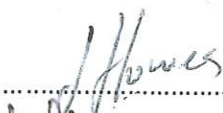
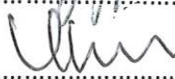




MINIBUS POLICY

This Policy was electronically approved by the Governing Body on 19th January 2026.

Chair of Governors: Mr J Howes
Headteacher: Ms Y Nunn

Signed  Chair of Governors
Signed  Headteacher

Review Date: Summer 2027

The school operates two 17 seater minibuses (including driver) on contract hire from PHVC Ltd.

These are used to:-

- Extend our curriculum into the environment.
- Ensure access to appropriate places and events that otherwise would be inaccessible.
- Enable pupils to access a wider learning environment.

RESPONSIBILITIES / REGULATIONS

The Governing Body is responsible for ensuring any school minibuses operated on behalf of the school fully comply with all legal transport and health and safety requirements. This responsibility is delegated to the Headteacher to ensure its appropriate implementation. The safety of the passengers is paramount.

School Responsibilities

- Ensure a copy of all drivers' licences, details of any claims within the previous 3 years, and minibus training certificates are on file with an annual review.
- Ensure that a current Insurance certificate is held on file and a copy is stored in the vehicle
- Ensure that a current MOT certificate is held on file.
- Ensure that a BS fire extinguisher and first aid box is carried at all times.
- Ensure that a vehicle check is carried out at least monthly – the Site Manager will carry out the ROSPA pre-drive safety check as attached in Appendix 1.
- Our contract includes all routine services – the Site Manager will ensure the vehicles are booked in and taken for their required maintenance and service at the appropriate intervals.
- Any charges are to cover running costs only and are not for profit.

Drivers' Responsibilities

To be eligible to drive any school vehicle the driver must:

- Be 21-70.
- Have held a full UK driving licence for at least 4 years and have no more than one speeding offence.
- Have successfully completed a valid minibus assessment test i.e. Kent LA or MIDAS.
- Not be taking any medication which may affect their fitness to drive.
- Have been resident in the UK for at least 5 years.
- Not drive a vehicle for longer than 4 hours without a minimum of a 45 minute break.
- Ensure that there is an escort with the driver and children in the minibus at all times (with the exception of distances under 5 miles with no more than 12 KS2 pupils only).
- Drive on a voluntary basis.
- Be in possession of a fully working charged mobile phone with working camera.
- Ensure Escorts are aware of their responsibilities
 - Adults to be evenly spaced throughout the minibus
 - Escorts to ensure appropriate behaviour of pupils

The driver is at all times responsible for (i) the condition of the vehicle he/she is driving, (ii) the passengers. The pre-drive safety check (see Appendix 1) must be completed before every journey. (iii) the minibus is left secure i.e. safely parked, windows closed and doors locked. Both the driver and employer may commit an offence if an unsuitable vehicle is used to transport children.

Breakdown Procedures

In the event of a breakdown you should:-

- Remember that passengers are more important than the vehicle.
- Unless on a motorway, keep the passengers on board unless they are at risk.
- If on a motorway, evacuate the vehicle unless the dangers are greater. Once away from the vehicle, keep the passengers at the far side of the crash barriers (or 10 metres ahead of vehicle, away from oncoming traffic in the event of no crash barrier)
- Inform the school so that arrangements can be made to attend the vehicle, and parents/carers can be made aware of the delay.

Management System

The Site Manager, in liaison with the School Business Manager, will have responsibility for the management of the vehicles to ensure that both organisers and drivers comply with all requirements. Records should be kept for a minimum of 18 months.

The School Business Manager and Site Manager will ensure the following:-

- All staff use the proper booking procedures for the use of the vehicles (Appendix 2).
- All drivers are familiar with, and adhere to, the contents of Appendix 1.
- Insurance cover, MOT, tax and service are up to date.
- Vehicle registration documents are held securely.
- All drivers complete the mileage log for all journeys (Appendix 3). The log should include the date of the journey, start and finish mileages, purpose of the journey and the driver's name.
- The mileage log is checked at least termly to ensure the log is correctly completed and all mileage is accounted for.
- The vehicles are parked appropriately and the keys held securely.
- Access to the minibus keys are restricted to authorised users.
- A copy of all drivers' licences, details of claims within the previous 3 years, and minibus training certificates are on file with an annual review.
- Familiarisation training is provided for all new users of the minibus by the Site Manager or another experienced driver.

HIRING OF THE SCHOOL MINIBUS TO THIRD PARTIES

The school minibus motor policy covers vehicles used on school business only. If the minibus is lent or hired, the hirer will have to arrange insurance cover themselves and a copy produced and held by the school. Any driver will be subject to the restrictions as above. The minibus must be returned in the same condition with the same amount of fuel.

MONITORING AND REVIEW

The SBM/Site Manager will report to the Headteacher termly on the operation of this policy. The policy will be reviewed bi-annually by the Health & Safety Committee during the summer term.

Hampton Primary School Driver Checklist

To be completed by all drivers before setting off

Details of Vehicle:	
Registration Plate	
Date	
Mileage	

Checklist:	
Is there any damage to the exterior panels?	
Are all mirrors in place and adjusted accordingly?	
Are any windows broken or cracked?	
Are any tyres flat or soft (including spare)?	
Are any wheels bent (eg. from hitting a kerb)?	
Do all doors close properly?	
Are wiper blades in good condition and working?	
Do windscreen washers work?	
Do all lights work including indicators and brake lights?	
Does horn work?	
Is there any damage to the interior of the minibus?	
Do the brakes work?	
Do all seat belts work?	
Is there a fire extinguisher present and full?	
Is the first aid box present and full?	

Please describe any defects found below:

Name:

Signature:

Action Taken by:.....

Signature:.....

Hampton Primary School Site Manager Checklist

To be completed by Site Manager at least once a month

Details of Vehicle:	
Registration Plate	
Date	
Mileage	

Checklist:	
Is there any damage to the exterior panels?	
Are all mirrors in place and adjusted accordingly?	
Are any windows broken or cracked?	
Are any tyres flat or soft (including spare)?	
Are any wheels bent (eg. from hitting a kerb)?	
Do all doors close properly?	
Are wiper blades in good condition and working?	
Do windscreen washers work?	
Do all lights work including indicators and brake lights?	
Does horn work?	
Is there any damage to the interior of the minibus?	
Do the brakes work?	
Do all seat belts work?	
Is there a fire extinguisher present and full?	
Is the first aid box present and full?	
Have water and oil levels been checked?	
Have tyre pressures been checked including spare?	
Please describe any defects found below:	

Name:

Signature:

Action Taken by:.....

Signature:.....

ROSPA: ADVICE AND INFORMATION: MINIBUS SAFETY

Advice for Minibus Drivers

On journeys where an escort is present, the items below should be divided between the escort and the driver, with the driver concentrating on those tasks which directly relate to driving the vehicle.

Before setting off

- Allow sufficient time for the journey.
- Plan breaks. Avoid long spells of driving when children might get bored and restless.
- Conduct a pre-drive safety check before every journey.
- Never allow passengers to board until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic-free area.
- Ensure children are supervised when boarding vehicle, especially if using rear door. Plan which passengers will sit in the front seats and by the doors.
- Do not exceed the carrying capacity of the minibus.
- Make sure everyone is sitting, one to a seat and are using seat belts.
- When school bus signs are used, make sure they are in position only while children are being transported, and that they do not obstruct your vision.
- Ensure ambulant disabled passengers are seated safely and comfortably and passengers travelling in wheelchairs are safely restrained. Securely store wheelchairs not in use.
- Carry a complete list of passengers with notes of special needs. Keep list with other relevant documents in place where can be readily found in event of an accident.
- Comply with manufacturers instructions when using passenger lifts and other specialist equipment.
- Check that no bags or clothing are caught in doors, that all luggage is secure and gangways and exits are clear.
- Check all mirrors every time before moving off in case latecomers are approaching the vehicle.

During the journey

- Do not allow boisterous play of any kind.
- Try to keep children occupied (if escort on board) give something to do beforehand.
- Enforce "No Smoking" and "No alcohol" rules.
- Do not allow passengers to operate doors.
- Approach each stop slowly and with care
- Use Hazard Warning Lights on school trips where children are boarding or leaving vehicle.
- If serious delay during journey, inform school so that information can be passed to parents. A mobile telephone is useful for this purpose (although it should not be used whilst driving the vehicle).
- Children must not be left unaccompanied on the minibus.
- If there is a risk of fire, evacuate vehicle and move occupants to a safe place.
- If you have to stop in an emergency or break down while on a motorway, only stop on the hard shoulder and as far away from the carriageway and passing traffic as possible.

Journey's end

- Supervise children when leaving vehicle, especially if using rear exit.
- Never allow passengers to leave until vehicle is at a complete standstill and safely parked.
- Always park so that passengers step onto the footway and not the road.
- Take care when reversing if children are nearby. If you have to reverse, get adult help in directing you.
- Do not leave children alone if no one has come to collect them.
- Report problems or incidents that occurred during the trip to the operator.

Advice for Parents and Guardians

Teaching road safety is one of the most important duties of a parent. It must include teaching children to behave properly when they use public transport. Minibuses are not places for play. Please read these guidelines before allowing your child to make a minibus journey.

Pick Up and Drop Off Points

- **Be punctual:** Make sure your child is ready at the proper time. It is your responsibility to ensure that your child gets to and from the minibus safely. Make sure your child knows what to do if the minibus is late or does not arrive.
- **Wait with your child:** Wait on the side of the road where the bus stops. Make sure you stand on the side of the road where the bus sets them down on the return journey. Avoid calling your child across the road to you. Children are excited when they have just come back from a minibus outing and traffic will be the last thing on their mind.
- **Safe Crossing Places:** Make sure that your child knows and understands what are safe crossing places, and how to use them. E.g.: zebra crossings, pelican crossings, central islands, subways, footbridges. Avoid more hazardous places like bends, corners, the brows of hills, between parked cars etc. Use the Green Cross Code. Make sure your child knows and understands how to use the Code. Young children should not be allowed to cross the road unaccompanied.
- **Meet your child:** Make sure that you, or another carer are at the pre-arranged meeting point when your child returns home, and have the telephone number of other parents, the school or other relevant contact person to pass on messages if required.
- **Safe route:** Make sure that both you and your child know the safest route home after leaving the minibus, and always use it.

On the Minibus

- **Behaviour:** Teach your child to act sensibly on or around minibuses. Make sure your child knows that boisterous and other poor behaviour is dangerous as it may distract the driver's attention and lead to an accident. Children need to listen to the driver's and escort's (if applicable) instructions and carry them out.
- **Contact Details:** Make sure that the person responsible for the minibus has up-to-date information about your child, including contact details for emergencies.
- **Medical Details:** If your child has any special requirements, make sure the person responsible for the minibus has all relevant medical information.
- **Other Details:** Advise the driver (and escort) if there is a particular difficulty with your child on the day of the trip, e.g. is upset. Consider whether your child should go on the journey in such circumstances.

- **Damage:** Any vandalism caused by your child whilst on a journey is your responsibility. Persistent offenders may not be accepted on future journeys. Damage to a minibus could endanger your own, or someone else's child.
- **Concerns:** Report any worries you may have to a responsible person, such as the Headteacher or group leader.

Advice for Children on Minibuses

Here are some helpful hints to keep you, and others, safe while on a minibus journey

- Arrive on time, and wait for the minibus away from the road.
- Don't push or rush towards the minibus when it arrives.
- Find a seat quickly and quietly without pushing. You may have already been allocated a seat.
- Stay seated when the minibus is moving and wear your seat belt.
- Avoid kneeling in your seat as this is dangerous.
- Make sure your bags do not block gangways and exits, or take up seats.
- Only speak to the driver when he or she is not driving, or in an emergency. Distracting the driver can be very dangerous.
- Never throw things or play about in the minibus; never ever throw things out of the minibus window as you could cause other drivers to have an accident.
- Wait until the minibus has stopped completely before getting up to leave.
- Take your belongings with you when you leave the minibus, except in an emergency when you should leave them behind.
- Take care if returning to the minibus after getting off as the driver may be pulling away.
- If you have to cross the road after getting off the minibus, wait for it to move away first. Use the Green Cross Code.
- Go to the toilet before you get on the minibus. If you need to use the toilet or you feel unwell during the journey, tell the escort, or the driver if the escort is not present.

The Green Cross Code

1. First find a safe place to cross, then stop. It is safer to cross at subways, footbridges, pedestrian islands, zebra and pelican crossings or where there is a police officer, school crossing patrol or traffic warden. If you can't find one of these, choose a place where you can see clearly along the road in all directions.
2. Stand on the pavement near the kerb.
3. Look all around for traffic and listen. Traffic may be coming from any direction. Sometimes you can hear traffic before you can see it.
4. If traffic is coming, let it pass. Look all around again.
5. When there is no traffic near, walk straight across the road. Do not cross unless there is a safe gap and you are sure that you have plenty of time to get across. If in doubt, don't cross. Always walk across, don't run.
6. Keep looking and listening for traffic while you cross.

Hampton Primary School Minibus Booking Form

Please complete this form and return to the SBM/Site Manager at least two weeks prior to the date of the trip
PLEASE CHECK THE MINIBUS CALENDAR BEFORE MAKING ANY BOOKINGS

Name of person booking minibus:
Destination of Trip:
Date of Trip:
How many minibuses are required one or two?
Driver/Drivers of Minibuses:
Departure Time:
Return Time (approx.):

I have read and will comply with Hampton Primary School Minibus Risk Assessment and Minibus Policy

Name:

Signature:.....

Date:.....

HAMPTON PRIMARY SCHOOL DRIVERS REGISTRATION FORM

SCHOOL USERS

Confidential

Personal Details

Full Name:.....

Date of Birth:

Job Title:

Driving Details

If you answer 'yes' to any of the following questions, please give details in the space provided

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

.....
.....

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

.....
.....

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

.....
.....

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

.....
.....

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

.....
.....

Please give details of Minibus Qualification (i.e. MIDAS or KCC)

Authority Date obtained

I give permission for the School Business Manager to access my Licence details from the DVLA online portal. **YES / NO**

I have provided a photocopy of my Driving Licence card **YES / NO**

Please read and sign the following declaration

I declare that the details given are correct and that within my knowledge, there is no other material fact that I should disclose. I agree to exercise all due care for the safety of my passengers and security of the vehicle whilst it is in my charge. I also undertake to inform of any collision or accident that occurs whilst I am responsible for the vehicle. I understand that it is an offence under the Road Traffic Act 1988 to knowingly make a false statement to obtain insurance cover.

I undertake to advise of any subsequent illness, condition or event that might affect my suitability as a driver, 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

CHANGE OF CIRCUMSTANCES

Details
.....
.....

Signature of Driver Date

