



Wychwood School

**Minibus Rules & Regulations**  
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**Last Reviewed: November 2019**  
**Date of Next Review: November 2021**

## **Introduction**

The Minibus Regulations have been written to allow the maximum flexibility to school staff and other organisations wishing to make use of Wychwood School transport. The minibus will be operating within the UK, and can carry up to 17 passengers including the driver.

The Rules are implemented by the Head and they are to be strictly adhered to at all times.

The Rules set standards which are designed to minimise the risk of accidents to passengers and ensure compliance with relevant legislation plus there are additional requirements which are deemed necessary to enhance the safety and comfort of staff, pupils and other authorised users of the minibus.

The Head is responsible for implementing these rules and delegates the specific duties relating to the day to day management of the minibus to the Bursar, but the Head retains responsibility.

A risk assessment for use of the minibus has been carried out and its findings are 'Low Risk' and 'Minimal' provided the minibus is driven by a qualified and competent driver in a safe and satisfactory manner according to the Highway Code and based on the Rules and Regulations set out below.

Under no circumstances is the minibus to be used for Hire or Reward by any school staff or other organisation authorised to use it.

## **Minibus Booking System**

In order to maintain and have a record of usage, all bookings for the minibus are to be entered in the diary held in the School Office. The booking is to contain name of user, purpose of journey and planned timings on the respective date of use. The Bursar/Caretaker are to check bookings weekly in advance in order to ensure if any special preparation is required for planned journeys.

**Driving in Europe** – The minibus cannot be used in Europe as European Law requires that minibuses driven on the continent must be fitted with tachographs.

## **Keys**

The main ignition/fuel tank key is located on Key Hook 13 in the School reception office. A spare ignition/fuel key is held by the Caretaker. The keys must be returned on completion of the journey.

## Driving Licence Requirements

- a. **Driving the Minibus in the course of employment where there is no 'Hire and Reward'** The minimum driving licence requirements for driving Wychwood School Minibus "Passenger Carrying Vehicle (PCV), are Category D Licence and the driver must be over the age of 21 and under the age of 71. The driving licence must have been issued before 1<sup>st</sup> January 1997 or if the driver's licence was issued after 1<sup>st</sup> January 1997 then, to drive a minibus, the driver must hold a Passenger Carrying Vehicle (PCV) Category D1 driving licence issued either by the UK or by another member state of the EU.
- b. **Driving the Minibus for Social Purposes.** The minimum requirements are: -
  - a. The driver must provide their service on a voluntary basis.
  - b. The vehicle is used for social purposes by a non-commercial body, but not for hire or reward.
  - c. The driver must be aged over 21 and under 71.
  - d. The driver must have held a full driving licence (Category B) for at least two years.
  - e. The maximum weight of the minibus is no more than 3.5 tonnes, excluding any specialist equipment for the carriage of disabled passengers.
- c. All drivers are required to inform the Driver Vehicle Licensing Agency (DVLA) in Swansea, the Head and the Bursar of any disability which might affect their fitness to drive the school minibus.
- d. All licence endorsements should be reported in writing to the Head by all minibus drivers together with a copy of the licence showing the endorsement.
- e. All personnel of Wychwood School and those others authorised to use the minibus must produce on initial application to drive the minibus and annually in June their driving licence, full original version or Credit Card Style plus Counterpart D740. Copies of licences will be held securely on file by the Bursar. Under no circumstances is anyone permitted to drive the minibus prior to any licence documentation check.

**Vetting Drivers and Escorts.** It is assumed that all Wychwood staff have undergone DBS Checks; however the vetting of any other drivers or escorts used for journeys involving Wychwood pupils must be carried out for anyone who may have one-to-one contact with pupils.

**Driving Hours.** Tiredness of drivers is a significant factor in all traffic accidents therefore it is essential that drivers take adequate rest breaks on long journeys.

You are allowed a period of **14** consecutive hours in which to drive up to **11 hours** after being off duty for **10** or more consecutive hours. The **14**-consecutive-hour driving window begins when you start any kind of work.

**Second Drivers.** Where the journey is of a long duration or overnight a risk assessment is to determine if a second driver should be provided to ensure drivers have the appropriate rest period. In all cases when a second member of staff or escort is employed on the journey, staff should take full advantage of the appropriate rest periods.

**Consumption of Alcohol or Drugs by a Driver.** The consumption of alcohol or drugs during, or in the period before, any journey is strictly forbidden. As the effects of alcohol consumption may significantly impair driving ability up to 8 hours after the last drink, no member of staff is permitted to commence driving until 8 hours have elapsed after consuming alcohol. Certain medications can also severely impair driving, particularly medications that have sedative

properties. It is therefore vital that drivers inform the Head of any medication (prescribed or non-prescribed) which may be required to be taken by staff driving the minibus.

**Communications – Mobile Telephones.** It is required that a mobile telephone should be taken on all journeys. This is to obtain help in an emergency and to communicate any problems with the journey to the School.

***Mobile telephones must not be used by the driver when the minibus is in motion***

**Planning Journeys.** All journeys should be carefully planned before the trip. This includes identifying the route to be taken and if traffic jams or road works can be foreseen, then identifying an alternative route may be necessary. The planning should also include details of where breaks in the journey will occur and also identify rest periods for the driver. The most likely times for drivers to feel tired are:

- Long monotonous roads.
- Between 2.00 and 6.00 am.
- Between 2.00 and 4.00 pm (after eating).
- After having less sleep than normal.
- After taking medicines that may cause drowsiness.

**Navigation.** Drivers should make use of other route planning facilities such as up-to-date road maps and [www.multimap.co.uk](http://www.multimap.co.uk) or [www.google.maps.co.uk](http://www.google.maps.co.uk) or take a sat nav. There is a sat nav available in the minibus. There should be a UK road atlas in the minibus at all times.

**Passenger Details.** Drivers/organisers of trips using the minibus are to make full use of the Offsite Activities and Visits Procedure and they must lodge an up to date register/list of all the names of passengers with the School Office on departure. Staff in the minibus should also have a copy of the register/list; this is to be used to ensure nobody is left behind following planned or unplanned stops in the journey.

**Insurance and Vehicle Excise Licence.** The School insurance policy and road tax are to be renewed annually by the Bursar and held by the Bursar.

**Record of Mileage:** staff driving the minibus are required to fill in the mileage log book kept in the minibus for each journey undertaken and to inform the Accounts Assistant of the mileage so that accurate billing can take place.

#### **Roadworthiness of the Minibus.**

- a. Monthly Inspection - The roadworthiness of the minibus is the responsibility of the Bursar and it must be regularly maintained and kept in a roadworthy condition. The minibus must have suitable up-to-date roadworthiness test MOT Certificate and Vehicle Servicing must be carried out as per the vehicle hand book. A monthly roadworthiness inspection is to be carried out by the Bursar/Caretaker using the inspection report attached.
- b. User Safety Checks – before commencing on a journey or when the mini bus is out for over 24 hours it is recommended that the driver carry out the following safety checks:
  - Lights
  - Indicators
  - Wipers

- Tyres
- Horn
- Brakes (on moving vehicle)
- Windows and wing mirrors are clean
- Are the dashboard warning lights showing any faults?
- Sufficient fuel for the planned journey
- Luggage is stored safely and securely and not blocking any exit

If during the inspection/checks or while driving, any item is found to be faulty, then it is the responsibility of the driver to report immediately to the Bursar or if offsite the RAC for breakdown or the appropriate repair centre who are able to deal with the fault. The minibus should not be used until the fault has been assessed and/or repaired.

**SEAT BELTS.** These are to be used by the driver and passengers at all times during journeys.

**LOADING OF THE MINIBUS.** The total weight of travellers and luggage must not exceed the maximum weight limits specified by the manufacturer of the vehicle. The preferred seating capacity is 14 but it will take a maximum of 17 including the driver. Under no circumstances are staff or pupils to store luggage on laps or in the access/exit area of the minibus.

**SPEED LIMITS.** The following are the mandatory speed limits for driving a minibus in the UK:

For a minibus, not towing a trailer, the speed limits are	Speed
Motorways	70 mph
Dual Carriageways	60 mph
Other road where a lower limit is not sign posted	50 mph
Towns and Cities revised limits (be aware)	20 mph

**EMERGENCY EQUIPMENT.** The following Emergency Equipment is available as shown:

First Aid Kit

Fire Extinguisher for foam which has a minimum fire rating of 8A or 21B.

Pen and Paper, School Contact Details, Insurance details, Drivers' Licence, Breakdown Membership Card, Webbing Cutter, High Visibility Vests, Space Blankets, Emergency Warning Triangle, Accident Pack with a Working Torch and spare batteries, tyre pressure and tread depth gauge, cloth for mirrors.

Documentation

Risk assessment for the use of the minibus and for the purpose of the journey (if applicable)

Up to date road tax disc, displayed in the bottom left corner of the windscreen.

Driver's licence

List of passengers' names

Contact address and telephone numbers and name for Wychwood School.

RAC Membership Card/Motoring Breakdown Policy

Vehicle check list before the journey and after the journey

Planned journey route

Driver/Users Safety Inspection/Check List

**ACCIDENT PROCEDURE**

If an accident occurs owing to the presence of the minibus on the road, and this involves personal injury, injury to a farm animal, domestic animal (excluding a cat), or damage to another vehicle or to property on or adjacent to the road the driver must stop and:

Give the following particulars to any person reasonably requiring them:

    Their name and address

    The name and address of the vehicle's owner

    The vehicle's registration number.

    Insurance details.

If, for any reason, you cannot comply with the above, report the accident to the police as soon as possible and in all cases within 24 hours.

Do not admit liability.

Where there is personal injury to a person other than the driver, the certificate of insurance must be produced to any person having reasonable grounds for requiring it. If this is not done the accident must be reported to the police and certificate produced as soon as possible but in any case within 24 hours. It must also be produced at any time if required by the police but, if not in the user's immediate possession, it may be produced by him/her (or on his/her behalf) at any police station nominated by him within seven days.

**ACCIDENT DETAILS/INFORMATION – MAKE USE OF THE ACCIDENT REPORTING PACK**

It is useful to make a sketch of the accident, marking the position of the mini bus and any other person, animal or other vehicle involved. Photograph the scene and damage to the mini bus and the other vehicles involved

Make use of the accident reporting pack which contains an accident report form, tape measure, marking pen and biro.



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**MINIBUS MONTHLY INSPECTION REPORT FORM**

To be completed by the Bursar or Caretaker

Date and time:	
Checked by	
Report:	
Signature & Name	



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**MINIBUS MONTHLY INSPECTION RECORD  
(Bursar or Caretaker)**

Check List	Tick or Cross	Remarks
Tyres/Pressure/Tread		Visual - pressure and tread depth gauge in Bag
Spare Tyre/Pressure/Tread		Visual and Gauge in Tool Kit
Lights		Turn On & Visual Check
Wipers		Turn On & Visual Check
Indicators		Turn On & Visual Check
Horn		Sound
Engine Oil		Under Bonnet Dip Stick
Coolant		Under Bonnet Visual
Brake Fluid		Under Bonnet Visual
Washer Fluid		Under Bonnet Visual
Mirrors		Visual
Seats		Visual and Stability Test
First Aid Kit		Visual – Under Front Seats
Extinguisher		Visual & Date - Rear Off Side Panel
Maps		Visual – under passenger seat
Torch & Batteries		Bag - Visual & Test
High vis jackets		Bag – Visual
Space Blankets		Bag – Visual
Triangle		Bag – Visual
Tool Kit & cloth		Visual – Shelf above drivers cab
Tax Disc		Visual & Date
RAC Card		Visual & Date
De-icer Spray		Visual – under passenger seat
Windscreen		Visual for chips/cracks/cleanliness
Rear Windows		Visual for chips/cracks/cleanliness
Fuel		Check Level
Accident Kit Reporting Kit		Bag – Visual check of contents
Any Damage		Visual and report above