legislation relating to corporate manslaughter have created legal liabilities for company directors – governors in the case of the School – and management, should negligence be proved.

Passive observance of transport regulations, such as having a valid driving licence, the vehicle being properly licensed, insured and MoT tested is now insufficient to meet corporate obligations for staff safety. Active measures need to be taken to demonstrate that the employer recognised its duty of care to its staff and those for which it is responsible.

Management Structure

The procurement, maintenance, documentation and use of the School's vehicles are the responsibility of the Estates Bursar's Department.

The Estate Bursar makes arrangements for the servicing and tasking of the vehicles.

Driving duties are carried out by the teachers and the site and support staff

Documentation

The minibuses are licensed with the Department of Transport to carry passengers and operate by virtue of a permit granted by Section 19 of the **Transport Act 1985** and the provisions of the **Minibus and Other Section 19 Permit Buses Regulations 1987**.

The vehicles must be adequately insured and have a valid MoT certificate, if more than a year old. Insurance is provided under a fleet policy issued by the School's brokers.

The School's general insurance policy provides comprehensive cover for members of staff to carry their colleagues and/or pupils in their private cars on the School's business.

To be eligible to benefit from the School's insurance cover, private cars must have current registration, insurance documents and, where appropriate, MoT test certificate.

Minibus

Driving Qualifications The Section 19 permit allows staff of the School to drive the minibuses with up to 16 passengers using a normal car licence, having passed an approved driving assessment or with a D1 on their licence.

Drivers must be over the age of 25 and have held a clean, full licence for at least two years before being eligible for assessment in order to comply with both licensing regulations and the terms of the School's insurance.

Approved assessments are arranged through the Bursar's office and are valid for six years.

These qualifications only allow members of staff to drive the minibuses within the United Kingdom and it is the School's policy that the vehicles should not be driven abroad.

Vehicle Maintenance

The maintenance programme for the minibuses is controlled by the Estate Bursar.

The minibuses are serviced in accordance with the manufacturer's recommended schedule.

The Driver is responsible for the pre-use maintenance of the minibuses to ensure that:

- a) they are clean, particularly the windscreens
- b) the vehicles have sufficient fuel
- c) the oil, water and tyres checked and adjusted as necessary
- d) the seat belts have been checked and are working properly
- e) all the lights work properly

The minibuses require a yearly Class V MoT test which must be carried out by a designated testing station. This is arranged by the Estate Bursar as part of the annual maintenance programme.

Personal cars used on behalf of the School must be kept in a fully roadworthy condition and have valid MoT certificates where necessary in order to be covered by the School's insurance.

Drivers are to report any faults found on the vehicles to the Bursar's office which will pass on the details to the Estates Bursar for repairs to be arranged.

See Code of Practice for Minibus Users

Site Vehicles

There are a number of vehicles in operation on site under the responsibility of the Estates Bursar.

These are serviced and maintained in line with Manufactures Guidance.

Only the approved employees can use the vehicles with the Estate Bursar's permission.

Traffic Movements on Site:

1 Scope

This guidance applies to all traffic movements undertaken on school premises

2 Objectives

- 2.1 To ensure that the site is organised so that pedestrians and vehicles can circulate in a safe manner.
- 2.2 That vehicles and traffic routes are separated wherever possible.
- 2.3 That traffic routes are suitably signed and controlled.

3 Guidance

3.1 The Bursar will have responsibility for the implementation of this guidance with support from the Maintenance as appropriate.

3.2 The following areas will be addressed:

- School Minibuses
- Vehicles on site
- Parking and deliveries
- Access control and security
- School buses
- School travel plan

3.3 There is a checklist at Appendix 1 which covers design and layout, reversing, risk control and specific issues.

3.4 Signage will be put in place to designate speed limits, access areas, prohibited areas and parking facilities.

3.5 The Bursar will be responsible for liaison with the police, highways authority, insurers / security advisers etc with regard to the School Travel Plan.

3.6 Parking arrangements will be specified for:

- staff
- senior pupils
- visitors
- parents
- major events
- contractors

3.7 Deliveries will only be permitted during the hours specified and vehicles are only allowed to parking in designated bays. Deliveries should be arranged in advance wherever possible with the responsible school manager.

3.8 School buses transport pupils to and from the school at agreed times. The Head Caretaker will supervise the arrival and departure of the buses.

3.9 All use of the school minibus must be arranged via the bursar. This will include the departure and return times of the vehicle so that suitable arrangements can be made with regard to the overlapping with any other vehicle movements.

3.10 Pedestrian routes have been identified and separated wherever possible from vehicles by physical measures such as bollards. Lighting is provided as appropriate.

3.11 Cyclists should dismount once they arrive on site and use pedestrian walkways. Parking for cycles is provided.

Appendix 1: Traffic Checklist

Design and Layout

- are the traffic routes wide enough for the movement of vehicles?
- has consideration been given to the need for vehicles to pass each other?
- can you use a one way system?

- does the layout allow safe movement of pedestrians close to vehicles?
- are pedestrian walkways protected by physical barriers?
- are storage tanks / sources of power which are close to traffic routes protected against impact?

Reversing

- are arrangements in place for dealing with reversing vehicles?
- are pedestrians separated from reversing activities?
- have designated individuals been trained to assist with reversing activities where appropriate?
- do such individuals have high visibility clothing?
- have vehicle drivers been informed to stop if they lose site of the reversing assistant?

Risk Control

- can arrangements be made for vehicles to be parked off site?
- can you provide separate pedestrian access?
- can you organise buses to be loaded / off loaded so that reversing is not required?
- can you arrange deliveries / contractors activities so that they do not coincide with school start / finish times and breaks during the day?
- can you improve on site lighting?
- have you communicated traffic arrangements to pupils and parents?
- can drop off zones be provided for parents?
- can you enforce speed restrictions on site?
- can you provide increased supervision during peak vehicle / pedestrian movement times?

Summary

The School does all it can to keep the vehicles in a safe working order.

The vehicles' documentation is kept current and drivers given the appropriate training.

To ensure that journeys take place without incident, members of staff driving on behalf of the School are to ensure that:

- a) they plan their journeys
- b) they carry out simple checks on the vehicle before setting off to ensure that it is roadworthy and their passengers secure
- c) that they do not drive for too long at a time and that they are not distracted while they are driving
- d) that they report any vehicle faults after the journey.

TJC

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