



**THE DEANES SCHOOL**

**POLICY: MINIBUS & CAR DRIVER**

Effective From: March 2016

**Authorised by:**

Headteacher

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**Chair of the Premises Committee:**

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Date: 14<sup>th</sup> March 2016

## POLICY AND PROCEDURES

### MINIBUS AND CAR DRIVERS

#### MINIBUS

The school has three minibuses which are used to transport students to and from sports matches etc., also for trips when a contracted coach may be unfeasible.

There are a number of staff who are qualified to drive the minibus. The names and details of these staff are kept in a secure location within the finance office.

Should a member of staff show an interest in driving the minibus then the following must be implemented.

- Establish whether the prospective driver has a **D1 licence**. Most people who took their driving test before 1997 will have this category on their licence. It is, however, no longer included and drivers will have to pass, at their own expense, a DVLA test before they can be considered to drive our minibus. Should the driver wish to use our minibus for this test then it is essential to obtain permission from our insurance company.
- The prospective driver must complete an **Essex County Council medical form** which is sent to the Occupational Health Centre 'B' Block, County Hall, Chelmsford, Essex CM1 1LX.
- When notification is received that they have passed this medical test, then a **County Minibus test** can be arranged. Contact: Essex Transport, Coval Lane, Chelmsford, Essex CM1 1YJ – 01245 437630 to arrange test.
- The successful driver must produce a copy of his/her County certificate and a copy of his/her driving licence.
- Drivers should complete an **annual driver review** which should be filed with their paperwork.
- In summary, for each minibus driver, the Deanes School should hold a copy of:
  - Medical form
  - Driving Licence
  - D1 Driving Licence where applicable
  - Essex County Council Minibus Certificate
  - Annual Minibus Driver Review

All drivers of a school vehicle must be aware of and comply with the school's Safeguarding and Lone Working policies. Copies are available on request.

There are a number of staff, from local schools and from extra-curricular activities, who have permission to use our minibus and they must also comply with the above regulations.

Finance Office staff are responsible for ensuring that annual review forms are completed.

Drivers should be made aware that if they do not comply with the above requirements, then they will not be insured on the school's minibus insurance.

## **CAR DRIVERS**

Occasionally staff use their personal cars to transport students. They are covered by the school insurance, but must comply with the following requirements.

- Complete medical form as per minibus drivers
- Provide details of driving licence
- Provide details of their own insurance
- Provide proof that their vehicle is taxed and has a valid MOT certificate.

The names and details of these staff are kept in a secure location within the finance office.

## **PROCEDURES FOR TRANSPORTING PUPILS**

All passengers and drivers must comply with statutory regulations regarding the use of seatbelts whilst on the minibus or car.

The driver must ensure all seats are occupied in the rear of the minibus/ car before utilising the front seats(s). When the rear seats are occupied, the front seats must firstly be allocated to older pupils and then same sex pupils.

Any incidents which occur whilst the minibus is in use must be reported to a Line Manager.

Any concerns or disclosures made by pupils to a driver must be reported immediately to the Designated Safeguarding Lead as detailed in the Child Protection, Safeguarding in School policy.

All drivers must follow the Lone Working policy recommendations whilst transporting pupils and/ or carers.

School Minibus Policy

Reviewed March 2016