

VICTORIA DOCK PRIMARY SCHOOL

MINIBUS POLICY



Working together for your children

Date Written: Autumn, 2010

To Be Reviewed: Summer, 2013

PEOPLE PERMITTED TO DRIVE

All drivers who hold the Local Authority's Driving permit following an assessment with the Authority's qualified instructor. This permit must be checked by the Head Teacher every year along with the permit holder's up-to-date driving licence.

RESPONSIBILITIES OF THE DRIVER AND TEACHER IN CHARGE

- A visual check of exterior must be carried out and any marks recorded and reported.
- Minibus check carried out with an additional member of staff using the checklist for lights, oil, tyres etc...
- Ensure that all children and adults have their seat belts fastened.
- Ensure that the gangways are clear and all luggages are securely stored away.
- To have their mobile phone (leaving the number with the office) or take the school mobile on any journey. The phone must be switched on.
- To notify the office of anything that they notice when they are driving the bus.

PARKING, SERVICING AND MAINTAINANCE OF THE MINIBUS

- When not in use, the minibus will be parked in the compound, locked at all times.
- The person responsible for the minibus, currently Mrs Njie, will clean the bus regularly and check the water, tyre pressures and oil before every trip.
- The minibus will be routinely taxed and tested by the Fleet Transport department of the Local Authority.

BEFORE/DURING A JOURNEY

- Side & back doors must be shut by the driver or accompanying adult, but not locked.
- The driver completes the logbook at the beginning and end of a journey.
- All risk assessments to be filed in the office before a trip commences, and the risks assessed of extreme weather conditions should they arise.
- The accompanying member of staff to sit at the rear of the minibus on the single seat.
- If weather conditions deteriorate unacceptably, the journey must be aborted.
- In case of breakdown, telephone the school for instructions. If advised, phone the number in the log book for the breakdown service.
- A list of all group members, including staff, left in the school office and on the minibus (APPENDIX I).
- Where possible, the accompanying staff member should have a minibus permit.
- The driver will return the minibus to the parking compound.

GENERAL POINTS

- Mobiles phones are not to be used by the driver while driving.
- A First aid kit to be carried on the bus at all times.

- It is the teacher's/first aider's responsibility to ensure that any necessary medication is taken on trips.
- Arrangements for physically disabled children will be discussed with their parents on an individual basis.

USE OF CARS

There will be some cases where a staff member will use their own car to transport additional children/smaller groups of children to and from a venue using their private vehicle. In such circumstances, all of the above still applies plus:

- Staff must produce insurance detailing 'Business Use'
- Booster seats are used where possible.

APPENDIX I

VICTORIA DOCK PRIMARY SCHOOL

REGISTER FOR SCHOOL MINIBUS

Please note: A register should be taken on both outward and inward journey. **Tick if present.**

| Number | Full name of child/Adult | Outward | Inward |
|----------------------------------|--------------------------|---------|--------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |
| 15 | | | |
| | | | |
| Driver | | | |
| Support Adult | | | |
| Total number of children present | | | |
| Total number of adults present | | | |