



Coastal Learning
PARTNERSHIP

Minibus Safety Policy

This policy has undergone an Equalities Impact Assessment in line with the requirements of the Public Sector Equality Duty

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1. Introduction

- 1.1. The aim of this policy is to ensure that all of those who are using Coastal Learning Partnership minibuses (as either driver or passenger) are kept safe and comfortable. This is achieved by:
- Setting out the roles and responsibilities associated with the management and use of minibuses;
 - Identifying the processes and procedures required to maintain high levels of health and safety, including the arrangements for authorising appropriate drivers.
- 1.2. A minibus is defined as a vehicle constructed or adapted to carry more than eight but not more than 16 seated passengers in addition to the driver and with a gross weight of no more than 5,000kg.
- 1.3. The law requires that a minibus must:
- Be adequately insured;
 - Be well maintained;
 - Have a valid MOT certificate (if more than one-year-old);
 - Be taxed.
- 1.4. This policy relates to the use of CLP minibuses, including those that are hired in. A separate policy covers the use of private vehicles on Trust business ('Safer Driving Policy for all persons routinely driving on CLP business and/or transporting pupils using their own vehicles'.)
- 1.5. This policy assumes that schools may share the use of minibuses; the policy applies to all our schools and employees.

2. Responsibilities

2.1. Trust Board

The Trust Board is responsible for ensuring:

- That an appropriate policy is in place to determine the effective and safe management and use of school minibuses and that this policy is reviewed at least every three years;
- That an appropriate 'competent body' is appointed to provide advice in the determination and implementation of this policy - currently 'ROSPA.

2.2. Central Team

The Central team is responsible for:

- Ensuring that this policy is prepared for regular review by Trustees as above.
- CLP has appropriate insurance for its vehicles.

2.3. Local Governing Body

The Local Governing Body is responsible for:

- Ensuring that the school's practice is in line with the requirements of this policy;
- Approving an appropriate and reputable maintenance garage;
- Ensuring that the scheme of delegation is consulted regarding the potential purchase, sale or write-off of a minibus.

2.4. Headteacher

(The Headteacher may delegate some of these responsibilities to an appropriately competent individual such as School Operations Manager; however, the Headteacher retains ultimate responsibility as the Duty Holder).

The Headteacher is responsible for:

- 2.4.1. Appointing key staff to manage minibus operations on a day to day basis including both bookings and maintenance (hereafter assumed to be two separate staff members referred to as 'Minibus Admin' and 'Minibus Maintenance').
- 2.4.2. Establishing appropriate arrangements and systems to meet the requirements of this policy and agreeing these with key staff.
- 2.4.3. Ensuring that the minibus policy and associated arrangements are known and understood by all staff and/or volunteers to whom it is relevant especially drivers and staff/volunteers who accompany passengers;
- 2.4.4. Regularly monitoring and checking that the established arrangements and systems are being robustly followed;
- 2.4.5. Ensuring that all staff involved with minibuses have training appropriate to their role, especially but not exclusively those who are approved drivers;
- 2.4.6. Formally authorising which employees are permitted to drive the minibuses by reviewing and signing the Minibus Driver Authorisation form initially and then at least annually thereafter (Appendix 1) (this task cannot be delegated to another member of staff except in exceptional circumstances such as absence of the Headteacher, in which cases it should be delegated to the next most senior staff member);
- 2.4.7. Ensuring that any incidents are reported to the CLP Head of Operations.

2.5. Key staff 1: Minibus Admin

This member of staff is responsible for;

- 2.5.1. Undertaking the risk assessment process for each driver initially and annually thereafter and passing this to the Headteacher for review and authorisation (Appendix 1) (further detail in para 4);
- 2.5.2. Ensuring that driver risk assessments are kept safe and up to date;
- 2.5.3. Ensuring that other Risk Assessments are carried out when necessary, e.g. disabled users, use of the bus in particular circumstances such as field trips, rough terrain, foreign travel etc.
- 2.5.4. Liaising with persons booking the transport to ensure that appropriate arrangements are made;
- 2.5.5. Maintaining appropriate records of relevant training, especially related to drivers, and ensuring that necessary training is arranged according to the required schedule.

2.6. Key staff 2: Minibus Maintenance

This member of staff is responsible for:

- 2.6.1. Making arrangements for maintenance checks as required by this policy and undertaking the weekly check;
- 2.6.2. Keeping clear vehicle maintenance logs to demonstrate that the maintenance schedule is in line with the requirements of this policy;
- 2.6.3. Ensuring that the relevant journey report forms are completed and kept;
- 2.6.4. Ensuring that pre-journey check forms are available in the vehicles and that these are used and kept; where they are not being used appropriately, ensuring that this is reported to the Headteacher;

- 2.6.5. Ensuring that the servicing and maintenance schedules are completed satisfactorily as per the manufacturer's guidance and legal requirements and on time;
- 2.6.6. Ensuring that MOT, tax and insurance (the latter will be arranged by the Head of Operations for the Partnership) are in place at the right time as well as the Section 19 permit;
- 2.6.7. Ensuring appropriate arrangements of internal and external cleaning.
- 2.6.8. Ensure that the required systems and processes are in place to enable the minibus to be fuelled after use.

2.7. Minibus Drivers

All drivers must be fully aware of this policy and strictly abide by the processes and procedures established across the Partnership.

School drivers are responsible for:

- 2.7.1 Strictly following the requirements of this policy and other associated processes and procedures;
- 2.7.2 Liaising with the staff member 'Minibus Admin' regarding arrangements related to the intended journey including passenger information, destination, timings and route;
- 2.7.3 Undertaking and recording pre-journey Minibus Driver Checks as required for each and every journey (Appendix 2) and then not driving until any subsequent issues have been fully resolved. *All drivers must be aware that the driver is responsible in law for ensuring that the vehicle is roadworthy before starting the journey;*
- 2.7.4 Completing the Minibus Driver Checklist and Vehicle Log as required for each and every journey (Appendix 2);
- 2.7.5 Ensuring that the loading capacity and passenger numbers are not exceeded;
- 2.7.6 Knowing and following the policy on driving times and limits, as identified in paragraph 15;
- 2.7.7 Ensuring that all passengers know the safety requirements e.g. seat belts and required behaviour (it is the driver's responsibility for passengers aged 13 and under to ensure they are wearing a seat belt);
- 2.7.8 Ensuring that they are familiar with the planned actions in response to a breakdown or road traffic accident (Appendix 3);
- 2.7.9 Adhering to all other safety guidance related to minibuses, including that identified in paragraph 14;
- 2.7.10 Reporting any incidents or any other useful information to key staff Minibus Admin, Minibus Maintenance or Headteacher;
- 2.6.11 Notifying the school immediately if they are charged with any motoring offence whether it was committed in their own vehicle or a school minibus;
- 2.7.12 Notifying the school immediately if any details on their current driver authorisation form have changed, for example they have accrued more than six points or their licence is revoked;
- 2.7.13 Notifying the school if they are aware of any reason why they should not drive on any occasion such as feeling excessively tired, being under the influence of alcohol or whilst taking Prescription medicine which may affect driving;
- 2.7.14 Ensure that they have the chance to become familiar with a specific vehicle before transporting passengers for the first time.
- 2.7.15 Follow the processes and procedures laid down to ensure the Minibus is fuelled after use.

2.8. Persons Booking the Vehicle

Persons booking the vehicle are responsible for:

- 2.8.1. Strictly following the requirements of this policy and other associated processes and procedures;
- 2.8.2. Ensuring that full details are provided including dates, times, destinations, purpose and passengers.

3. Driving Licences

- 3.1. The driver authorisation process requires a school to check that drivers have an appropriate licence. This means that it must be a valid licence of the category appropriate to the vehicle being driven, as set out in 3.2 and 3.3 below. It should also carry no more than six penalty points (as per 4.2 below). The use of the term 'valid licence' is not reflective of the origin country. Non-UK licences may require additional DVLA review and insurance approval and schools must check this. Schools can use this service to check non-UK licence eligibility <https://www.gov.uk/driving-nongb-licence>
- 3.2. Holders of Category B (car) driving licences **issued before 1st January 1997** automatically include Category D1 (minibus) subject to restriction 101 (i.e. not for hire or reward). See the guidance at <https://www.gov.uk/driving-a-minibus>.
- 3.3. Drivers aged 70 or over need to renew their driving licence and should follow the DVLA instructions for doing so. To drive a minibus, they will need to pass a full PCV medical, the same as that for professional bus and lorry drivers. D1 entitlement does not automatically continue at age 70 or above.
- 3.4. Drivers holding a Category B (car) driving licence **issued before 1st January 1997** licence may drive a school minibus carrying up to 16 passengers with no maximum weight restriction on the vehicle **provided:**
 - it is not being used for hire or reward, and
 - **only once they have been formally authorized to do so by the school.**
- 3.5. Drivers holding a Category B (car) licence **issued after 1st January 1997** may drive a school minibus **provided:**
 - it is not being used for hire or reward
 - they are over 21 years of age
 - they have held a Category B licence for over two years
 - it is not towing a trailer
 - its gross weight is not more than 3.5 tonnes (or 4.25 tonnes if including disability equipment)
 - its use is within the UK, and
 - **only once they have been formally authorized to do so by the school.**
- 3.6. Drivers holding a Category B (car) licence **issued after 1st January 1997** licence **cannot** drive a minibus if its weight is above 3.5 tonnes but would need to undertake the necessary training and assessment to obtain a Category D1 licence in order to do so.

4. Formally approving school minibuses drivers

- 4.1. All drivers of minibuses must be employees of or persons approved by the school. Schools must undertake a risk assessment of all potential drivers using the authorisation form in [Appendix 1](#). This must be undertaken initially and then annually thereafter and records must be kept. The completed form must be reviewed by the Headteacher who will then sign to formally approve that individual as a driver; the Headteacher cannot delegate this duty except in exceptional circumstances.
- 4.2. **No one is permitted to drive any minibus until authorised in writing to do so.**
- 4.3. This risk assessment process undertaken through the use of the authorisation form in Appendix 1 requires schools to check that potential drivers:
 - 4.3.1. Have a current, valid driver's licence with no more than six points;
 - 4.3.2. Have a licence which is valid for the vehicle that is being driven;
 - 4.3.3. Are familiar with the associated policy and procedures and especially their responsibilities within this;
 - 4.3.4. Have undertaken the required level of training and that this is still valid.

5. Training

- 5.1. All staff who are involved in the management and driving of minibuses must read this policy and the [ROSPA minibus safety, a code of practice](#) on an annual basis. This will be logged on the Health and Safety management system.
- 5.2. Only those staff with the appropriate authorisation from the Headteacher can drive a school minibus. This authorisation will only be given following completion of the driver risk assessment form (appendix 1) which will ensure that drivers are suitably competent and trained.
- 5.3. **All** minibus drivers (both category B and D1) **must** have completed the MiDAS training course i.e.:
 - 5.3.1. MiDAS Standard Certificate (*the 'Standard Certificate' is a one-day course which includes a written test and is followed up with an on-the-road assessment*);
 - 5.3.2. MiDAS Accessible Certificate (*the 'Accessible Certificate' is an additional half day course with a further written assessment and is for those carrying wheelchair users, and so needing knowledge and experience of using passenger lifts and securing wheelchairs etc.*)
- 5.4. In order to retain their MiDAS certificate, drivers must attend refresher training every four years. Further details on locally available MiDAS training providers can be found at the link: <https://ctauk.org/driver-training/midas-training-suppliers-by-county/>
- 5.5. All approved drivers must take the opportunity to become familiar with each vehicle before using it for the first time with passengers. This familiarisation process should involve a tour of the vehicle along with a chance to drive it whilst accompanied by an experienced driver of that vehicle.

6. Section 19 Permit

- 6.1. CLP schools which operate a minibus are responsible for ensuring that it is appropriately licenced. Schools will operate their minibuses under a Section 19 Permit which can be obtained for 9-16 seater minibuses from Traffic Commissioners and designated bodies such as Local Authorities. The permits are not vehicle specific and do not show the registration number of a vehicle. Sufficient discs are issued to an operator to cover the number of vehicles authorised on the permit. A Section 19 Permit allows schools to make a charge for transport (for example, fuel contributions) without having to adhere to full public service vehicle requirements.
- 6.2. As required by the Section 19 Permit, CLP schools will ensure that the minibus is not run for profit nor in a way which is carried on with a view to profit (i.e. that it will not seek to make financial gain: the amount earned will not be greater than the cost of the journey in question). Category B and category D1 (101) (not for hire or reward) licence holders are entitled to drive minibuses that are operated for hire and reward in accordance with a Section 19 Permit.
- 6.3. The Section 19 permit should be displayed in each minibus windscreen.
- 6.4. If a school wishes to take an opportunity to make commercial use of its minibus, for example by allowing a local community group to use it, the school could obtain a restricted Public Service Vehicle (PSV) O-licence (on the grounds that the operation of a PSV is not the main activity). In such a case, the driver would need a category D or D1 licence (Passenger Carrying Vehicle).
- 6.5. **If a school wishes to explore using its minibus in this way, it must seek consent from the CLP Head of Operations who will support the school in ensuring that appropriate arrangements are in place.**

7. Servicing, Maintenance and Routine Checks

- 7.1. The condition of the minibus itself can contribute to the likelihood of an accident occurring. All minibuses must be serviced and maintained strictly according to the manufacturer's service and maintenance schedule. The servicing and maintenance must be carried out by a reputable garage which is approved by the Local Governing Body.
- 7.2. The following provides a summary of the required servicing, maintenance and routine checking regime. This regime will be overseen and arranged by the key staff member 'Minibus Maintenance'.
- 7.3. In every case, records must be kept for the duration that the minibus is owned by the school and these records should be regularly inspected by the Headteacher to ensure that they are thorough and rigorous:

Annually	A full service at least every year or earlier if required by mileage. Also a MOT test from the first anniversary of the vehicle's registration date. Must be undertaken by a reputable garage, approved by the Local Governing Body. The annual service can be undertaken <u>instead of</u> rather than in addition to one of the safety inspections below.
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At least every 13 weeks¹	A safety inspection undertaken by an approved contractor at least every 13 weeks, as recommended by the DVSA in their 'Guide to Maintaining Roadworthiness of Commercial Goods and Passenger Vehicles'. Vehicles which are twelve years or over must be safety inspected every six weeks as recommended by the Driver and Vehicle Standards Agency (DVSA)
Weekly	Weekly checks undertaken by the key staff member 'Minibus Maintenance'. The purpose of the weekly check is to repeat a pre-journey check but to undertake it more thoroughly. It is recorded in the same way as the pre-journey checks (appendix 2). Different drivers may have different ideas when it comes to the level of attention in a pre-journey check: the weekly check seeks to bring consistency and rigour to this process.
Every use	Pre-journey checks must be completed by the driver prior to each and every use of the minibus, as per appendix 2. All drivers must be aware that the driver is responsible in law for ensuring that the vehicle is roadworthy before starting the journey. These checklists must be made readily available in every minibus. Additionally, the driver must complete the Vehicle Journey Log (appendix 2) for each and every journey.
As required	Minibuses should be cleaned and tidied regularly and as required. This will help to maintain full visibility and ensure that loose items within the interior are not freely rolling about.

8. Booster seats

- 8.1. Although children must normally use a child car seat until they are 12 years old or 135 centimetres tall, whichever comes first, the rules are different if the child is in a minibus.
- 8.2. When travelling in minibuses, all children must travel in rear seats (any seats behind the driver) using the seat belts provided. Where children must travel in the front seats, the following guidance must be followed:

Children under 3 years

- Children under 3 are not permitted to travel in the front without an appropriate child restraint.

Children aged 3 to 11 years (inclusive)

- All children must travel in rear seats (any seats behind the driver) if a child car seat or an adult seat belt isn't fitted in the front. Children from their 3rd birthday up to 135 centimetres in height or their 12 birthday (whichever is reached first) must travel wearing an adult seatbelt, if an appropriate child restraint is not available. They must use a child car seat if an appropriate one is fitted in the minibus
- Children aged 3-11 (inclusive) who have reached 135cms in height must also travel wearing an adult seat belt, if an appropriate child restraint is not available
- Schools are not required to provide child seats because it is not practical for them to carry a range of different child seats on their vehicles. However, they may allow parents or others to supply their own child car seat for use on a minibus journey.

¹ This means that a minibus less than twelve years old will typically have 3 safety inspections and one MOT/Full Service every year.

Vehicles which are twelve years or over must be safety inspected every six weeks as recommended by the Driver and Vehicle Standards Agency (DVSA)

- 8.3. An additional car seat or 'booster seat' is not required provided that the seat belt heights are adjustable and can therefore be set at an appropriate height for the pupils. If the seat belt heights are not adjustable, then booster seats must be provided and used according to 9.1.

9. Speed Limit

- 9.1. Minibuses first used or registered on or after 1st Oct 2005 must have a speed limiter fitted which restricts the maximum powered speed of the minibus to 62mph. Consequently, such minibuses are not allowed to drive in the outside lane of motorways. Drivers must be aware that minibuses are restricted to different speed limits on different roads to other vehicles and they must comply with these limits at all times.

10. Insurance

- 10.1. All minibuses must be covered by an appropriate fully comprehensive policy which is arranged by the CLP Head of Operations.

11. Breakdown and road traffic accident

- 11.1. All drivers and other adults who regularly accompany passengers should be familiar with the planned arrangements in the event of a breakdown or road traffic accident ([Appendix 3](#)).
- 11.2. The Head Operations will ensure that breakdown recovery service in place with a reputable organisation is in place.
- 11.3. The details of the service must be readily accessible within the minibus (they should be added to the bottom of the driver checklist template in [Appendix 2](#)).
- 11.4. In the event of a breakdown, the recovery service should be contacted before the school.
- 11.5. In the event of an emergency, the emergency services should be contacted before the school. [Appendix 3](#) must be accessible within the vehicle at all times.

12. Adult: child ratios

- 12.1. For younger children (EYFS, KS1), there will always be a second adult on the minibus in addition to the driver. This also applies where pupils are anticipated to be disruptive or if they have high individual needs.
- 12.2. For older pupils (KS2), it will *typically* be the case that a second adult will be present. However, for shorter journeys (around 15-20 minutes in length), it may be acceptable to have only the driver provided that all other aspects of this policy are rigorously adhered to (note the mobile phone requirement in para 14.5) and that there are no particular concerns regarding the needs or behaviour of the pupils.

13. Other essential safety requirements include, but are not limited to, the following:

- 13.1. Seat belts must be worn at all times by the driver and all passengers.
- 13.2. Every minibus must carry a fire extinguisher and the driver and any passenger assistants must be shown how to use it. If a passenger in a wheelchair is being transported, the minibus must carry two fire extinguishers, one of which must be kept in the passenger compartment.

- 13.3. A clearly marked first aid kit must be kept in the minibus (the CLP First Aid Policy lists required content).
- 13.4. Smoking is not permitted on minibuses.
- 13.5. Drivers must ensure that either they or another responsible adult has a working mobile phone with the school's number programmed into it, not using that mobile phone except when stationary and appropriately parked; only one exception if life is in danger and the driver needs to contact the emergency services on 999 and to stop to do so would exacerbate the situation.
- 13.6. Minibuses must be driven in full compliance with the highway code, observing speed limits;
- 13.7. All doors must be unlocked when carrying passengers.
- 13.8. Aisles and emergency exits must be kept clear of obstructions.
- 13.9. Passengers should always disembark from the side doors and into a safe place away from traffic.
- 13.10. Pupils should always be briefed about the expected behaviour when using the minibus.
- 13.11. Warning triangle to be carried on board.
- 13.12. Children must not be left unaccompanied on the minibus.
- 13.13. If children are boarding / leaving the minibus outside of designated car park zone (such as at the roadside or in a lay by), hazard warning lights to be on when children are boarding or leaving the minibus
- 13.14. If a serious delay to a journey is anticipated (e.g. due to heavy traffic) the driver should notify the school so that a decision can be made about updating parents.
- 13.15. 17 Hi-Viz vests must be carried on the minibuses at all times, to be used in emergency situations.

14. Fitness to Drive and Drivers' Hours

- 14.1. 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".
- 14.2. In any working day, the maximum amount of driving is 10 hours;
 - 14.2.1. 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;
 - 14.2.2. 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;

14.2.3. Further information on drivers' hours can be found on the government website: [Drivers' Hours](#).

- 14.3. Anyone driving outside the UK, or in the UK under a PSV Operator's Licence (i.e. without a Section 19 Permit), must comply with EU/AETR (European Agreement Concerning the Work of Crews of Vehicles Engaged in International Road Transport) regulations on driving hours and tachographs.
- 14.4. No driver of a school vehicle may drink alcohol while driving or in charge of a vehicle or be over the permitted alcohol limit prior to driving, this is also the case for Prescription drugs which may impact driving. Drivers must assess themselves as physically and mentally fit to drive, taking into account the greater strains of driving such a vehicle compared to a personal car with which they are more familiar.
- 14.5. For longer journeys (e.g. where the vehicle is used on field visits or visits abroad), the Headteacher will ensure that the driver(s) know the current regulations. (See [Minibus Website](#) for a copy of the regulations) and consideration will need to be given to whether or not two drivers are required. Such considerations should be included within the risk assessment for the educational visit.

15. Equal Opportunities

- 15.1. All CLP schools will have regard to the need to ensure reasonable access to school curriculum and facilities for pupils and employees with disabilities. Schools will also take account of other needs of disabled passengers (e.g. vision and hearing impaired and other physically impaired passengers). Reasonable adjustments will be made by authority of the Headteacher to ensure that disabled passengers are able, as far as is reasonably practicable, to have the benefits of using the transport provided.

Appendix 1: Minibus Driver Authorisation Form

This risk assessment is to be completed for all persons who may drive a school minibus. This must be undertaken initially and then annually thereafter. Only original documents should be accepted.

Driver's Name		
Section One – Inspection of Driving Documents	Yes	No
A. Is the driver's name and address on the driving licence?		
B. Is the driving licence current?		
C. 1) Is a full licence held for category D1? (This permits the driving of a vehicle up to 5 tonnes, which is required for most minibuses)	(If 'Yes' please go to D)	(If 'No' please go to C.2)
C. 2) Is the full licence held for category B and, if so, will the driver ONLY drive a SMALL minibus? (3.5 tonnes or below)		
D. Does the driver have 6 points or less? (a minibus cannot be driven by a driver with more than 6 current points)		
Section Two - Training	Date completed	Renewal details
A. Can the driver evidence they have completed annual updates as per para 5.1?		To be reviewed annually
B. Has the holder completed the MiDAS Standard Certificate? (both category B and D1 licence)		To be reviewed every 4 years
Section Three - To be completed by the driver		
<u>Health and Medical Declaration</u> I understand that it is my responsibility to declare any medical conditions I have, or medication that I may or will be taking that my adversely affect my ability to drive the minibus. I will notify the school if I am unfit to drive on any occasion <u>Confirmation of understanding</u> I can confirm that I have read and understand my responsibilities outlined within the Minibus Policy. I agree to comply with my legal obligations whilst driving on the public highway. I agree that I will notify the Headteacher or another senior leader in the event of any material change to any information declared within this assessment.		
Signature:		Print name:
To be completed by the Headteacher		
☐ This person is NOT authorised to drive a minibus because ☐ This person IS authorised to drive a minibus IF it is no heavier than 3.5 tonnes (category B licence) ☐ This person IS authorised to drive a minibus no heavier than 5 tonnes (category D1) Note that authorisation must NOT be given to any person with more than 6 points on their licence. Any authorisation given lasts for ONE YEAR from today's date. Where the driver notifies the school of any changes to the information on this risk assessment, I will review the content and revoke this authorisation if necessary.		
Headteacher's signature:		
Headteacher's name:		Date:

Original to be retained in the personnel file.

Appendix 2: Minibus Driver Checklist and Vehicle Log

SCHOOL NAME			
Vehicle breakdown company:	Breakdown company helpline:	Breakdown company account number:	
MINIBUS DESCRIPTION		REGISTRATION NUMBER	

Under the Road Traffic Act 1988, it is the DRIVER'S RESPONSIBILITY to ensure that the minibus is safe to use and adequately fuelled.

CHECKS BEFORE EVERY JOURNEY (Driver)			WEEKLY CHECKS (Designated person)		
Checklist Tick or cross ✓ / ✗		Defect Comments	Checklist Tick or cross ✓ / ✗		Defect Comments
Visual check of tyres			Spare wheel		
Mirrors			Windows		
Fuel cap secure			Windscreen		
Static brake check ²			Doors / Locks		
Lights			Section 19 permit		
Indicators			Fire Extinguisher		
Horn			First Aid Kit		
Wipers			High viz vests (17)		
Screen wash			Tyres (pressure, condition)		
Windscreen clear			Fog Lights		
Wear Seat Belts			Seat belts operational		
Moving brake check ³					
Mobile Phone					
Interior condition (seat belt function, litter & upholstery) DEFECT			Interior condition (seat belt function, litter & upholstery) DEFECT		
Exterior condition DEFECT			Exterior condition DEFECT		
DESTINATION			FUEL LEVEL ON DEPARTURE (every journey)		
START MILEAGE					
END MILEAGE					
I have undertaken these checks to the best of my knowledge and ability					
Driver (print):		Signature:		Date:	

² Static Brake Check – This can be carried out by pumping the foot break three times to feel resistance building up.

³ Moving Break Check – Carried out off the public highway to ensure that the braking system is working and the minibus pulling up in a straight line.

Please enter details below if you are driving on behalf of a different school:

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Appendix 3: Road traffic accident and vehicle breakdown

If you are involved in an accident while driving the minibus, you **MUST:**

- **STOP!** (In as safe a place as possible)
- If necessary (for example if there is a risk of fire or other danger) evacuate the vehicle if safe to do so. In some cases, vulnerable passengers may be safer left in the bus rather than being outside – continue to wear seatbelts.
- Find out if there are injuries to persons and the extent of the damage to vehicles and/or property. **Arrange for Ambulance and Police assistance if necessary.**
- If the vehicle cannot be driven, telephone the breakdown recovery service and quote the account number. Call the school to discuss arrangements for safe transportation of children.
- Exchange names and addresses (school details) with the other parties involved.
- In any event, **full** details of the accident and **any** damage **must** be reported to school as soon as possible so that the Police can be informed where relevant (within 24 hours) and so that the school is aware.
- Record the names and addresses of witnesses where possible. Do not discuss the incident. If possible, take photographs.
- **Do not discuss responsibility for the accident** either as a driver or as a representative of the school. Under no circumstances must you admit liability.
- An accident claim form must be completed – follow reporting arrangements .
- You **must** not authorise any repair work to any vehicle without the consent of CLP's insurers.

In the event of a breakdown:

- If possible, always try to stop in a safe place
- If you have passengers (especially children) on board assess the situation taking into account individual circumstances and follow the safest course of action. On motorways evacuate the minibus if possible. Otherwise everyone should remain in the vehicle with seatbelts on.
- Telephone the breakdown recovery service and quote the account number. Contact the school. In the event that the incident occurs outside of school hours, the driver should make contact with the Headteacher or other senior member of staff to make arrangements to collect passengers.
- On motorways use the roadside phones if safe to do so. This will link you directly to the Highways Agency.
- You must remain with the vehicle until it is either repaired or recovered.
- Should the vehicle be recovered, you must understand the arrangements for the recovery of your passengers which may involve moving them to a place of safety. Your emergency procedures and travel risk assessments should identify these risks and consider appropriate control measures.

If the vehicle catches fire or you see or smell smoke:

- Evacuate the passengers via the nearest exit starting with those that are quickest and easiest to move.
- Do a head count.
- Close the doors if safe to do so.
- Call the emergency services