



St Luke's School: Minibus Policy

Government of Jersey policies

St Luke's school works within the framework of the Government of Jersey policies and codes of practice. Please access the latest published copies of these via the link below:

[Children, Young People, Education and Skills Policies \(gov.je\)](#)

Aim

The School Minibus is a valuable school resource that helps to provide access to school visits and trips, as well as to numerous other extra-curricular activities. It is essential that all users of this resource are aware of all legal and procedural responsibilities pertaining to its use.

This policy aims to:

- provide clear procedures relating to use of the School Minibus
- ensure that all users of the School Minibus are aware of their legal responsibilities
- make clear to parents, pupils and staff the school policy on the use of the minibus

1. Eligibility to drive the School Minibus

- Drivers must fulfil the following requirements:
- Gain category D1 PCV entitlement on their licence
- Must be at least 25 years of age with a minimum of 3 years car driving experience.
- Hold a full (preferably clean) driving licence.
- Be authorised by BEST PROVIDERS as an approved driver: pass Minibus Proficiency Test to be eligible to drive the minibus. These tests can be arranged through the school office.

2. Procedures

- The School Minibus must not be used unless the named driver meets the eligibility requirements above.
- Those wishing to use the School Minibus must check availability with the School office/on the shared calendar before arranging an educational trip.
- The Headteacher has overall responsibility for the School Minibus and final powers of authorisation over its use.
- Before every journey, drivers of the minibus must complete a visual check of the minibus and complete a Vehicle Log Sheet (see appendix).
- Weekly checks: a visual check should be made at the start of every week and recorded on the Weekly Check Sheet kept on board the Vehicle. These can be found in the Health & Safety file. This is to allow careful monitoring of the minibus, its condition and general use.
- Any defects noted should be reported to the School office or Headteacher as soon as possible. More serious defects MUST be reported IMMEDIATELY. Minor defects can be reported after the journey has taken place. However, if the driver is in any doubt the vehicle MUST NOT be taken onto the road.



St Luke's School: Minibus Policy

- Drivers **MUST NOT** assume that minor checks of the vehicle (oil, water, tyres etc.) have been completed. They should remember that as the driver, they will be held legally responsible for driving with any defect.
- The School Minibus keys must be collected from and returned to the School office at the end of the journey.
- The driver must carry the School mobile phone, for use in an emergency when safe to do so.

3. Maintenance and Licensing

- Overall responsibility for ensuring that the School Minibus is properly maintained and licensed lies with the Headteacher.
- The School Minibus must be regularly serviced.
- Use of the minibus will not be considered to be 'authorised' unless the Vehicle Check Sheet and School Minibus Driver's Checklist have been properly completed in advance.
- Licensing of the School Minibus is the responsibility of the administrator who must ensure that all Insurance and Service certificates are up to date.

4. In the Event of a Breakdown or Accident

- In the event of a road traffic collision, the driver and/or the passenger assistant must make the collision scene as safe as possible.
- In the event of an emergency, collision or accident, the driver should inform the Headteacher or School Administrator as soon as is reasonably possible.
- Insurance details should be swapped with a third party as soon as is possible. However, **NO LIABILITY** should be admitted.
- Where it is safe and necessary to do so, pupils should be removed from the minibus and taken to a safe area away from the accident site, where they should be fully supervised.
- A visual check of the minibus should be undertaken before the journey resumes.
- All drivers must take a mobile phone with them on a journey

5. Health and Safety of Drivers and Passengers

- Seatbelts must be worn at all times. This is a legal requirement and therefore the driver's responsibility to check this.
- Everyone must remain seated at all times.
- Children under 135cm in height or under the age of 12 are **NOT** permitted to travel in the front seats of the minibus unless written permission from parents has been sought.

6. Other Considerations

- The driver and/or passenger assistant must ensure that there is a list of passengers with a note of any special medical or other needs and emergency contact numbers on all journeys.



St Luke's School: Minibus Policy

- If at any time pupils distract the driver s/he must stop the minibus, when safe to do so, until the pupils are settled. Do not try to continue. Remember that pupils may also be distracting other drivers.
- Disembarking from the minibus: where possible park the bus with the side doors to the kerb. Where this is not possible, pupils must remain seated until you are able to supervise them from the road.
- It is essential that all educational trips in the School Minibus be staffed by the driver and at least one escort. Under no circumstances should pupils be taken on a journey on the minibus accompanied by only one adult unless this has been authorised by the Headteacher.
- ALL passengers and the driver MUST wear seat belts when the vehicle is in motion.
- Gangways must be kept clear of luggage and obstructions at all times.
- The onus is on the driver to ensure that both s/he and the vehicle are suitably equipped to drive.
- A British Standard fire extinguisher of water or foam is situated underneath the front passenger seat in the minibus.
- A first aid box is carried on the minibus at all times. Every time an item is used, the driver or passenger must inform either the Headteacher or School Administrator, who must ensure the item is replaced or refilled.

Minibus Emergency Procedure

1. In the event of a road traffic accident, break down or emergency, the driver and/or passenger assistant must make the 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 and if any passengers have special needs
 - Call school so that parents can be informed if necessary
 - Ensure one person (driver or passenger assistant) remains with the children
 - Ensure all passengers wear high-visibility tabards stored on the minibus
 - Do not allow child passengers to assist with repairing or re-starting the vehicle and never allow them to push the vehicle.
2. If the emergency services are called, the driver must stay at the scene of the accident 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.



St Luke's School: Minibus Policy

3. If the accident is 'damage only' and no one is injured, the driver must ensure that the vehicle is road worthy before continuing the journey. The incident must be reported to the Headteacher or School Administrator on their return and an emergency report form completed.
4. 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 accident to the Police as soon as possible or in any case within 24 hours.
5. Any other incident, including traffic offences, must be reported to the Head teacher or School Administrator.