



Sharps Copse Primary School
Prospect Lane
HAVANT
Hants
PO9 5PE

School Minibus Policy 2020-2023

Date:	14 th May 2020
Review Date:	before December 2022
Responsibility:	Headteacher
Statutory, recommended or additional:	Recommended
Checked against Equalities Policy:	Yes
Linked Documents: Educational Trips & Visits, Charging & Remissions, Child Protection and Safeguarding Policies and Staff Code of Practice	
Chair of Governors: Mrs J. Towers	Date: 14 th May 2020
Headteacher: Mr M. Elsen	Date: 14 th May 2020

USE OF SHARPS COPSE PRIMARY SCHOOL MINIBUS

The minibus at Sharps Copse Primary School can be driven by any member of staff who is over the age of 21 (and under 70, unless they have passed a Passenger Carrying Vehicle (PCV) Medical test) with 2 years driving experience, has held a clean driving licence for 3 years and holds a current MIDAS certificate.

Volunteers may also drive a school minibus if they meet the same criteria although the school retains the right to ask them to take a test drive with the school's MIDAS trainer, Mrs S. Morrison.

Any employee with a driving licence issued after 1st September 1997, will require a D1 entitlement to drive minibuses.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Breach or failure to observe the provisions of this document may lead to action being taken under the **School Disciplinary Procedure**, located in the school's policy file retained in the bookcase outside the admin office, electronically on the schools teachers' network (ADMIN - Policies) and the electronic model copy in the Educational Personnel Service (EPS) Manual of Personnel Practices located at www.hants.gov.uk/education/eps/mopp-vol-1 , a hard copy is also available on request from the admin office.

This policy is issued in draft form to all staff and governors for review, consultation, advice and whole school ownership purposes before ratification, approval and finalisation by the Schools Governing Body.

In accordance with the MIDAS regulations, the driver should make an internal and external visual check of the minibus before each journey, ensuring tyres are fully inflated, lights including indicator and brake lights are working, horn and hand-brakes are functioning etc. All other MIDAS regulations must be adhered to at all times.

Current MIDAS qualified drivers at Sharps Copse Primary School are:

Mr M. Elsen, qualified until July 2020, Mrs L. Cutting, qualified until July 2020, Mrs J. Stanworth, qualified until July 2020, Mrs P. Wallace, qualified until July 2022 and Mrs A. Waller, qualified until July 2020., Mrs J. Davies, qualified July 2020 , Mr J. Kennett, qualified until **TBC**, Miss J. Gard, qualified until April 2023, Mrs S. Morrison, qualified until April 2021 and Mrs S. Hardie (GOV), qualified until 2024.

All drivers will be asked at the beginning of the academic year if they are willing to continue to drive and to forward a DVLA check code. If any drivers are unfortunate to obtain endorsements to their licence during the year they are required to inform Mrs L. Setterfield. If endorsements are present on a drivers licence, decision to hire will be granted at Headteacher discretion.

All training will be undertaken by the school's MIDAS Trainer, Mrs S. Morrison, who is qualified as a trainer and driver until April 2021.

1.0 Minibus Code of Practice

- Advanced notice of minibus bookings must be made using the school diary located in the reception office and highlighted ;
- All off-site activities must be applied for and authorised using the EVOLVE system, accessible by all staff and a copy of all documents retained in the Educational Visits file located in the bookcase outside the admin office. A Minibus Trip form, detailing the full names of the adults and children being transported, should be completed and a copy sent to the office on the day of travel;
- Under new regulations issued September 2006; it is not a legal requirement to provide booster seats on our minibus. The seat belts provided in the minibus are adjustable and staff should ensure that they are adjusted correctly to the children being transported. Some booster seats have been purchased and can be used for pupils under 4ft if required;
- At least 1 other adult should be present throughout each journey;
- Driver is to complete all safety pre-checks of vehicle and complete a sheet from the small daily record book located inside the minibus. They are also to start a log of the journey in the Mileage Record Book (Appendix 1) also located inside the minibus;
- If defects are found on pre-journey inspection, an alternative minibus should be sourced and defect reported to the school's Admin Officers, Mrs A. Houlden or Mrs J. Jolliffe who will contact HCCs Fleet Services to make arrangements for repair;
- The Admin Officers will inform other minibus drivers in the school via email, that the minibus is in need of repair/service and that a driver is required to take to HCCs Fleet Services. They will then send an email to all staff informing them that the minibus is out of action, with an indication of duration if known;
- Either will check the school diary for any hire or school bookings and inform any that the bus is no longer available due to repair/service issues;
- Driver is to complete the journey record in the Mileage Record Book;
- Any/all defects noted on post journey, will be reported to the Admin Officers who will inform HCC Fleet Services, and inform other school minibus drivers to the effect and that a driver is required to deliver to HCC Fleet Services, to ensure that the minibus is in a 'fit and purposeful state' for the next user;
- All authorisation and medical forms, medication and mobile telephones to be carried by the additional adult in the Minibus to avoid distraction to the driver.
- All gangways and exits kept clear of baggage, belongings etc, and stowed in the luggage racks above the seating;
- In-line with the school's Trips and Educational Visits Policy, using the schools minibus to transfer luggage for residential visits should be avoided;
- All passengers and driver to be correctly secured using seat belts;
- passengers must not be allowed to distract the driver;
- Mobiles phones are not to be used by the driver while driving;
- Include personal mobile phone details (or take school mobile) on a school minibus register (Appendix 2) which is to be retained in the admin office during the journey. Mobile phones must remain switched on or checked frequently for messages in-line with the schools Educational Trips & Visits Policy;

- A first aid kit remains on the bus at all times and must be replenished after use. An additional Coach First Aid green rucksack is to be added when boarding with children for a trip, in-line with the First Aid Policy;
- If weather conditions deteriorate unacceptably before commencing or during, the journey must be aborted;
- In case of breakdown, telephone the school for instructions. If advised, phone the number retained in the log book for the breakdown service;
- The minibus must be returned with a **full tank** of fuel, and if not possible, for the minibus driver to arrange with another in school to assist. The school's fuel card is retained in the school safe and must be returned immediately after use; fuel receipts must be forwarded to the school's Business Manager;
- If used for hire, the Admin Officers will inform all school minibus drivers via email with a reminder that the minibus requires 'filling-up' for the next user with a 'to-do-by-date';
- Parking fees will be reimbursed to school staff by the school's Business Manager upon presentation of a receipt attached to an authorised petty claim form which has been authorised by the Mr M. Elsen, Headteacher ;
- Any penalties incurred while driving the vehicle will be dealt with on a case by case basis but drivers may be liable for them;
- The minibus must be left clean and tidy ready for the next user after each journey eg, litter, debris etc, removed and thrown away;
- The minibus has a thorough valet each term;
- Any damage incurred or mechanical faults found must be entered on that journey's check sheet and reported to the admin office for action;
- Drivers and other accompanying adults should not swap with each other during short journeys;
- During longer journeys, swaps when due, should be logged on the out and about sheet, detailing times etc;
- When not in use, the minibus will be parked in the compound and locked at all times;
- Minibus keys are retained in the key safe located in the staff room and must be returned after use; a spare set is kept in the school safe;
- Keys to the minibus compound are also retained and located in the key safe and must be returned after use, any losses to be reported to the Admin Officers immediately.

2. HIRING OUT

The above code of practise applies to anyone wishing to hire Sharps Copse Primary School's minibus and will only be hired to other HCC establishments ie, local schools, with the school taking first priority.

It is expected that they will have followed their own establishment's procedures for booking educational visits.

The Admin Officers will continue to, along with both Mrs Kate Burn and Mrs Vickie Richardson the school's Admin Assistants take bookings and enquiries from potential hirers' and if viable from details already contained in the school diary protect and confirm the booking by 'highlighting' for others to note.

A school minibus booking form (Appendix 3) will be sent to the hirers' school via email by the Admin Officers which should be completed and sent back by return as soon as possible to secure the booking. The school's minibus hiring form also details the documents that are required before the booking can be confirmed.

Upon receipt of the completed form the proposed drivers licence will be checked for endorsements, using the Licence code provided. If endorsements are present on a drivers licence, decision to hire will be granted at Headteacher discretion.

Any penalties incurred while the vehicle has been hired will be forwarded to the establishment hiring. A copy of this policy will also be sent to the hirer for hiring out details and information only.

A copy of the driver's details will be held for the duration of the hire and for 3 months after hire to facilitate billing and allow time for any traffic violations to be recorded. Electronic files holding staff data are stored in a secure file on the schools intranet. Any paper documents are stored in the minibus folder located in a locked cupboard in Reception.

Driver License Requirements

Sharps Copse Primary School is responsible for ensuring that everyone who drives a minibus has a valid driving licence and will check the driving licence(s) of their drivers annually (or more often) and keep a record of the check.

The paper counterpart to the driving license was abolished in June 2015, so it's no longer possible to check whether a driver's licence has any endorsements just by looking at the licence. Sharps Copse uses the online "[Check someone's driving information](#)" tool. Mrs Cutting our Children & Families Support Worker performs this duty using the last eight characters of the driving licence number and a check code from the driver whose licence is being checked. Drivers are able to obtain this code at [View Your Driving Licence Information](#). The code must be used within 21 days of issue and can only be used once.

It's a criminal offence to obtain someone else's personal information without their permission.

If Sharps Copse school trip organisers wish to use the minibus they must also check the school diary for availability, by entering details eg, 'minibus booked for Yr 6', who made the booking and highlighting to protect the booking for their use. If any changes occur, it is the responsibility of the trip organiser to make the changes ie, rub out in the diary.

Sharps Copse school trip organisers in need of additional minibuses are required to call other schools and arrange bus hire. An email to all school drivers should then be sent out and drivers asked to complete the necessary documents for hire. Details of costings for minibus hire should be included on the mauve trip planner form and evolve.

All school staff will be kept updated of other minibus hirers' verbally via the weekly diary meeting and be noted on the diary board located in the staff room.

Hirers' who are other schools in HCC will be invoiced using the schools SAP internal transfer module by the Admin Officers at least twice termly, using information retained in the school diary and minibus file.

The school will ensure there is enough fuel before commencement of hire.

Hiring charges and conditions are as follows:

- Morning sessions (9.00am – 12 noon) £15 – Afternoon session (12 noon – 4.00pm) £15;
- A charge of 50p per mile will be made and invoiced to the establishment using information provided in the minibus log book and application;
- The hirer will complete and return the minibus hire application form for approval and provide the appropriate and original documents before commencement of collection and journey;
- Documents provided need to be checked for originality and whether current, copied and retained with hirer application and headteacher approval and filed in the Minibus file located in the bookcase outside the admin office;
- Licence will be checked for endorsements using the code provided. If the license is found to have any endorsements the hire will be refused;
- A mutual time for collection and return arrangements will be agreed and appropriate staff informed ie, Mr I. Broome, Site Manager if collection is before 8.30am or after 3.30pm for the provision of keys;

3. SERVICING AND MAINTENANCE OF THE MINIBUS

- The minibus will be routinely inspected and tested, taxed and insured by Hampshire County Council's (HCCs) Fleet Transport Service located in Petersfield;
- Fleet Transport Service can be contacted on 01962 873930, further details are retained in the Minibus file located in the bookcase outside the admin office, retained on the teacherspool network in the policies file and can be viewed on the school website at www.sharpscopse.hants.sch.uk or available in hardcopy format on request from the school office;
- Bookings for planned maintenance, inspection and testing details will be included in the minibus and school diaries and school minibus drivers contacted by the Admin Officers via email of the need for a school minibus driver to support by delivering to HCC Fleet Services;
- A courtesy vehicle may be made available for the return journey to school if defect cannot be dealt with immediately, this needs to be confirmed at time of booking. These details will be made known to the driver;
- All school staff will be kept updated of these details verbally via the weekly diary meeting and by record using the diary board located in the staff room

4. MONITORING, REVIEW AND MANAGEMENT

Mrs Waller, HLTA and Mrs Cutting are responsible for monitoring, review and the management of procedures for the schools minibus, and will provide a termly written report for the Governing Body.

5. REVIEW

This policy will be reviewed every **three years** or sooner if required, and is readily accessible to parent, carers and school staff and can be viewed by visiting our schools website at www.sharpscopse.hants.sch.uk or available as a hard copy on request from the school office.

SCPS Minibus Mileage Record

Date	Driver's Name	Organisation	Destination	Mileage Start	Mileage Finish	Total Mileage

SHARPS COPSE PRIMARY SCHOOL

APPLICATION FOR THE HIRE OF MINIBUS

The application should be sent to Sharps Copse Primary School at least 10 working days before hiring. Charges will be made through Hampshire County Council internal trading.

DATE OF HIRE:
From & To (Dates) Times:.....

Destination: Purpose of Hire: _____

Name of Organisation:

Name of Driver(s):

Driving Licence No(s): Clean: YES/NO

MIDAS Certificate: YES/NO D1: YES/NO

Address of organisation _____

..... Postcode:

Email address for internal trading document: _____

Telephone No: Mobile:

We need to check driving licence penalties prior to hire. To do this we now need the driver(s) to give us a DLVA licence code from the website to access their licence details. The website address is <https://www.gov.uk/view-driving-licence>. The licence check code you are given lasts 21 days.

Licence code number(s) for this hire

I give permission for Sharps Copse Primary School to check my details.

Signed Dated

Charges: All Day: (9.00am – 4.00pm) - £30.00 + 50p per mile
Half Day: (9.00am – 12 noon) or (12 noon – 4.00pm) - £15.00 + 50p per mile

Registration Number of Minibus: **GD18 YXC**

I have read and accept the conditions relating to the Hire of the Minibus as stated overleaf. I agree to abide by these conditions.

Signed Date

ALL DRIVERS SHOULD ENCLOSE A COPY OF THEIR DRIVING LICENCE AND MIDAS CERTIFICATE. IF DRIVING LICENCE DOES NOT INCLUDE A PHOTOGRAPH PLEASE ENCLOSE A COPY OF ANOTHER FORM OF PHOTO I.D. (E.G. COPY OF PASSPORT PHOTO)

Booking confirmation will be sent in due course. Please check and advise of any changes immediately.

TERMS AND CONDITIONS

1. These Terms and Conditions and the Application for the Hire of the Minibus constitute a rental agreement between myself and Sharps Copse Primary School.
2. I agree to rent the Minibus described on the rental application overleaf providing any such term is not permitted by law, in which case such law controls.
3. I agree to return the Minibus on the date overleaf or sooner on your demand.
4. The Minibus must be returned to Sharps Copse Primary School. An extra charge will be levied if the Minibus is not returned to Sharps Copse Primary School, unless alternative arrangements have been mutually agreed in advance.
5. I agree to pay the charges stated overleaf.
6. In the event of damage resulting from an accident to the minibus, I agree to pay the insurance excess of **£200**. This amount will be refunded if the recovery from another source is possible.
7. In the event of damage to the Minibus, both internal and external, which is not caused by an accident and not claimable from insurance, I agree to pay the full amount of repair, including tyre punctures or replacements. This will also include the cost of valeting the minibus if this is deemed necessary.
8. I acknowledge that the rental charge does not include fuel, which will be invoiced at a cost of **50 pence per mile**. Additional fuel put in the vehicle will be reimbursed on production of a receipt.
9. I agree to pay all fines, court costs and recovery expenses for parking, traffic and other violations.
10. I agree to pay additional rental charges if I fail to return the Minibus by the date and time stated overleaf.
11. I agree not to permit the Minibus to be used for hire or to carry passengers or property for hire, to tow or push anything, to be operated in a test, race or contest or on unpaved roads, or while under the influence of a controlled substance or contraband or for an illegal purpose, including the transportation of a controlled substance or contraband. A violation of this paragraph automatically terminates my rental and makes me liable to you for all the penalties, fines, forfeitures, and recovery and storage costs, including all related legal expenses.
12. Only the drivers named overleaf will drive the Minibus during the stated period of this hire. The minimum age for drivers is 21 when used by a school and 25 when loaned or hired to outside groups. If endorsements are present on a drivers licence, decision to hire will be granted at Headteacher discretion.
13. Schools will be protected by insurance on Hampshire County Council's fully comprehensive policy.
14. Other organisations (e.g. voluntary, charitable or welfare groups) will also be covered. A copy of the insurance policy is available from Sharps Copse Primary School.
15. It is the responsibility of the driver to ensure that the vehicle is in a roadworthy condition at all times during the period of the hire.
16. I agree not to drive the Minibus outside of England, Scotland or Wales.
17. I agree that the Minibus can be repossessed at any times if found illegally parked, used to violate the laws and terms of this agreement, or appears to be abandoned. This re-possession will also apply if any statement overleaf is found to be fraudulent or a misrepresentation in order to hire the Minibus. Notification in advance is not required.
18. I agree that Sharps Copse Primary School is not responsible for loss or damage to any property left in or on the Minibus.
19. In the event of a breakdown. The Minibus is covered by Hampshire County Council's Fleet FTA Membership the card is kept inside the screen of the Minibus.