

ABBEY  
COLLEGE  
CAMBRIDGE

## **Mini-Bus Policy**

**2021-2022**

# ABBNEY COLLEGE CAMBRIDGE

## Minibus Policy

Abbey College Cambridge

**SLT Responsible for this Policy:** Mike Corbett

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<b>This policy is reviewed on an annual basis</b>		
Annual Policy reviewed by:	<b>Mike Corbett</b>	<b>June 2021</b>
<b>Approved by SLT and Published:</b>		<b>June 2021</b>
Next Review:		<b>June 2022</b>

**This policy has been approved by SLT and adopted on behalf of the Governors, and is addressed to all members of staff and volunteers and is available on the school's portal. It is available to parents on request. It applies wherever staff or volunteers are working, including when this involves being away from the school.**

**The College aims to put in place management structures and working practices that provide proper control of the minibus activities. Driving the minibus requires different levels of knowledge, skill and awareness. It also carries different legal responsibilities.**

A minibus is defined as a Passenger Carrying Vehicle with 9 to 16 passenger seats, plus the driver.

### **Aims**

The college minibus is to be used for transportation to facilitate the educational, cultural and social development of the students.

### **Eligibility to drive the college minibus**

Mini-bus drivers employed by Abbey Cambridge must hold category D1 minibus entitlement on their driving licence.

The site maintenance team are permitted to drive the minibus, only with correct D1 entitlement, to transfer the mini bus as required (servicing), without passengers.

Any person in the employ of the policyholder who is driving on the order or with the permission of the policyholder may drive the minibus. That person must hold a D1 licence to drive the vehicle and must not be disqualified from, or prohibited by law from, holding or obtaining such a licence.

A copy of the drivers licence must be presented to the site manager, with completed insurance forms which can be obtained from the site manager.

Drivers who passed their driving test before 1997 were automatically granted D1 entitlement for non-commercial use (known as “not for hire or reward”). Provided they continue to hold this entitlement, they are licensed to drive minibuses. Once the driver turns 70 years of age, the group insurance policy no longer covers them to drive college vehicles, so they are not permitted to drive the minibus.

Car drivers who obtained their licence after 1 January 1997 are limited to vehicles with up to 8 passenger seats and a maximum weight of 3.5 tonnes. To obtain a minibus licence they must pass a medical and the Passenger Carrying Vehicle theory and practical driving tests.

All drivers must be over 21 years of age, hold a full clean UK driving licence and have no convictions or accidents in the previous 3 years.

### **Before Driving the Minibus**

- A visual check of tyres, mirrors, wipers, lights and petrol/diesel must be undertaken.
- If carrying passengers, check all doors are closed securely, aisles are clear.
- All passengers must be wearing seat belts.
- Ensure First Aid kit, Fire extinguisher and Emergency Event details are in situ.
- A full minibus check list must be completed weekly and provided to the Site Manager as per the Minibus Checklist in [Appendix 1](#)

### **Whilst Driving the Minibus**

- No smoking, eating or drinking.
- No mobile phone use (only hands free in the event of an emergency).
- In the event of an emergency follow correct procedures in the Minibus Emergency Guidelines in [Appendix 2](#)

The minibus shall not be loaned or hired to any person or organisation outside of the college unless agreed by SLT and the person in question is added to the group insurance policy.

Overall responsibility for ensuring the mini-bus is properly maintained falls to the site manager and drivers.

The minibus shall be regularly serviced according to the manufacturer's recommendations through Marshalls, Cambridge. The site manager will ensure the vehicle is taxed, and MOT'd as required.

APPENDIX 1

**Mini Bus Safety Check**

**Date:**

Exterior	OK	Interior	OK
Oil Level (start of day)	<input type="checkbox"/>	Mirrors adjusted, clean and unobstructed	<input type="checkbox"/>
Coolant Level (start of day)	<input type="checkbox"/>	Position & function of dashboard controls	<input type="checkbox"/>
Windscreen washer fluid level (start of day)		Position of driving seat	<input type="checkbox"/>
Brake fluid level (start of day)	<input type="checkbox"/>	Check for pressure on brake pedal	<input type="checkbox"/>
Windscreen and windows are clean and undamaged		Wipers and washer are working	<input type="checkbox"/>
Wiper blades are clean and undamaged	<input type="checkbox"/>	Fuel level	<input type="checkbox"/>
Lights, brake lights, indicators are clean and working		Seat belts undamaged and working correctly	<input type="checkbox"/>
Tyre pressures	<input type="checkbox"/>	First Aid Kit & Fire Extinguishers in place	<input type="checkbox"/>
Tyre tread	<input type="checkbox"/>	All relevant paperwork on board to hand	<input type="checkbox"/>

## Mini-Bus Policy

Tyre condition (cuts/bulges)

Equipment securely stowed and aisles/exits clear

Damage, sharp edges, repairs?

Damage, sharp edges, repairs?

(Some extracts of information have been sourced through RoSPA Mini-bus Safety Code of Practice)

## APPENDIX 2

### **Minibus Driver** **Emergency/Breakdown Instructions**

#### **Drivers**

- Plan each journey so that it can be completed safely and comfortably in accordance with college and passenger requirements.
- Ensure the minibus is suitable for the passengers being carried.
- Conduct vehicle safety checks weekly (Appendix 1). Conduct general overview daily to ensure minibus is in a safe condition.
- Be fit and able to drive – any concerns contact your line manager before driving.

#### **Road Traffic collision**

- Make the scene as safe as possible.
- Use hazard warning lights and any other safety devices available (red triangle/hi-viz).
- Do not move any injured passengers unless they are in immediate danger.
- Call the Emergency Services immediately. Provide them with full details, location, children on board, any special needs.
- Ensure you stay with the students (or accompanying adult).
- Driver must remain with/near the minibus to provide details to the Emergency Services.
- Driver should then telephone the college as follows:

#### **During School Hours**

<b>College reception (8am-5pm weekdays)</b>	<b>01223 578280</b>
<b>Emergency phone (any other time)</b>	<b>07584 705720</b>

Who will then contact (in order of availability).....	
Mike Corbett, Operations Director	07467 955779
Jenny Maskell, Site Manager	07467 955780
Carolyn Dunn, Vice-Principal Pastoral	07557 391498
Helen Wilson, Director of Boarding	07467 955782
Julian Davies, Principal	07920 802389
Emergency Phone	07584 705720

- If possible take names and addresses of independent witnesses.

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- If possible take photos of the incident.
- Only continue the journey if the minibus is roadworthy.
- The college will advise further procedures once full incident is understood.

### **Breakdown**

- The driver should move the vehicle off the carriageway (onto hard shoulder on a motorway). If not possible, move as far away from moving traffic as best as possible.
- Switch on hazard warning lights.
- Passenger should be moved out of the minibus by the nearside door and taken to a safe place as far away from traffic as is practicable.
- All passengers must be kept together in one group and constantly supervised.
- If felt too dangerous to unload passengers, then leave them seated in the minibus.
- Call the breakdown services as detailed in the windscreen, giving accurate details of your locations and advising that you have children on board. Alternatively call the Emergency Services as required with the same details.
- Driver should then telephone the college as follows:

#### **Breakdown *with* Students**

College reception (8am-5pm weekdays)	01223 578280
Emergency phone (5pm-8am)	07584 705720
Then call.....	
AA Minibus Rescue	0800 374 457

#### **Breakdown *without* Students**

Call AA Minibus Rescue (info in minibus)	0800 374 457
Then call.....	
Jenny Maskell, Site Manager	07467955780
Mike Corbett, Operations Manager	07467 955779
College Reception (8am-5pm weekdays)	01223 578280
Emergency phone (5pm-8am)	07584 705720

These are not hard and fast instructions, but a guide in the eventuality of an Emergency or Breakdown.



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Tyre condition (cuts/bulges)	<input type="checkbox"/>	Equipment securely stowed and aisles/exits clear	<input type="checkbox"/>
Damage, sharp edges, repairs?	<input type="checkbox"/>	Damage, sharp edges, repairs?	<input type="checkbox"/>

(Some extracts of information have been sourced through RoSPA Mini-bus Safety Code of Practice)