

BRIGHTON GIRLS GDST

MINIBUS POLICY

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1. PURPOSE & APPLICABILITY

This policy provides guidelines for the arrangements that have been made by Brighton Girls GDST related to the use of school minibuses. This policy applies to the whole school.

2. LIST OF ABBREVIATIONS & MEANINGS

GDST	Girl's Day School Trust
SLT	Senior Leadership Team
DSM	Domestic Services Manager

May / Should	Advisory
Shall / Must	Mandatory

3. GENERAL REQUIREMENTS

3.1. Introduction

Brighton Girls GDST currently runs five minibuses. These are primarily used to operate the school's pupil transport service. In addition, the minibuses are also used for:

- Matches and fixtures;
- Transport for trips (where pupil numbers permit);
- Transport for trust rallies etc. (where pupil numbers permit);
- Use by departments for other purposes (as availability permits).

Please make any requests via transport@brightongirls.gdst.net.

Details of the minibuses are:

1. Ford Transit YM17 LZJ (leased from CVM);
2. Ford Transit YM17 JZE (leased from CVM)
3. Ford Transit CV68 HWJ (leased from CVM);
4. Ford Transit SY67 VMD (leased from CVM);

5. Ford Transit CV68 HWD (leased from CVM).

In addition, the school also owns a minibus which is used for transportation of furniture and equipment between the Senior and Prep school sites. This bus is occasionally used for pupil transportation (when those buses listed above are not available):

1. Ford Transit HY63 SDX

Staff should be aware that four of the buses are permanently set aside (during term-time) from 6.00am to 8.50am each morning for the school transport services. They are also set aside from 3.00pm – 6.00pm for use in the evening (term-time).

The shuttle service does not preclude minibuses being used for residential visits, providing sufficient notice is provided well in advance (see Loan or Hire below). The reputation/marketing of the school should be considered at all times whilst using the bus.

3.2. Operating the School Transport Service

A full list of telephone numbers is shown in Appendix 4. Each bus is provided with a mobile telephone and charger, which should be left on the bus at all times, together with a copy of this policy document.

Drivers will be provided with a passenger manifest for the pupils using the bus each day, including parents' contact details.

Parents have been asked to give us notice, preferably before 7am if a girl will not be using the bus. If a girl is sent home early, then Reception should pass on a message to the driver. The driver should always check for messages each day before setting off. Drivers should not keep details of girls' mobile numbers, nor use these except in an extreme emergency.

On pick up, the driver should wait a maximum of 5 minutes after the designated time for any pupil on the manifest. Before setting off, drivers must telephone the parent(s), if they can be reached. If leaving after 5 minutes is up, they should note the exact time on the manifest in case of any parental complaint.

The afternoon run should always depart on time and a roll call will be taken. Pupils will be dropped at agreed points or bus stops, and the driver will not wait. Parents are advised of this by email when their daughter(s) place on the bus is confirmed.

If a pupil is behaving inappropriately, the driver should inform the Head, Deputy Head or Head of Prep as it is not the driver's responsibility to manage pupil behaviour.

From a safeguarding perspective, the driver's reputation is paramount and any concerns should be addressed to Wendy Fox (Deputy Head (Pastoral)) or Charlie Parker (Acting Head of Prep).

Pupils from Years 1 and 2 will not be transported on the bus unless accompanied by an older sibling, or authorised by the Head/DFO/Head of Prep.

Pupils should not occupy the front seats unless all others are occupied. Should the

front seats need to be used then two girls are to sit together. The driver should ensure that the girls are sitting toward the door side of the seats rather than toward the instruments.

At the Senior school, buses will drop-off and pick-up girls at/from Reception. The shuttle service will pick-up and drop-off from Reception at the Senior School.

At the beginning of the day, the drivers will escort any pupil(s) using the shuttle service to Reception for collection by the shuttle service driver. At the end of the day, the drivers will wait in Reception for the Shuttle Bus to arrive and then escort any pupils to the relevant bus at the end of day.

3.3. Booking a Minibus

To facilitate the booking of minibuses, a register is maintained by the Domestic Services Manager at the Senior School, and bookings must be made through her (see contact details in Appendix 4) or via the Prep Office (for Prep school requests). Please contact the DSM should there be a clash of booking requests. Should there be competing requests then the costs of alternative transport arrangements will be taken account and in general the most expensive trip will make use of the minibus.

Staff are not to use any minibus for personal use unless approved by the Head/DFO and only in exceptional circumstances. If approved, the staff member must read this policy document and all related documentation and reimburse the school for the cost of fuel used.

3.4. Vehicle Collection

The DSM will monitor the usage of the minibuses. Please contact the DSM to arrange collection of keys and to agree where the minibus(es) will be if you have already booked it/them.

3.5. Parking

To facilitate operations, a bus must be at the Prep School for 6.15am and 3pm each day, and a second must be there for 6.15am and 4.15pm, so they are ready to operate the school transport service (unless otherwise agreed). No bus has a recognised parking permit and therefore must always be parked on school grounds. Any parking offences committed will remain the responsibility of the driver.

3.6. Small Bus Permits

The minibus is operated under a Small Bus Permit (issued in accordance with Section 19 Transport Act 1985) which has been obtained from the Local Traffic Commissioners. This is not specific to the vehicle and may, therefore, be used with hired vehicles. It must be displayed inside the windscreen when in use.

No minibus may be driven until a Permit has been obtained. The registered charity number of the Girls' Day School Trust (1026057) should be quoted on the application for a Permit. All Brighton Girls GDST buses have a Small Bus Permit.

3.7. Driving Licences

If the minibus is operated under a Small Bus Permit AND:

- a) Is not used for the carriage of members of the general public, nor with a view to profit, nor incidentally to an activity which itself is carried on with a view to profit;
- b) Is operated in accordance with any conditions attached to the Permit;
- c) Complies with regulations applying to the fitness of the minibus, the driver and the displaying of the Permit in the bus, as may be laid down in regulations.

THEN the minibus may be driven by a driver over the age of 25 who meets the following licence requirements:

- (Category A) Drivers who passed their driving test before 31.12.1996 must have a Category B (+D1) Licence. (This licence expires on 70th birthday).
- (Category B) Drivers who are members of staff and who passed their driving test between 1.1.1997 and 8 Sept 2008, must have a PCV licence. (This licence is valid to 45th birthday, after that date it must be renewed every 5 years until 65th birthday, then annually).
- (Category C) Drivers who passed their PCV licence after 9 Sept 2008. (This licence is valid to 45th birthday, after that date it must be renewed every 5 years until 65th birthday, then annually). They must have passed a Driver Certificate of Professional Competence (CPC) Initial Qualification, then are awarded the DQC.

All drivers' licences must be "clean" (i.e. carry no endorsements) or carry no more than a maximum of 6 points for speeding, for each driver.

3.8. Training

No one in category A may drive the minibus without having undergone minibus driving refresher training every four years. The School Transport Co-ordinator will provide details should a member of staff wish to become a driver.

Those in category B, need to obtain a Driver Qualification Card (DQC). It is an offence to drive without one of these. You need to demonstrate competence by doing at least 35 hours of periodic training over a 5-year period at JAUPT Training Centres. Any driver who cannot produce these documents will be fined if driving the minibus.

Category C Drivers must have passed a Driver Certificate of Professional Competence (CPC) Initial Qualification, then are awarded the DQC. Any driver who cannot produce these documents will be fined if driving the minibus. A Category C driver must also be able to demonstrate competence by doing at least 35 hours of periodic training over a 5-year period.

Every minibus driver must keep a record of their driving hours (legal requirement).

Evidence of qualification/satisfactory assessment prior to joining the Trust must be

produced and a copy kept on the employee's file. All drivers should receive a briefing/induction from the DSM before being permitted to drive. This applies whether or not the driver is transporting people in the bus.

3.9. Drivers

No one may drive a minibus unless, following training as set out above, they are authorised by the Head to do so, hold a valid clean (i.e. no current endorsements) driving licence and have completed a satisfactory medical questionnaire. Records must be kept. For insurance purposes, the Head's permission should be in writing, which is done via the Annual Statement of H&S Organisation.

Wherever possible, there should be a relief driver in the minibus; this may be a parent, provided s/he meets the training requirement. However, it is accepted that this may not be possible for local trips (e.g. to school playing fields). In all cases drivers must read the written guidance covering: -

- (i) The length of driving period (this should be no more than 2 hours at a stretch with a 15-minute break and 4 hours daily if they have been teaching during the day.) (if driving only, this should be no more than 9 hours in 2 hourly stretches);
- (ii) What to do if overcome with fatigue (see 6.3)
- (iii) Procedure to be followed in the case of accidents (see 6.4) a copy should be kept in the vehicle.

No driver should use a mobile telephone while driving the minibus; this includes hands-free systems. The same approach is taken with electronic equipment, such as satellite navigation. If fitted, they should not be adjusted by the driver while the vehicle is in motion. If a driver receives a call or they need to adjust a satellite navigation system they should pull over as soon as safely possible and switch off the engine before making a call or adjustment.

3.10. Drivers' Responsibilities

<https://www.gov.uk/guidance/the-highway-code>

3.10.1. The following rules must be adhered to by ALL drivers:

- Full compliance with all road traffic law including the wearing of seatbelts;
- Familiarity with the most recent edition of Highway Code;
- Possession of a valid full driving licence in accordance with the type of vehicle being driven;
- Not use hand-held or hands-free mobile phones or adjust satellite navigation systems whilst driving (these activities will distract the driver with potentially fatal consequences). If a driver receives a call on their phone whilst driving, they should not respond to it until they have found a safe place to stop and park the vehicle. Similarly, if a driver needs to adjust their satellite navigation system they should find a safe place to stop and park the vehicle first.

- No driving under the influence of alcohol, drugs or medicines that may affect their ability to drive safely.
- Ensure that the vehicle is roadworthy prior to use and basic visual checks are carried out before travelling. The driver must be aware that, by law, the safe condition of the vehicle is her/his responsibility. A checklist is attached. Problems should be reported to the DSM.
- Staff must inform their line manager, the DSM and the Director of Finance and Operations promptly of any changes in their status which may affect their ability to drive e.g. convictions (including speeding offences), health changes (See Appendix 3);
- Staff must report any accidents or significant near-misses which occur whilst they are driving for work to their line manager as soon as possible. These should be recorded using the GDST incident reporting procedure (Driving at Work Policy - Accident Reporting). Where possible and appropriate, steps should be taken to reduce the risk of a similar incident re-occurring.
- The driver is responsible for ensuring that all occupants wear seat belts.
- All drivers should read and be familiar with GDST Policy and this BHHS Policy.
- It is expected that all drivers take reasonable care of the minibuses as the property of GDST, and that they drive safely at all times. Drivers disregarding the Highway Code, such as breaking speed limits or dangerous driving will be held directly liable for any penalties issued for that behaviour, and may find themselves subject to GDST disciplinary procedure.

3.10.2. The following additional rules should be adhered to by all drivers undertaking longer journeys

- Plan the journey so as to avoid excessive driving hours and the risk of fatigue;
- A rest-break from driving should be taken approximately every two hours during long journeys;
- Avoid driving when tired, e.g. long distances at the end of a working day; between midnight and 6:00am; or if taking medicines that cause drowsiness.
- Be prepared to postpone the journey if the weather or traffic conditions are poor. It is the Driver's decision as to whether to complete or undertake the journey in adverse weather conditions, and they must inform parents, the DFO, the DSM and Reception.

3.10.3. Where staff are in sole charge of pupils in a minibus:

- Staff must be equipped with a mobile telephone in case of accident and/or emergency. In appropriate cases, the emergency services should be called first and then Reception, the DSM and SLT member.

- There must always be back up arrangements at school to send immediate assistance if necessary. Similarly, appropriate back up arrangements must be made if the journey is to be outside school hours and the member of staff must be in possession of contact numbers (see later section for details).
- Staff should not leave pupils unattended.
- Staff in charge of pupils travelling in minibuses and coaches need to have a current one-day first aid qualification. They must also carry first aid supplies. New drivers who do not have this will be booked on the next course being run.

Please contact the School Transport Co-ordinator/DSM or Director of Finance and Operations if you have any queries on any of the above points.

3.11. Fatigue

<https://www.gov.uk/guidance/drivers-hours-passenger-vehicles>

EU legislation imposes restrictions on a driver's hours. To minimise the risk of driver fatigue and lack of concentration, all drivers must observe the following:

Take regular breaks.

Adjust heating/ventilation control to provide a good supply of fresh air.

Do not drive if you are unwell. If you become unwell, pull over to a safe place and call the school.

Ensure pupils/passengers behave while travelling in the vehicle.

3.12. Road Traffic Collisions

In the event of a road traffic collision, the driver and/or the passenger assistant must make the collision scene as safe as possible:

- Use hazard warning lights and any other safety devices supplied
- Do not move injured passengers unless they are in immediate danger of further injury from other vehicles or from fire or explosion
- Call the emergency services immediately; provide them with information about the situation, any special circumstances (for example if carrying oxygen bottles) and if any passengers have special needs
- Ensure one person (driver or passenger assistant) remains with the children if child passengers are involved, if there is any other person available.
- Do not allow child passengers to assist with repairing or re-starting the vehicle and never allow them to push the vehicle.
- Contact the school and inform a member of SLT of the incident
- Do not use the breakdown assistance service to transfer pupils unless another adult is present. If not, the back-up is to contact Brighton & Hove Radio Taxis on 01273 204060, quoting account number H020.

If the emergency services are called, the driver must stay at the scene of the

collision until the emergency services (and anyone else with reasonable cause) have taken all the details. If possible, the names and addresses of all independent witnesses should be obtained at the scene. If the collision is 'damage only' and no one is injured, the driver should ensure that the vehicle is roadworthy before continuing the journey.

The incident must be reported to the DSM by the driver on their return. The DSM will ensure that all repairs and insurance details are completed.

If there is any injury or the names of people involved are not exchanged or there is damage to property other than the driver's vehicle (including street furniture), the driver must report the collision to the Police as soon as possible or in any case within 24 hours.

Any other incident, including traffic offences, must also be reported to the DSM.

The vehicles are insured and further details are held by DFO.

3.13. Emergency Evacuations

In the event of an incident such as a fire, an emergency evacuation should be conducted. The best way to evacuate the vehicle will depend upon the nature of the incident, the passenger group and the type of minibus. Therefore, the driver and passenger assistant(s) will need to exercise their judgment at the scene of the incident. For school transport services there is unlikely to be a second adult on board, and the driver may request/nominate an older pupil as a passenger assistant in an emergency, if they are prepared to do this.

The driver will always use their discretion in an emergency in terms of asking any pupil (unlikely to be less than 11 years old) to assist them in any way with younger pupils.

Passengers should exit the vehicle as they would normally, if possible, and move as far away as possible. If passengers need assistance to exit the vehicle, the passenger assistants should provide what help is necessary. If it is necessary to use the rear exit, care must be taken against approaching traffic. Wait in a safe place away from moving traffic.

It may not be possible to remove wheelchairs quickly from a minibus, unless the passenger assistants and carers are trained to do so. It may be necessary to lift a passenger from the vehicle, which is not easy to do in a confined space and often requires two people (but this must not be the pupil assistant).

Drivers and passenger assistants should not attempt to tackle a vehicle fire, unless they have been trained to do so.

3.14. Breakdown

In the event of a vehicle breakdown:

- The driver should move the vehicle off the carriageway (onto the hard shoulder on a motorway) and switch on the hazard warning lights. If this is not possible, it should be moved as far away from moving traffic as possible. If a warning triangle is used, it should be placed on the same side of the road, at least 45 metres from the minibus. Always take great care when placing and retrieving a warning triangle and never use them on the

motorway. If driving alone when on School Transport duties, ensure that girls remain seated in the bus whilst placing the Warning Triangle.

- The passengers should be moved out, if possible, of the nearside of the vehicle and as far away from it and other traffic as possible. No one should stand between the vehicle and oncoming traffic. On motorways or other busy roads passengers should be taken onto the embankment or grass verge and as far from the traffic as is practicable. The hard shoulder on a motorway is very dangerous.
- Passengers should be kept together in one group. Hi-vis vests (if available) should be given to passengers/pupils and pupils should be paired/buddied with someone wearing a hi-vis vest. Children should be kept calm and under constant supervision. In the event of a lone driver, they will need to decide on the safest options.
- In some circumstances, it is safer to leave the passengers in the vehicle. For example, if it seems too dangerous to unload passengers in wheelchairs or if there is not a safe waiting area. The driver (and passenger assistant if present) will need to assess the situation and decide whether or not to unload passengers.
- If necessary, the driver should go for help, leaving the passengers with the passenger assistant. If the driver is the only adult present, he or she should not leave the children alone. The driver will need to give the police, or breakdown service, accurate details of the vehicle's location, and inform them if children or passengers with mobility problems are being carried.
- The driver should also telephone the school or nominated contact person to tell them what has happened and ask them to relay messages to parents and others. A copy of the SLT emergency contact numbers will be held on each bus.

3.15. Breakdown Assistance

As part of the Insurance policy all buses are covered for breakdowns within the mainland of England, Scotland, Wales and Northern Ireland. The driver should inform the passengers (if present) of the situation so they remain calm. It is recognised that in such an emergency the pupils will not be familiar with the taxi driver. They should also inform Reception, SLT (if appropriate), and the DSM. If the breakdown is known earlier in the day, the first contact should be the DSM who will be the point of liaison.

3.16. Safety Equipment

The following safety equipment is carried in all minibuses:

- Fire extinguisher (Foam)
- Warning triangle
- Glass hammer & seat belt knife
- Travel first aid

- High visibility waistcoat(s)
- Contact details for breakdown

3.17. Capacity

All minibuses have the capacity for 16 passengers plus the driver.

3.18. Recording Journey Details

The journey log (held in glove compartment) needs to be completed by all drivers for all journeys.

3.19. Fuel

All buses take diesel. It is the responsibility of the drivers to return the minibuses with a full fuel tank. There is a Fuel Card in the glove compartment of each vehicle for use at Esso stations. This card should always be left in the vehicle. If there are no Esso stations available, fuel can be bought on a personal credit card and the money reclaimed via Expenses supported by the receipt.

3.20. Returning & Parking

The minibuses should not be parked off the school sites without informing the DSM. Parking at other school locations may require a permit or parking ticket to be displayed. It is the responsibility of the driver to ensure the vehicle is parked legally. If permission has been obtained from the Head in advance, then it is acceptable for a minibus to be kept overnight at the home of a member of staff/or agreed location, as it is recognised this can be useful and can save the School unnecessary fuel/mileage costs. This is on the condition that the bus is not used for any other reason than for School business, and that the person responsible at that time takes every possible action to ensure that it is kept secure, locked and in a location that is deemed low risk from vandalism or theft etc.

3.21. Contingency for Drivers Being Absent

In the event that a Driver scheduled to operate a service is unwell or unable to work, they should in the first instance follow the school's Sickness Absence reporting procedure at:

<https://hub.gdst.net/Human-Resources/HR---Main-HR-Policies/Sickness-Absence-&-Ill-Health-Policy-&-Procedure/546>

However, if scheduled to operate the School Transport it is important to also consider alternative arrangements for another driver to operate the service at short notice.

For those operating the morning service, if unable at short notice, there are three options, either call the DSM or telephone Brighton & Hove Radio Taxis if it appears feasible, on 01273 204060. Alternatively contact the parents to apologise that the service will not run and advise that unfortunately they will have to make alternative arrangements.

3.22. Snow and Bad Weather

For drivers operating the School Transport service, it is the driver's decision as to whether they consider the weather conditions safe enough to operate, and must not put themselves, the pupils or vehicles at risk. If a service is to be cancelled, they must contact the parents directly.

3.23. Minibus Safety and Pupil Behaviour

The normal school rules should apply for all journeys. In addition:

- Seat-belts must be worn at all times
- Everyone should remain seated during the journey.
- Where possible park the bus with the side doors to the kerb. Where this is not possible, Students should remain seated until you are able to supervise them from the road.
- Staff should always state which entry and exit doors are to be used (it is recommended that side doors be used except in emergencies)
- No eating or drinking in the bus, this includes sweets and confectionary.
- Do not allow passengers to throw objects out of the windows; if any damage is caused to persons or property in this way, the driver will report any bad behaviour as a note on the weekly schedule which is returned to the DSM.
- Ensure that luggage is stowed securely.
- Always make sure that the back door is **UNLOCKED** when driving so that passengers can escape in case of accident or fire.
- It is the driver's responsibility to ensure that all rubbish is cleared away at the end of every trip.
- The DSM/Director of Finance and Operations may spot check operations at any time.

3.24. Fines

All fines, of any nature, are attributable to the driver of the particular vehicle

When driving in London consider if a Congestion Charge or similar is payable and make payment beforehand. These are the responsibility of the Driver.

3.25. Maintenance, Repair and Servicing

The drivers are responsible for ensuring that maintenance checks (as detailed in Appendix 2) of the minibuses are undertaken. This is a weekly check to ensure that lights are working and that brakes, oil, petrol, water and tyres are in order and topped up as necessary. It also includes taking the minibus for repairs and regular servicing. Each vehicle will have a card specifically for petrol at Esso garages. Receipts must be obtained and passed to the Finance Office.

All other drivers including the PE Department should make sure they undertake a basic visual check before each use – walking around the vehicle to check that tyres look normal and to ensure there is no obvious damage. They should also check fuel/fluid indicators are working and that there are no warning lights on, before setting off. They should also make sure it is returned in a clean condition inside and that pupils do not

leave rubbish on the bus (passengers are not allowed to eat on the bus) 

The DSM should keep a log book of services, maintenance checks and use. Obviously urgent issues need reporting immediately and a decision to take the bus out of service would need to be made.

No member of the school staff may undertake repairs and servicing; these must be carried out by a garage or a qualified engineer.

By law, all buses more than one year must have a valid annual test certificate.

3.26. Loan or Hiring

A Head wishing to borrow a minibus from another Trust School should approach the other school well ahead of the time for which it is required. It will be necessary for the borrowing school to obtain its own permit (see above) a procedure which can take some weeks. It is not necessary to inform Trust Office for insurance purposes, providing the lending Head has given written permission to the borrowing school's drivers.

There is no objection to Heads hiring a self-drive minibus from a reputable garage/hire company for a particular visit. The bus can be driven under the school's Small Bus Permit and must not be hired unless the school has such a Permit. Insurance should be arranged through the garage/hire company.

A Head wishing to borrow a bus from a non-Trust school should contact the Trust's Insurance Officer in plenty of time for guidance and must satisfy herself as to the road worthiness of the vehicle. Again, the school must have its own Small Bus Permit.

3.27. Weight Limits

Schools and drivers must be aware of the carrying capacity of their vehicle (or any hired vehicle) and ensure that this is not exceeded and that the weight is correctly distributed. In cases of doubt, the fully laden weight should be checked at the nearest weighbridge (there are weigh bridges at Handcross and Worthing). By law, the driver is responsible if the vehicle is overladen (no offence is committed if the vehicle is on the way to a weighbridge).

3.28. Speed Limits the Following Speed Limits Apply:

Class of Vehicle	Motorway	Dual carriageway road not being a motorway	Other road

A passenger vehicle, motor caravan or dual-purpose vehicle not drawing a trailer being a vehicle with an unladen weight exceeding 3.05 tonnes or adapted to carry more than 8 and if not exceeding 12 metres in overall length:	70	60	50 <small>DST</small> <small>DAY SCHOOL TRUST</small>
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3.29. Uniform

Drivers are expected to be smart and presentable at all times; as minibus operations are an important aspect of promoting the School to the wider community. Those employed specifically as minibus drivers will be given details of the uniform required to be worn, and those items that will be provided by the School.

4. APPENDIX

4.1. Weekly Minibus Safety Checklist

WEEKLY MINIBUS SAFETY CHECKLIST - updated August 2019		
<p>If an item is satisfactory 'tick' the box. If an item is unsatisfactory the defect should be recorded and reported to _____. It may not be safe / legal to drive the vehicle with the defect</p> <p>The minibus must not be driven with passengers unless you are satisfied that it is safe to drive.</p>		
Vehicle Registration Number:		
	SATISFACTORY	UNSATISFACTORY - Please comment
OIL LEVEL		
BRAKE FLUID LEVEL		
COOLANT LEVEL		
FLUID LEAKS - no signs		
TYRES (including the spare):		
Pressure		Note: Commercial tyre pressure gauges and pumps are required in order to properly maintain minibus tyres because: 1. Standard car tyre gauges and some air pumps do not go up to the pressure that minibus tyres should be inflated to, and 2. In order to check the pressure of the 'inner' wheel of a double wheeled unit, a pressure gauge with a flexible hose is required.
Condition		
Tread depth		
WHEEL NUTS - tight		
LIGHTS: clean and working		
Head - Main beam		
Head - Dip		
Side		
Rear		
Brake		
Reversing		
Indicators		
Warning		
Interior		
WINDSCREEN - wiper blades - clean, undamaged, work properly		
Wash fluid		
Clean & undamaged		

WINDOWS Clean & undamaged		
MIRRORS - clean, undamaged correctly adjusted and unobstructed		
Rear-view		
Side		
DOORS - open & close properly		
BODYWORK - undamaged		
DASHBOARD CONTROLS - all working		
WARNING LIGHTS - non illuminated		
FUEL LEVEL		
DRIVING SEAT - correctly positioned		
BRAKE PEDAL - normal pressure		
HEATING / VENTILATION - working correctly		
HORN - working correctly		
REVERSING ALARM - working correctly		
SEAT BELTS : Inertia reels working, belts undamaged		
SEATS - fixed, secure, undamaged		
INTERIOR LIGHTS - working correctly		
LUGGAGE - securely stowed, aisles and exits clear		
EQUIPMENT		
Spare wheel		
Tool kit		
Wheel brace and Jack		
Warning triangle		
First aid kit		
Fire extinguisher		
Mobile phone		
High visibility waistcoat		
Torch		

DOCUMENTS	
Insurance / Green Card	
AA / RAC Membership Contact No.	
Emergency contact numbers and procedure	
MOT	
Instruction Handbook	
Section 19 Permit Disc	
ADDITIONAL COMMENTS	
NAME:	DATE:

4.2. Reportable Health Problems

The following health problems must be reported to your Line Manager and the Driver Vehicle Licensing Agency (DVLA) who will make a decision about fitness to drive:

- a. An epileptic attack or epilepsy
- b. Sudden attacks of disabling giddiness, fainting or blackouts
- c. A pacemaker is fitted
- d. Diabetes controlled by insulin or tablets
- e. Angina (heart pain)
- f. Multiple sclerosis
- g. Parkinson's disease
- h. A stroke
- i. Any type of brain surgery, brain tumour or severe head injury involving hospital in-patient care
- j. Any severe psychiatric illness or mental disorder
- k. Continuing difficulty with the use of arms or legs
- l. Any eye disease which affects vision in both eyes such as glaucoma, progressive retinal disease,
- m. Continued misuse or dependency on alcohol or illicit drugs in the past three years.
- n. Any condition which is likely to last more than three months.

5. DOCUMENT HISTORY

Document Title	Version	Date of Issue	Change	Updated by	Status
BHHS Policy Minibus	01	September 2015	N/A	Frank Haigh Leigh Ward	Expired
BHHS Policy Minibus	02	November 2018	N/A	Paul Fairhurst	Expired
Brighton Girls Minibus	03	October 2019	Nomenclature and updates to policy	Leigh Ward	Expired
Brighton Girls Minibus	04	November 2020	Nomenclature and updates to policy	Leigh Ward	Live

END OF DOCUMENT