



**Saint Edmund's Catholic Primary School**  
*'Together we learn and grow through worship and celebration'*

## School Minibus

Committee responsible for policy	Resources Committee
Approved by <b>Committee</b> /FGB	January 2017
Statutory/Non-statutory	Non STATUTORY
Frequency of Review	Free to determine
Date of last review	January 2017
Date of next review	<b>Regular review – including insurance, tax discs, mechanical checks etc.</b>
Purpose of policy	To clarify use and rules for using the minibus.
Consultation	Site Manager All drivers of the minibus – internal and external List kept in the office
Links to other policies	Charging and Remissions

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## MINI BUS POLICY

<b>Vehicle details:</b>	<b>Peugeot Boxer 17 seat Mini Bus</b>
<b>Reg:</b>	<b>HG53 NTU</b>
<b>Restrictions:</b>	<b>None</b>
<b>Conversion by:</b>	<b>Red Kite</b>
<b>Insurance:</b>	<b>LBRUT</b>
<b>Maintenance:</b>	<b>LBRUT</b>
<b>MOT due date:</b>	
<b>Drivers:</b>	<b>Must have D1 Category on driving licence. Must be Midas trained every 4 Years, LBRUT</b>
<b>Breakdown cover:</b>	<b>LBRUT</b>
<b>Safety equipment carried at all times on the vehicle:</b>	<b>1 x Red Triangle 16 x Hi visibility jackets or vests 1 x First Aid Kit</b>

- The above vehicle is fitted with “any age seat belts” to the 14 seats at the rear of the vehicle, all these 14 seats can take one person from pre school to adult when adjusted properly.
- There must be the driver plus one additional supervisory adult on ALL journeys (discretion may be used if mini bus is transporting 3 children or fewer).
- When carrying under 5’s, there must be the driver plus two additional adults, (one adult must travel in the rear of the vehicle)
- Children are not to travel in the front of the mini bus under any circumstances.
- The driver is responsible for checking the vehicle for damage to tyres and bodywork before and after each journey and completing the vehicle checklist including date, end mileage, name, amount of fuel in litres put into the vehicle.
- The driver must report any damage on or before returning to school to the school office who will record and disseminate to Site Manager, Deputy Headteacher or Headteacher.
- The driver is responsible for ensuring that all passengers wear and have properly adjusted seat belts.
- The driver is responsible for making sure the vehicle has enough fuel for the total journey.
- Journey times – the driver must have a minimum 15 minute break for every 2 hours of driving.
- Journeys over 50 miles must have two drivers.
- Passengers to remain seated and belted until instructed by an adult.
- If children’s behaviour is causing a distraction to the driver, the driver must pull over and stop the bus until behaviour issues are resolved.
- First aid kit to be security tagged, if anything is used it must be replenished and resealed on returning to school.
- At the end of each use the vehicle is to be checked for left items, floor swept, vehicle checklist filled, defects reported and first aid kit replenished.
- NO EATING AT ANY TIME WHILE VEHICLE IS MOVING