



# Minibus Use Policy

<b>Approved by:</b>	Headteacher	<b>Date:01.09.2025</b>
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<b>Last reviewed on:</b>	September 2025
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<b>Next review due by:</b>	September 2027
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These guidelines are designed to make journeys in a minibus as safe as possible. It is recognised that no matter how safe the procedures, accidents are still possible.

**These procedures are mandatory on any person using a minibus who is directly accountable to the Headteacher and to the Board of Trustees. It is a condition of using a self-drive minibus on behalf of Norbreck Primary Academy that the driver follows all the procedures applicable to him/ her.**

## **A. DRIVERS**

1. The Premises Manager is the school's Minibus Keeper.
2. Any person wishing to drive on behalf of the school must, as soon as is possible, have satisfactorily completed an approved assessment and training course through MIDAS (Minibus Driver Awareness Scheme).
3. Each potential driver must be over 25 and employed by Mulberry Multi Academy Trust. Each potential driver must hold a current Category D1 Driving Licence. These documents must be submitted to the Headteacher annually for approval. It is the duty of any driver to inform the Headteacher if there are any changes to that driving license as soon as that happens.
4. Once familiarisation approval and insurance requirements have been met, the driver will be added to the list of current drivers authorised to drive on behalf of this school.
5. Four years after a driver has been on this list, his/ her name will be expected to attend a short refresher familiarisation course for the driver to remain on the list.

## **B. JOURNEYS**

Once a minibus has been booked through the normal channels and the procedures for ANY school journey whether in a minibus or hired vehicle or on foot have been followed, no further permission is needed by an authorised driver for journey. If there are abnormal circumstances such as:

- \* exceptional road or weather conditions
- \* the load is exceptional
- \* there are concerns about the passengers
- \* the activity undertaken at the end of the journey poses significant risk for the driver or where there could be any other cause for concern then advice from the Headteacher should be sought, thus ensuring a shared responsibility of any perceived risk if such a journey still goes ahead. It is incumbent on the driver to seek advice when in the least bit unsure.

## **C. DRIVERS' RESPONSIBILITIES**

1. Before driving a vehicle, the driver must ensure that it is in a fit and serviceable condition, by carrying out the safety routines specified, and certifying in the Journey Logbook that it has been done.

**N.B. The driver is legally responsible for the condition of the vehicle.**

2. During the journey the driver and accompanying staff must ensure that passengers do not move around, that they wear their seatbelts at all times, and that their behaviour is up to the high standards expected. The driver and accompanying staff are totally responsible for all the passengers en-route.

3. At the end of each journey, the driver must complete the Journey Logbook, ensure the bus is clean and tidy and write down any vehicle faults experienced. However, in addition, the driver must report to the Premises Manger any vehicle faults or problems in handling, which have given rise to any concern.

4. The minibus should not be left low or without fuel, as this would present problems for the next driver.

It is greatly appreciated that staff are willing to take on the considerable responsibility for driving a minibus, and it is hoped that staff understand why the procedures need to be so carefully determined and adhered to and that by doing so it helps to protect the driver too. The safety of the passengers and the protection of the driver are paramount, and Trustees know and expect that drivers will appreciate the need to adhere to the spirit of the document as well as to the letter.

SAFETY ROUTINES (in line with MIDAS Training)

**All drivers MUST complete the following checks and sign the journey logbook to confirm checks have been completed.**

- Have you signed the journey logbook?
- Check water, oil, petrol levels and tyre pressures before you start your journey
- Check all windows and mirrors are clear
- Check the fire extinguisher is intact
- Check first aid kit is present and intact
- Ensure embarkation of minibus is supervised
- Check all passengers are wearing seat belts
- Check gangways and exits are clear
- Check number of passengers present
- Warn pupils of the behaviour expected on the journey
- Check the minibus is clear of rubbish at the end of the journey
- Ensure that disembarkation of the minibus is supervised
- At the end of the journey close all windows and doors

Please **DO NOT** drive the minibus if you suspect a **SERIOUS DEFECT**.

**NEVER** lock the doors of the minibus when travelling.

Please remember the responsibility that you are undertaking when you drive the school minibus.

**PLEASE CHECK THAT YOUR NAME IS ON THE LIST OF CERTIFIED DRIVERS**

## **D. ADDITIONAL GUIDANCE FOR DRIVERS IN THE CASE OF AN ACCIDENT, BREAKDOWN OR DISASTER ON AN EXCURSION OR TRIP**

**This guidance is to be followed in conjunction with the Academies Critical Incident Plan**

**ACCIDENTS:** In the event of an accident/ incident inform the school immediately you are able. To assist you in the possible confusion after an accident a checklist has been prepared:

1. Stop - it is an offence not to stop after an accident.
2. Switch off the vehicle engine. Ask others involved to do the same.
3. Ensure your passengers are safe from other hazards. If passengers are uninjured get them to leave the vehicle and go to a place of safety. Ensure children are supervised.  
**Do not leave children unattended after an accident.**
4. Make sure no one smokes near the accident site.
5. Warn other road users of the danger.
6. If anyone is injured contact police and emergency services by dialling 999.
7. Administer First Aid if required and if you are able.
8. Do not move casualties unless absolutely necessary.
9. Do not move the vehicles involved (unless they are a danger to traffic) until the police arrive or if they are not attending, until an independent person has noted their position.
10. If it is safe to do so, take photographs to record details of the accident.
11. Give your name and address, the registration number and in case of personal injury, insurance particulars, to any person having reasonable grounds for requiring them.

Should, for any reason, the particulars not be given at the time of the accident then the circumstances must be reported to a police officer or at a police station as soon as possible and in any case within 24 hours. The police will require to see the certificate or evidence of insurance, and this must be produced at a specified police station within seven days of the accident or as soon as possible thereafter.

12. Obtain from the other person(s) involved in the accident/ incident their name, address and registration number of their vehicle and insurance details.
13. If there are any witnesses to the accident, obtain their name(s) and address(es).
14. **UNDER NO CIRCUMSTANCES ADMIT LIABILITY FOR THE ACCIDENT/ INCIDENT**

### **BREAKDOWNS**

The driver's first responsibility is to minimise any disruption, discomfort, to their passengers. This is particularly important if the passengers are disabled. Drivers are also responsible for taking all reasonable steps to ensure the safety and security of the vehicle and having reported the breakdown should remain with or close to the vehicle until assistance arrives.

There are contact telephone numbers for breakdown assistance in the Journey Logbook.

## IN THE EVENT OF A DISASTER ON AN EXCURSION OR TRIP

*This written guidance should be held by each adult member of the party.*

1. Establish the nature and extent of the emergency.
2. Make sure all other members of the party are accounted for and are safe (i.e., carry out a head count). Remember you must carry with you a list of the members of your party.
3. Call the appropriate emergency services. If there are injuries, establish their extent and administer appropriate first aid if you have been trained and feel capable. Be aware of consequences that might follow were you to give incorrect treatment. Have regard to your own safety (in relation to blood contact).
4. Advise other party staff of the incident and of actions taken. Decide, if appropriate, who is in charge and responsibilities to be undertaken by each adult member of the group.
5. Ensure that an adult accompanies any casualties to hospital. If only one adult is available in the circumstances a decision will have to be reached as to the best course of action.
6. Ensure that remaining pupils are adequately supervised and arrange for an early return to base.
7. Arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over and all pupils are accounted for.
8. Contact the senior members of staff on call:

Control access to telephones until the senior member of staff has contacted parents/ others directly involved. Give full details of the incident including:

- *nature, date, location and time of incident*
- *details of injuries, etc.*
- *names and home telephone numbers of those involved*
- *action taken so far*
- *telephone numbers for future communication*

9. Do not discuss matters with the media.
10. The senior member of staff should contact the Headteacher and establish who will take charge of the situation and what immediate action will be taken. The Headteacher will advise the Chair of The Board of Trustees (and Blackpool local authority).
11. The party leader should, at the first opportunity, makes notes on the incident, as should other people involved. A record should be kept of the names and addresses of any witnesses or people involved.
12. Do not discuss legal liability.
13. Ensure accident forms are completed as soon as possible.
14. Inform parents of any delays that will be necessitated.