

Minibus Policy

This policy refers to both Wellington Senior School and Wellington Prep School

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Date Reviewed	January 2023
Date of Next Review	January 2024
Website	Yes

1. Policy Overview

- 1.1. Wellington School is committed to managing health and safety within the School by controlling risks in the School and its workplaces.
- 1.2. As an integral part of the School's Health and Safety management system, this policy considers the areas to address when using a minibus as part of activities undertaken by the School.
- 1.3. This policy and guidance is applicable to all staff with responsibility for the use, maintenance and/or management of minibuses at the School; all of whom will be provided with full instruction and training.
- 1.4. Please note this policy should be read in conjunction with the working Covid Risk Assessment which will be reviewed in accordance with the latest Government Guidance.

2. Objectives

This policy & guidance has the following key objectives:

- To ensure that there are suitable minibuses in a satisfactory condition for use.
- To ensure that those using the School minibuses are competent to do so.

3. Definitions

For the purposes of this policy the following definitions apply:

Driving: Driving is defined as "being at the controls of a vehicle for the purposes of controlling its movement, whether it is moving or stationary with the engine running, even for a short period of time".

Minibus: A minibus is a motor vehicle with between 9 and 16 passenger seats. It is described as a category D1 vehicle by the Driving Vehicle Licencing Authority.

4. Responsibilities

- 4.1. The School Governing Board is responsible for ensuring that minibuses operated on behalf of the School fully comply in every respect with all applicable transport and health & safety legal requirements. This responsibility is delegated to the Director of Operations to ensure its appropriate implementation.
- 4.2. The Director of Operations will:
 - ensure that the School has appropriate safety procedures in place in relation to minibuses, based on legal requirements and best practice guidance as referred in the Reference section of this policy;
 - be responsible for the implementation and annual review of this policy;
 - be supported by the Transport Coordinator
 - be responsible for the co-ordination of the use of minibuses and shall maintain a list of those eligible to drive them, with appropriate records of their competency.
- 4.3. The Transport Coordinator will be responsible for the maintenance and standard checks of vehicles based on Campus, unless such responsibility is specifically delegated elsewhere. The appointed person responsible for maintaining minibuses will:
 - ensure that servicing of the minibuses is performed at the correct mileage and by a competent and reputable garage and that the service book is kept up to date and ready for inspection at any time;
 - ensure that the general condition of minibuses is regularly checked (fuel, water, oil and battery levels, tyre pressures and lights)
 - ensure that all drivers understand that they should carry out appropriate checks at the start of any journey, and provide a written procedure for recording such checks and for reporting defects;
 - (repeat of above) ensure that the service history, insurance and other relevant documents are kept up-to-date;
 - ensure that any staff or volunteer adult helpers driving the minibuses are competent and have undertaken suitable training/assessment to do so.

- 4.4. The Director of Finance will arrange for appropriate insurance cover and -payment of annual road tax for every minibus.
- 4.5. Drivers must follow and comply fully with the requirements outlined in the 'General Procedures and Practices' section below by;
- having an appropriate and valid driving licence where points to consider are as follows: -
 - An individual with a pre-01/01/1997 driving licence is automatically deemed to be entitled to drive a minibus with up to 16 passengers (until the age of 70).
 - The licence referred to above expires when the driver reaches 70 years of age or develops certain medical conditions. They must then renew their licence if they want to carry on driving, and if they want to drive a minibus, they will need to pass a PCV medical test. They will need to do this every three years from the age of 70.
 - An individual with a post 01/01/1997 licence must hold a D1 licence.
 - For any non-staff "voluntary" drivers, checks should be made with the insurance company for any specific requirements.
 - ensuring that pre-use checks of the vehicle are conducted and the defects book completed for the Campus Office to check and review
 - reporting any concerns about the safety and/or condition of the minibus to the Campus Office immediately;
 - familiarising themselves with the relevant ROSPA guidance;
 - understanding the personal legal implications if procedures are not adhered to, e.g.
 - *It is the driver and their licence that will suffer if the vehicle is found to be defective;*
 - *It is the driver's responsibility to ensure the safety (including the use of seat belts) and welfare of all passengers.*
 - complying fully with all road traffic laws, respecting speed limits and ensuring the use of seatbelts at all times. For longer journeys, frequent rest breaks should be taken.
 - informing the Transport Coordinator, Campus Office or the Director of Operations immediately if they are unfit to undertake a journey in order that alternative arrangements can be made;
 - NEVER using a mobile phone (hand held or hands free) while driving of the vehicle
 - ensuring that no pets are permitted to be carried in School vehicles. Any animals could be a danger to the occupants of the vehicle in the case of an emergency and are an unsafe distraction
 - ensuring no child seats are used
 - avoiding unsafe distractions, such as drinking (soft drinks), eating, or even changing a radio channel. To this end, any action whilst driving, which could cause distraction must be avoided.
- Please see Appendix 1 for forms to be completed

5. General Procedures and Practices

5.1. General

- Consideration should be given to planning of minibus journeys including:
 - route (Sat Nav is available from the Campus office and can be booked as part of trips);
 - length of journey and travelling time;
 - driving time and driver rest breaks;
 - weather conditions;
 - whether more than one driver is required
 - age of students travelling

5.2. School Licensing Requirements

The School minibuses are operated under Section 19 permits. As a permit holder the School is responsible for ensuring the safe operation of our vehicles, within the legal requirements and under a valid permit. We will ensure that:

- our drivers are suitably trained and correctly licensed

- our drivers take appropriate breaks
- our vehicles satisfy the appropriate construction and use requirements and are maintained in a safe and roadworthy condition
- our vehicles are insured and our insurer is aware that our vehicles are used to provide services for hire or reward under a permit
- the vehicle isn't operated with a view to profit, nor incidentally to an activity which is itself carried on with a view to profit
- we only carry the class(es) of passengers allowed by the permit and, in the case of section 19, do not provide any transport services that could be viewed as carrying the general public.
- we will inform the DVSA or the designated body that issued our permit of any changes such as the change of name of our organisation, so that our permit can be replaced.

5.3. Driver Licensing Requirements

- Minibus drivers must hold a category D1 (or D) entitlement on their licence, except for volunteer drivers in certain limited circumstances (see below).
 - Drivers whose licence shows a D1 entitlement because they obtained their licence before 1997 have a category 101 restriction on their entitlement. This means that they may NOT drive for Hire or Reward (see definition above) unless they are driving under a Section 19 Permit (see above).
 - If a driver passed their car driving test before 1 January 1997, they automatically gained a licence with Category B and D1 entitlement, or Groups A and B on older licences, qualifying them to drive minibuses as well as private cars.
 - If a driver passed their car driving test on after 1 January 1997, they no longer automatically gained a licence with Category D1 minibus entitlement and will need to pass the additional Category D1 test to drive minibuses, together with the standard theory test and a medical examination.
- Minibus drivers must be aged 21 or over and have held a driving licence for over 3 years;
- Before being authorised to drive the minibus, staff must undergo a Minibus Driver Awareness training course and pass an assessment. The assessment and training will include:
 - familiarisation with the vehicle;
 - simple vehicle checks to be conducted before each journey;
 - emergency procedures;
 - passenger care;
 - use of seatbelts/harnesses etc;
 - use of passenger lift, if there is one;
 - loading/unloading and securing of wheelchairs;
 - journey planning;
 - road assessment on the types of road the driver is likely to use, for example, motorways, dual carriageways, urban/rural roads etc.
- Minibus drivers will have refresher training every two years to ensure that they maintain the necessary level of proficiency to drive a School minibus safely;
- Minibus drivers must be medically fit and legally qualified to drive a minibus and are required to complete and sign a driver declaration form to that effect before driving a School minibus;
- Staff with a medical condition that needs to be declared to the insurers should advise the HR Director and Operations Director accordingly,
- It is the licence holder's responsibility to notify the Director of Operations or HR Director of any changes to their driver's licence.
- Where a driver informs the School that they have acquired penalty points on their licence, the Director of Operations will determine whether they are still permitted to drive a School minibus.
- Only those staff named on the Approved Drivers List will be eligible to drive the School minibuses.

5.4. Driving outside of the UK

- Before driving a minibus in any country outside the UK drivers should discuss the trip with the Transport Coordinator and Director of Operations.

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5.5. Weight Limits

- Care must be taken not to exceed a vehicle's Maximum Authorised Mass (MAM) as this can be dangerous and the penalties can be severe. The School will check that the difference between the unladen weight and the MAM of any minibus that they intend to use, is sufficient for the anticipated loads including passengers and luggage. If necessary, guidance should be provided to drivers about limits on luggage or the number of passengers.
- Vehicles must not be driven at any time if the load being carried exceeds the maximum allowable weight capacity.

5.6. Driving Hours / Tiredness / Good Practice

Many drivers will need more frequent rests than required by law. The legal driving hours requirements assume that drivers do not do other work on the days they are driving: if a driver is doing other work (e.g. teaching) on the same day as driving, then great care should be taken not to drive while tired.

- An employee driving with a Section 19 Permit in the UK must comply with UK Domestic Regulations, unless they drive for less than 4 hours per day in any week.
- Driving when tired greatly increases the risk of an accident;
- The Highway Code recommends that a driver takes a minimum break of at least 15 minutes after every two hours of driving. However, after a full working day, drivers **MUST NOT** drive for a continuous period of more than two hours without taking a suitable break;
- If an authorised relief driver is available to drive a journey can be continued without a break;
- Drivers should use common sense to ascertain their suitability to drive at a given time.
- In any working day, the maximum amount of driving is 10 hours.
- After 5.5 hours of driving a break of at least 30 minutes must be taken, during which the driver is able to obtain rest and refreshment.
- Alternatively, within any period of 8.5 hours in the working day, total breaks amounting to at least 45 minutes must be taken so that the driver does not drive for more than 7 hours and 45 minutes. The driver must in addition have a break of at least 30 minutes to obtain rest or refreshment at the end of this period, unless it is the end of the working day.

5.7. Minibus Readiness, Maintenance and Standard Checks

- Servicing and MOT testing will be carried out at the appropriate intervals, and in accordance with the manufacturer's recommendations;
- The School Minibuses will have a fuel card that enables fuel to be purchased and charged to the School's account;
- Fuel levels should not go below a quarter as a preventative maintenance measure;
- In addition to routine checks, drivers should satisfy themselves that the vehicle is safe to drive. If the serviceability of the vehicle is in doubt, it is not to be used until it has been repaired;
- Pre-use checks must be carried out by the minibus driver and recorded in the Vehicle Defect book found in the Minibus File. Any defects should also be reported to the Transport Phone and recorded on the defects form and posted in the Transport post box at the ARC for the Campus Office to review and action

- On the return of the minibus completed Vehicle checklists should be given to the Campus Office who will take any action necessary. These lists will be retained.
- Pre-use checks must include lights (headlights, hazards, brakes, reversing, side and indicators), horn, mirrors, doors (open, close and lock correctly), steering, seatbelts and windscreen wipers (including windscreen wiper wash). Drivers should walk around the vehicle to check for damage / defects and to assess the condition of the tyres;
- If the minibus driver has any concerns about the condition of the vehicle, it must not be used and these concerns must be reported to the Transport Coordinator /Transport phone and Campus Office
- Mileage records will be used to help monitor minibus use, efficiency and fuel consumption;
- Prior to the start of each journey, the minibus driver will provide a brief talk to passengers regarding the wearing of seatbelts, emergency procedures, the journey time, the requirement to remain seated at all times, to behave in an appropriate manner and to keep noise levels to a minimum.
- The journey is not to commence unless the above requirements have been complied with.

5.8. Minibus Tidiness

- School minibuses should be left in a clean and tidy condition;
- Eating and drinking on minibuses is allowed. Please see the Bus Rules – Appendix 2
- Bin bags are to be carried and made available for rubbish collection;
- Dirty/muddy kit (especially boots and shoes) must not be worn in the minibus;
- Clean tracksuits and/or footwear should be taken if students are likely to get muddy.

5.9. Minibus Equipment

It is recommended that the following equipment is carried on board the Minibus. If items are used during a journey, please inform the Campus Office who will replenish supplies:

PSV First Aid Box and spill kit

Fire Extinguisher

Warning Triangle - This should be used in the event of breakdown and carefully positioned 50m behind the vehicle to warn other road users of the broken-down vehicle.

PPE

Hi-Visibility Vest

Torch

5.10. Seatbelts

- Before setting off, the minibus driver must ensure that passengers are wearing seat belts and inform all passengers that seatbelts must be worn at all times when the vehicle is in the.

5.11. Luggage

- Luggage should be placed in such a way as to ensure doors and emergency exits cannot become blocked and should be stowed securely so as not to create a hazard when braking sharply or in the event of an accident. No dangerous substances are to be carried inside the vehicle, such as fuel cans,
- If small gas canisters are carried for events and activities then these should be in small quantities and stowed securely, in such a way that they cannot spill, or become dislodged. It is best to keep such materials out of direct sunlight and to keep a window ajar for ventilation.
- Before setting off, the minibus driver must ensure that all luggage is securely stowed.

5.12. Capacity and Age of Students

- School minibuses will not carry more than the specified number of passengers authorised for that vehicle.
- Students travelling alone on the bus must be 7 years +.
- Students in the Prep School are escorted from the bus to the Prep School on arrival at School. After school, in the evenings, they are escorted to the bus by Prep Staff and then travel on the bus with the driver. They must be met by their parents at the bus stop.
- The School reserves the right to review the age of the students travelling at any time and, on a case by case basis, assess if younger students (Reception, Year 1 and 2) can travel on School transport with an older sibling in Year 5 and above, subject to an agreed risk assessment signed by all parties.
- Nursery Children cannot use the School transport except in case of an emergency. This will be assessed at the time and ideally be with an older sibling and with parental consent at the time.

5.13. Driving Rules

- Drivers are responsible for driving within the law and in accordance with the latest Highway Code:
- The School will not refund fines or other costs incurred by drivers as a result of any road traffic or parking offence;
- Drivers must inform the Transport Coordinator and Director of Operations of any penalty points received whilst using the School minibus - failure to do so may result in disciplinary action;
- To improve road safety throughout the School, any approved school driver, if penalised for speeding, is to attend the Road Safety Course rather than paying the fine and accepting the points deduction. National speed limits apply to School minibuses AT ALL TIMES;
- It is School policy that under normal road conditions, a minibus should not be driven in the third lane of a motorway;
- Vehicles are not to be driven by anyone who has consumed any amount of alcohol or illegal substance. Drivers must commence driving duties with a zero level of alcohol and must not consume any alcohol until driving duties are completed. Drivers are reminded that it is possible to be over the legal limit for alcohol up to 24 hours after drinking. The School reserves the right to undertake random drink and drug tests on any drivers
- *Drivers* must notify the *Transport Coordinator and the HR Department* if they are taking any medication that may impair their driving ability;
 - Drivers who are taking medicines of this nature will not be permitted to drive a minibus or other School vehicle during that time.
- All accidents, whether or not they cause injury to persons or damage to property, are to be reported to the School as soon as possible after they occur;
- Smoking/vaping is prohibited on a School minibus at any time.

5.14. Towing a Trailer

- If a trailer is to be used, this is to be booked with the Campus Office in advance.
- When fully loaded, a trailer must not weigh more than the unladen weight of the vehicle. A driver with a D1 licence can tow a trailer of up to 750 kg when loaded. A category E licence is required for a heavier trailer. However, a driver who obtained a D1 licence before 1997 can drive a heavier trailer with a Maximum Authorised Mass of 8,250 kg for the vehicle and trailer combined.
- If a trailer prevents the back doors of a minibus being used in an emergency, then an alternative exit must be provided, such as an additional sliding door on the offside. Different speed limits apply when a trailer is being towed. These are available at www.gov.uk/speed-limits.

5.15. Supervision of Groups in Minibuses

- The driver of any vehicle cannot safely drive and supervise passengers at the same time. Therefore, a judgement should be made about the likely behaviour and individual needs of the passengers. If any of the passengers require close supervision, one or more responsible adults should travel in the vehicle as escort(s), so that the driver is not distracted.
- In determining the staffing ratio necessary to ensure effective supervision, the Trip Leader will consider the factors that might influence the safety of the driver and passengers. These factors include:
 - the length of the journey and time of day when it takes place;
 - the route and the familiarity of the driver with this route;
 - the nature of the group (e.g. age/maturity/special needs/behavioural issues) and the level of behaviour management or support they are likely to require during the journey. In any seating arrangements, thought should be given to where it is best to place leaders, ensuring that the arrangements will support the management of discipline and adult proximity to emergency exits;
 - the overall workload of the driver during the day (other responsibilities and duties undertaken or planned by drivers).
- Based on an assessment of these factors, the Trip Leader and Transport Coordinator should decide whether:
 - a sole leader (who is also the driver) is sufficient (e.g. short journey, small groups of young people who are unlikely to present any supervision issues); or
 - additional staffing is required to supervise young people and/or share driving duties during the journey.

5.16. Safety

- While driving a minibus, drivers should ensure that all doors are unlocked to assist with emergency egress if the need arises;
- Drivers should ensure that internal lights are off whilst driving so that their vision is not impaired.
- Exits/gangways should be clear of obstructions (such as bags) at all times. Bags can go on spare seats and under seats;
- If a trailer is used, the back doors of the minibus need to be able to open fully to help students escape safely if necessary;
- Dealing with 'road rage':
 - If threatened by another driver, do not retaliate by flashing lights, sounding the horn or making offensive gestures; this only attracts a response and will often make a situation worse;
 - If forced to stop, stay in the vehicle with windows closed and doors locked and be prepared to drive off;
 - If necessary, use your mobile phone to contact the Police for assistance;
 - Note the registration number of the vehicle, and the make and colour, plus a description of the driver and occupants and give the Police these details.
- Unsafe situations
 - if you feel that driving cannot be in complete safety, do not continue;
 - members of staff are not required to put themselves at risk at any time whilst driving on behalf of the School.
- Reversing vehicles
 - Avoid reversing a minibus wherever possible;
 - Always check behind your minibus before reversing – if necessary, ask someone to act as a guide and watch the area into which you will be reversing;
 - If you use a guide, ensure they can be seen at all times whilst manoeuvring – if two members of staff are present, one must at all times be the guide when reversing;

- Ensure rear view mirrors are clean and properly adjusted at all times.

5.17. Driver Assistance

- With the exception of short journeys, it is recommended that a second member of staff or an adult volunteer be on every journey to act as the driver's assistant;
- This person should be positioned to observe behaviour and maintain good order. They can also make and receive phone calls as the Driver cannot. They should also help with reversing and need to be visible at all times to the reversing driver. They should assist in a breakdown or accident and can act as a relief driver if they are trained and authorised to do so.

5.18. Security

- Keys must not be left in unattended School minibuses at any time;
- Due consideration must be given to parking in secure areas, where possible, particularly where overnight stays are required;
- Whenever the vehicle is left unattended, all windows are to be closed and doors locked;
- Parked vehicles must not be left with engine running or left with engine running unnecessarily while that vehicle is stationary on a public road.

5.19. Accidents & Emergency

In the event of an accident, an emergency plan should be in place to include:

- Dealing with any injured persons;
- Ensuring the safety of everyone involved;
- If necessary, calling the emergency services;
- Means of communication;
- Dealing with road accidents;
- Dealing with illness of a passenger or driver;
- Arrangements for dealing with mechanical incidents including breakdowns and punctures;
- In all cases, stop at the scene and take the names, addresses and telephone numbers of people involved, including independent witnesses. Take photos of the accident scene from various angles if possible. Breakdown procedures should be carried out if necessary;
- Drivers should not make any apologies or admissions as to liability for the accident.
- In the event of a serious incident, emergency contact numbers are available in the Minibus File.
- All accidents which involve medical attention require an accident report form to be completed. School minor injuries can be dealt through the School Medical Centre. Appropriate serious injuries should be reported as RIDDOR.

5.20. Breakdown Procedure

Standard breakdown procedures are to be followed where necessary:

- If on a public road, get out of the vehicle on the safe side – nearest the path or verge;
- If on a motorway, follow the instructions of the emergency operator, which may include staying in the vehicle, or getting out of the vehicle and not getting back into the vehicle again;
- Avoid going near the traffic flow and exercise extreme caution at all times.;
- If possible, leave a motorway, dual carriageway or main road if a fault occurs, which will reduce the risk of collision, but park in a well-lit place so that the vehicle can be seen by other road users;

- In the event of breakdown please follow the instructions in the Minibus File which provide contact numbers for each vehicle
- It is best to use a roadside emergency telephone if possible as this will pinpoint your location;
- The School should also be contacted, when practical, in the event of a breakdown;
- Staff should not change a tyre or attempt repairs. This should be carried out by a breakdown team.

5.21. Minibus Bookings & Administration

Please contact the Campus Office in the first instance via the Transport email address or in person to discuss potential bus trip bookings. Please complete a transport request form via Firefly

6. References

- “Driving school minibuses: advice for schools and local authorities” (Department for Transport and Department for Education, September 2013)
- “Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies” (Department for Education, November 2014)
- “Planning and Leading Visits and Adventurous Activities” (RoSPA, 2013)
- ‘Driving at Work: Managing Work-Related Safety’ (HSE, 2014)
- RosPA “Minibus Safety - A Code of Practice”
- The Highway Code
- Further details of exemptions and permits at: <https://www.gov.uk/driving-a-minibus>

Please see Appendix 1 – Forms to be completed

- Driver Registration Form
- Medical Health Declaration
- Mobile phone forms
- Daily walk around checks
- Acknowledgement of training and equipment

Appendix 2 – Bus Rules

Declaration:

I have read and understood the contents of the policy regarding the Safe Use of Motor Vehicles (Mini Buses) on School Business and I have familiarised myself with the contents.

I will inform the Director of Operations and HR Director immediately if I am convicted of any motoring offence. This includes offences committed when driving for personal purposes or on School business. It is my responsibility to notify the Director of Operations and HR Director of any changes in circumstances including all medical conditions, which may affect my ability to drive. If I am prescribed a course of medication that may impair my judgement, when driving, I will inform the Director of Operations immediately. The Director of Operations will arrange to withdraw me from driving duties for the duration of such medication or until the relevant effects subside. In the event of uncertainty concerning the effects of any medication then advice should be sought from the School’s occupational health service.

Signed _____

Print Name & Date _____

APPENDIX 1

**School Business Driver Registration Form
Confidential Annual Form
Please return to Campus Office**

Personal Details

Full Name:

Position/Organisation:

Home Address:

..... Postcode:

Tel. No. (day): Tel No. (eve):

Date of Birth:

Licence and Driving Details

Driver Licence Number:

Date Issued: Date Expires:

Full Licence (Y/N): Years since passed test:

Licence Groups:

If you answer 'yes' to any of the following questions, then please give details in the space below each question.

Have you been convicted during the past 5 years of any offence in connection **YES/NO** with a motor vehicle?

.....
.....

Have you ever been disqualified from driving?: **YES/NO**

.....
.....

Have you prosecutions or police enquiries pending for motoring offences? **YES/NO**

.....
.....

Have you had a motor insurance policy declined, cancelled or been refused renewal **YES/NO** or had any special conditions 'imposed'?

.....
.....

Have you been involved as a driver in an accident in the last five years regardless of fault? **YES/NO**

.....
.....

Have you currently, or have any history of, any condition or disability which may affect your **YES/NO** ability to drive safely now or in the future? If in doubt, declare any condition or disability.

.....
.....

Are you currently taking any medication which may affect your driving ability? **YES/NO**

.....
.....

Have you resided outside the United Kingdom or the Republic of Ireland for at least 3 years? **YES/NO**

.....
.....

Have you any additional licences e.g. HGV or PCV ? **YES/NO**

.....
.....

Declaration

I declare that the details given are correct, and that within my knowledge, there is no other material fact which should be disclosed. I agree to exercise all due care for the safety of my passengers and the security of the vehicle whilst it is in my charge and I also undertake to inform of any accident that occurs whilst I am responsible for the vehicle. I understand that it is an offence under the Road Traffic Act to knowingly make a false statement to obtain insurance cover.

I undertake to advise of any subsequent illness, condition or event which might affect my suitability as a minibus driver and including any subsequent refusal of motor insurance or any driving convictions. I understand that failure to do so and any false declaration made above may render the insurance cover for the vehicle invalid and that I may then be held personally responsible to pay costs or damages. I understand that all information will be treated in the strictest confidence.

Signature of Driver Date

Campus Office:

Medical Health Declaration

Mobile Telephones and Driving

Copies of: Valid MOT Certificate

Valid Insurance Document, to include business use

Driving Licence

Medical Health Declaration

Professional vehicle drivers are subject to strict medical standards and are legally required to report any changes in their medical status to the DVLA. Drivers can be fined up to £1,000 if they fail to advise DVLA of a medical condition which affects their ability to drive a vehicle safely and a driver may be criminally liable and prosecuted if they're involved/cause an accident as a result of an undeclared medical condition. We

are committed to ensuring your health and safety and that of others and need to be satisfied that all employees are medically fit to drive, and any medical status that may affect your ability to legally drive must be reported to your manager.

Therefore, you are required to read, acknowledge and complete this form. Failure to do so, or providing false information, may lead to disciplinary action.

Delete/Sign as appropriate:

- I confirm that, to the best of my knowledge, I do not currently have or suffer from any medical conditions or any condition whatsoever that may affect my ability to carry out my role safely including driving any Company vehicle.
- I confirm that I have not been advised by a doctor or other medical professional to cease driving or to notify the DVLA concerning any medical issue or treatment that may affect my ability to drive safely.
- I confirm I am aware I have a legal duty to notify the DVLA if I develop a medical condition or disability that affects my ability to drive safely or if a condition or disability I have previously reported deteriorates.
- I confirm I am aware and accept that I must notify the Director of Operations immediately if I develop a medical condition that could affect my ability to safely carry out the tasks associated with my role and that failure to do so could invoke disciplinary action that may result in my dismissal for gross misconduct.
- I agree to informing the Director of Operations of any prescription medication that I am taking/or prescribed going forward which may have an impact on my ability to carry out my role safely. I understand that the side effects of medications may impair my driving ability. I confirm that if I am provided with prescription medication it is my responsibility to take advice from my GP regarding its effects and advise the Director of Operations of these effects.
- I understand and agree that I may be referred to the School Occupational Health Provider if my medical condition changes or if the School has any concerns over my medical fitness to drive. I understand that all information provided to the School will remain confidential.
- I accept that failure to sign and return this form within the prescribed period, or providing false information, will lead to disciplinary action being taken against me by my employer and will be considered gross misconduct.

I declare that I have read and understood all the above declarations and confirm to the best of my knowledge and belief that I comply with all aspects detailed above.

Signed
name:..... Date: Print

Please either sign the box above OR the box below

- I confirm that I do currently have a known medical condition that may affect my driving.
- I am currently undergoing treatment that might affect my driving or that requires referral to DVLA.
- I agree to provide further details of the above when requested by my employer.

Signed	Print
name:.....	Date:

Mobile telephones and driving

- It is a criminal offence to drive a motor vehicle while using a 'handheld' mobile telephone.
- For the purposes of this policy, 'driving' will include sitting in a stationary vehicle with the engine running and a 'handheld' mobile telephone will include any 'hands free' mobile telephone.
- Using a 'hands free' mobile phone while it is in its holder is also not permitted.
- Passengers in vehicles are not prohibited from using handheld mobile telephones, however, they must not hold it for the driver to use in a moving vehicle.
- In relation to handheld mobile telephones, employees must:
 - Never use a handheld or hands-free phone while driving;

- Keep the phone switched off while driving; and
- If needed in an emergency, only use the phone once the vehicle has been parked in a safe place and the engine has been switched off. Drivers are not to use a handheld or hands-free telephone for any other reason such as texting, reading a text message, using the Sat Nav facility, listening to music, sending/receiving emails, watching videos or on-line content, checking social media, using the camera to take photos or make videos.

I have read the policy and I will ensure any queries are raised with the Operations Director.

Print Full Name _____

Signature _____

Date _____

Daily Walk-Around Checks

It is a new requirement that each time a vehicle has a service inspection in the workshop the mechanics are required to complete a new section of the service inspection record. This new section is for the mechanics to note down any fault with the vehicle that the driver should have identified as part of their daily walk around check. Any failure to identify a fault by not completing the daily walk around check properly must then be investigated using the company's disciplinary procedures.

As a school, operating minibuses under a section 19 licence, we are required to make sure you are aware of your responsibilities and that we make a record of having informed you.

You will be provided with two copies of this information, one to sign and for us to keep on record, the other to keep for you to refer. This will ensure we can demonstrate that you have been informed of your responsibilities as a driver.

Also enclosed is a Drivers Walk-Around Check Sheet with diagrams, which is from the DVSA Guide to Maintaining Roadworthiness publication, which shows the core safety inspection items that should be included in your daily walk around check.

All drivers will be issued with a torch and hi-visibility clothing, and these should be utilised to ensure the safe and proper completion of a daily walk around check.

Your responsibilities:

- At the start of every duty, you must ensure that you arrive at your place of work in adequate time to perform a daily walk around check, which should take a minimum of 15 minutes. This is part of your duty and is paid time.

Failure to complete this is a serious matter and you may face disciplinary action from the school, or prosecution and loss of driving licence, for the existence of defects found, if the driver is considered partly or wholly responsible for the existence of them.

If you are not sure about any part of your responsibility, then you should contact Jo Talling so that clarification and/or further training can be provided.

- In addition to the core safety items in the DVSA guide, please remember to ensure that the vehicle is fitted with a section 19 permit, school signs to the front and rear (if completing a school contract), and the defect book.
- The defect book and defect sheet are legal documents and should be treated as such.
- If you discover a defect with your vehicle then it is imperative this is reported immediately to Jo Talling. In addition, you should complete a page in the defect book (found in all vehicles). The top copy of this should be removed from the defect book and handed into the office as soon as possible.

SIGNED

PRINT NAME

DATE

I acknowledge receipt of training on how to complete the new defect book and the requirement to complete a sheet in the book at the start of my duty from the 6th September 2022.

I will ensure any queries are raised with the Director of Operations.

Print Full Name _____

Signature _____

Date _____

I acknowledge receipt of a torch, high visibility vest, a copy of the new Highway Code and Minibus Policy and the requirement to read the documents before the start of my duties from the 6th September 2022.

I will ensure any queries are raised with the Director of Operations.

Print Full Name _____

Signature _____

Date _____

APPENDIX 2

WELLINGTON SCHOOL

BUS RULES FOR THE ACADEMIC YEAR 2022/2023

1. The bus services are operated by the School using the School's minibuses or commercial bus companies
2. Buses run from Monday to Friday and aim to arrive at the School by 8.15am and depart from School at 5.00pm
3. **Seat belts are provided and parents must insist that students wear them at all times. Students who ignore this rule will be excluded from the bus**
4. The buses will not wait for any student who is late. If the student has missed the bus it is unsafe and unacceptable to attempt to intercept the bus on the public roads
5. Good behaviour on the buses is of utmost importance and is expected at all times. There is no adult supervision on the minibus or coach; therefore, parents must take responsibility for their student's behaviour. Unruly conduct, foul language, leaving litter on the coach, wearing muddy P.E. kit, etc., will not be tolerated
6. Any disciplinary problems will be dealt with by the School
7. In the morning parents of students must accompany their students and wait for the arrival of the bus
8. In the afternoon it is imperative parents are waiting in advance of the arrival of the bus to collect students. Drivers will be asked to report incidents where this does not happen
9. Smoking or vaping is forbidden whilst in the bus or waiting for it
10. Students are allowed to eat snacks on the Minibuses – **please remember we operate a no nuts in any food policy across the School** and all rubbish must be removed from the bus at the end of the journey
11. The place on the buses is for a minimum of one term. The charge will be made on the School termly bill in arrears and no reduction can be made for missed journeys
12. No extra passengers (e.g. friends, exchange students) are allowed to travel on the bus without prior arrangement with the Transport office
13. Some routes are very busy already and application is on a first come, first served basis
14. On most of our routes we have a Parent Contact in case we have to urgently call you regarding the bus, we will pass on your details to the relevant Contact unless you advise us to the contrary
15. If students miss the bus from school they will need to contact their parents to make travel arrangements. The Campus Office is open until 5.30pm which is located in the Main School Office and will be able to assist
16. All our drivers are fully checked in line with the Wellington School Safeguarding Policy
17. All our vehicles are maintained to the highest standard and are checked regularly
18. In relation to Covid – we continue to follow the latest Government Guidance. This includes potentially students and drivers wearing face coverings in accordance with School Covid Guidance and students will be advised if this is required.

APPENDIX 3 - MINIBUS CHECKLIST

WELLINGTON SCHOOL VEHICLE DEFECT REPORT

Driver's first name:		Date:	Time:	
Driver's last name:				
Vehicle Reg:		Odometer reading:		
Daily or shift check (tick when check completed)				
Fuel/oil leaks		Wipers		Mirrors
Battery (if easily accessible)		Washers		Steering
Tyres & wheel fixing		Horn		Heating/Ventilation
Brakes (incl. ABS/EBS)		Glass		Lights
Doors & Exits		Reflectors		Body Interior
Indicators/Side repeaters		Body exterior		Excessive Engine exhaust smoke
Fire extinguisher		First-aid kit		Emergency exit hammer
Seat/Seat belts		Accessibility requirements		Registration plates
REPORT DEFECTS HERE:		RECTIFIED		
Defects reported to:				
Write NIL here if no defects found		Driver's signature:		

Defects rectified by:

.....

Signature:..... Date:.....