



Minibus Policy



School: Jigsaw Pupil Referral Unit

Date Approved by Management Committee: **MAY 23**

Signed by **D Hains**

Chair: **Daniel Hains**

Headteacher: **Erika Rothlisberger**

Review Date: **MAY 25**

Jigsaw Minibus

Jigsaw operates one minibus:

Reg number: HX21 CHF

Chassis: VF3YC2MFC12K90668

Vehicle Maker & Model: Peugeot / Boxer / L3/LWB / 335 L3H2 130ps A/C DEROGATED / Euro VI Spec 1 /

Vehicle Colour: White

Jigsaw Management Committee is responsible for ensuring the minibus operation fully complies with all legal transport and health and safety requirements. This responsibility is delegated to the Headteacher to ensure its appropriate implementation. The safety of passengers is paramount.

School Responsibilities

- Ensure the bus is serviced according to manufacturers guidelines
- Ensure a RoSPA pre drive safety check is carried out weekly by R Jones (Appendix 1)
- Ensure a current Insurance certificate / MOT certificate is held on file and a copy is stored in the vehicle
- Ensure the bus is maintained in accordance to all legal requirements including fire extinguishers, first aid kits and safety equipment

Driver Responsibilities

- Must be approved by the Headteacher
- Hold a full UK driving licence (for at least five years) and be over 25 years of age
- Drivers must have held their category B driving licence for at least two years
- Not be taking any medication which may affect their fitness to drive and be medically fit to drive
- Undergo appropriate training at earliest possible date
- Complete a Pre-drive safety check before each journey
- Will be responsible for the vehicle when in their care
- Will not have sole responsibility for supervision unless agreed as appropriate as part of the risk assessment
- Will drive on a voluntary basis
- Be in possession of a fully working mobile phone
- The driver is at all times responsible for
 - a) The condition of the vehicle whilst driving
 - b) Passengers
 - c) Security – safely parked, windows closed, doors locked

Both the driver and employer may commit an offence if an unsuitable vehicle is used to transport children.

Servicing and checks

The minibus will be serviced annually according to the manufacturer's recommendation. In addition

Weekly checks

Caretaker will conduct a Safety Check weekly check as highlighted on the Pre-drive Safety Check List and report findings to the school office.

Advice for Minibus Driver

Drivers should have read and be aware of all advice contained in 'The Royal Society for the Prevention of Accidents – Minibus Safety – A Code of Practice'.

On journeys where an escort is present, the items below should be divided between the escort and the driver, with the driver concentrating on those tasks which directly relate to driving the vehicle.

Before setting off

- Make sure you have relevant phone numbers and a mobile phone in case of delay or emergency
- Allow sufficient time for the journey, if using SatNav set it before you start
- Plan breaks. Avoid long spells of driving when children might get bored and restless and consider whether a second driver is required
- Conduct a pre-drive safety check before every journey.
- Never allow passengers to board until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic-free area. If you leave the vehicle, switch off the engine
- Try to make sure the passengers enter the minibus from the pavement, not the road. If the nearside door opens onto the road, take extra care
- Ensure children are supervised when boarding vehicle, especially if using a rear door. Plan which passengers will sit in front seats and by the doors.
- Do not exceed the carrying capacity of the minibus.
- Make sure everyone is sitting, one to a seat and are using seat belts.
- Carry a complete list of passengers with notes of special needs. Keep list with other relevant documents in place where can be readily found in event of an accident.
- Comply with manufacturers instructions when using passenger lifts and other specialist equipment.
- Check that no bags or clothing are caught in doors that all luggage is secure and gangways and exits are clear.
- Check all mirrors every time before moving off in case latecomers are approaching the vehicle.
- Know the height, width, length and weight of the vehicle and the position of the fuel cap

During the journey

- Do not allow noisy or boisterous behaviour, or passengers to trail flags or any other article from the vehicle
- Try to keep children occupied (if escort on board) consider giving children a task to do whilst on the journey
- Do not allow passengers to operate doors and supervise any operation of the doors by responsible persons
- Approach each stop slowly and with care
- Use Hazard Warning Lights on school trips where children are boarding or leaving vehicle
- If serious delay during journey, inform school so that information can be passed to parents. A mobile telephone is useful for this purpose (but not be used whilst driving the vehicle)
- Children must not be left unaccompanied on the minibus
- If the vehicle breaks down, or there is a collision, give clear instructions to the passengers and see that children remain together and supervised: their safety is paramount.
- If there is a risk of fire however small, evacuate vehicle and move occupants to a safe place
- If you have to stop for an emergency or breakdown whilst on a motorway, only stop on the hard shoulder, and as far away from the carriageway and passing traffic as possible. Again ensure that passengers remain together and are supervised
- If requested by the police, or any other person having reasonable cause, give particulars of the driver's name and driving licence, and Jigsaw's address (as owner of the vehicle)

At the End of the Journey

- Ensure passengers are supervised when leaving the vehicle
- Never allow passengers to leave until the vehicle is at a complete standstill and safely parked by an adjacent pavement or other traffic free area and the handbrake is engaged
- Always park so the passengers step onto the pavement and not onto the road
- Take particular care when reversing the vehicle. Avoid unnecessary reversing, but if it is unavoidable and required, seek adult assistance for direction, but ensure the assistant does not stand directly behind the vehicle. Jigsaw's minibus is fitted with reverse parking sensors.
- Children alighting from the vehicle should be closely
- Report any problems or incidents that occurred during the trip to the school office
- Ensure the bus is clean and free of rubbish, report any damage to the school office

Pre – Drive Safety Check

Every day the minibus is used, the driver should conduct a pre-drive safety check. All items should be checked before use. This should be repeated whenever another driver takes over the vehicle. Walk around the vehicle to check for visible defects, and the items listed below:

Minibus Exterior Checks

	OK	NOT OK
Oil Level (weekly)		
Coolant level (weekly)		
Windscreen washer fluid level (weekly or after heavy use)		
Brake fluid level (weekly)		
Windscreen & windows clean and undamaged (weekly)		
Wiper blades are clean and undamaged (weekly)		
Exterior mirrors are correctly adjusted, clean and unobstructed		
Lights including brake lights and indicators are clean and working (weekly)		
Tyre pressures, including spares and inner tyres (weekly)		
Tyre tread, including spares (and inner tyres as above). At least 3.0 mm across centre $\frac{3}{4}$ is recommended (1.6mm legal requirement). Any cuts and bulges? (weekly)		
Doors open and close properly (weekly)		
Roof rack is properly fitted, and all luggage securely held.		
Damage to bodywork or sharp edges (weekly)		
Fluid leaks (weekly)		

Interior Checks

	OK	NOT OK
Mirrors correctly adjusted, clean and unobstructed		
Position of driving seat so that all controls can be operated comfortably		
Position & function of all dashboard controls		
Pressure on brake pedal (spongy etc) (weekly)		
Lights and indicators are working (weekly)		
Wipers & washers working properly (weekly)		
Fuel level (and type of fuel) (weekly)		
Heating and ventilation systems working (weekly)		
Seat belts are undamaged and working properly (weekly)		
Location of wheel brace and jack		
Location and contents of first aid kit & fire extinguisher(s)		
Location of relevant paperwork (insurance, driving licence, MoT etc)		
Change for parking or telephone (mobile/phonecard) / mobile phone		
Luggage securely stowed; aisles & exits clear		
Damage or sharp edges (weekly)		
Emergency equipment (eg warning triangle)		
All doors are unlocked		
Horn is in working order (weekly)		
Interior lights are working (weekly)		
No warning lights lit on the dashboard (weekly)		

Brake Checks

Check the brakes before the passengers board

	OK	NOT OK
With engine running, check handbrake is working properly & brake pedal is firm when pushed		
Conduct a moving brake test, off the road, if possible. Reach a speed of not more than 15mph check mirrors and, if safe, apply brakes fairly firmly. Brakes should work efficiently; vehicle should not pull to one side; luggage should remain secure.		

If faults that might affect the vehicles or passengers` safety are found, the vehicle must not be used until they are all remedied.