

Shireland Collegiate Academy Trust Policy

Minibus Policy

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Officer Responsible	CEO

The Trust, all Academies within the Trust and Shireland Learning Limited must comply with this policy.

Contents

Record of Amendments & Notable Changes to Legislation	4
Statement of Intent	5
Relevant Legislation & Guidance	5
Responsibilities	6
Legal Requirements	9
Road Traffic Act 1972	9
Speed limits	9
Seating and capacity	9
Load	9
Speeding and parking fines	9
S-CAT Requirements	10
MiDAS (Minibus Driver Awareness Scheme) Training	10
Authorisation	10
Alcohol, Smoking, use of Mobile Phones	10
Food and Drink	11
Fitness to Drive	11
Minibus equipment and signage	11
Minibus Booking	12
Block bookings	12
Pre-driving Procedures	12
Keys	12
Eligibility	12
What is hire and reward?	14
Section 19 Permit	14
Risk Assessment	14
Procedures	15
Health and Safety	16
Emergency Situations	17
Breakdowns	17
Accidents	18

Movable / Removable Seats	18
Vehicle Safety & Management.....	19
Daily Checks – Appendix 2 – Pre journey check by driver	19
Weekly Checks – Via Estates Application	19
Before moving off	19
Where more than one member of staff is on board	20
Driving the Minibus	20
Long journeys	20
Arrival times.....	20
Returning to the Academy	20
Garaging.....	20
Minibus security.....	20
Return of keys	21
Review	21
Appendix 1 – Local Minibus Driver Useful Information Sheet	21
Appendix 2 – Pre journey check by driver.....	22
Appendix 3 – Minibus Mileage Sheet.....	23
Appendix 4 – Risk Assessment Template.....	24
Appendix 5 – What to do in case of Accident or a Breakdown Road Traffic Accidents.....	27
Appendix 6 – Offsite Education Emergency Plan	30
Appendix 7 – Minibus Accident/Incident Form	30

Record of Amendments & Notable Changes to Legislation

[illegible]

Statement of Intent

Shireland Collegiate Academy Trust (S-CAT) is a multi-academy sponsor responsible for a network of primary and secondary schools across the West Midlands. S-CAT understands that minibuses are a useful form of transport and are often required for outings such as educational visits or trips.

The trust also understands that safety on the minibus, and of the minibus itself, is paramount when travelling. As a result, this policy has been created to provide guidance on the responsibilities and procedures associated with the use of minibuses.

This policy operates in conjunction with the following trust policies:

- Educational Visits and School Trips Policy
- Administering Medication Policy
- Behaviour Policy
- Health and Safety Policy
- First Aid Policy

This policy applies to all minibuses that Shireland Collegiate Academy Trust academies owns, hires or leases.

Relevant Legislation & Guidance

This policy has due regard to all relevant legislation and statutory and non-statutory guidance including, but not limited to, the following:

- Road Traffic Act 1988 (As amended)
- The Motor Vehicles (Driving Licenses) Regulations 1999 (As amended 2015)
- [The Health and Safety at Work etc. Act 1974](#)
- [Driving school minibuses: advice for schools and local authorities - GOV.UK](#)
- RoSPA (2015) 'Minibus Safety: A Code of Practice' [RoSPA- Safe riding for minibus safety | Best practices for safe minibus travel](#)
- GOV.UK (2016) 'Child car seats: the law'
- GOV.UK (2014) 'Seat belts: the law'
- NASUWT (2024) 'Use of Minibuses – Joint guidance issued by NASUWT, GMB, UNISON and Unite to Members in Great Britain'.

Responsibilities

Academy Principals

- Ensuring that a second driver is available when appropriate.
- Setting minimum criteria for the minibus driver and ensuring they conform to it.
- Undertaking generic and specific risk assessments.
- Handling any maintenance reports.
- Establishing an emergency procedure in the event of accidents or breakdowns.
- Ensuring that a checklist is available for inspection in the minibus, detailing the checks that should be made.
- Ensuring minibus drivers are aware and have a copy of the procedures to follow in the event of an emergency or breakdown.

Academy Site Managers

- Ensuring that a full MOT on the school minibus is carried out by the required date.
- Providing appropriate tax and licensing for the minibus.
- Ensuring that the minibus is appropriately insured, and roadside assistance is organised.
- To oversee issues raised by drivers to include accidents, breakdowns or mechanical failures
- Manage any mechanical issues raised by drivers, service departments or MOT stations to ensure these are rectified
- Oversee training requirements, organise training and store records of training
- To review risk assessments at Department/driver request
- To review lone worker arrangements at Department/driver request
- To complete checks of vehicles and to raise concerns with Department Heads where buses have been left in poor condition after a journey, or where damage has occurred that has been unreported
- Book minibuses in for services at appropriate times ensuring service records are stored, any concerns/recommendations made on the service record should be passed to the Senior Facilities Manager for review
- Book minibuses in for MOT at appropriate times, where vehicle fails an MOT to discuss works required with Senior Facilities Manager
- To complete weekly recorded safety / mechanical checks of vehicles
- To work with the admin team for the efficient / economic use of minibuses
- To supply drivers as a back-up (if available) where Departments are unable to provide a driver.
- Support with ensuring the [Register of Approved Drivers](#) is up to date.

Academy Admin Team

- Manage the booking system and consider the cost alternatives for booking minibuses for example using taxis for short journeys where there are less than 4 people, or coach options for larger groups

- To manage and distribute the keys to drivers of the minibuses
- To receive and store copies of Risk Assessments/lone worker arrangements for journeys.
- To advise Senior Facilities Manager of any concerns raised by drivers in terms of mechanical or bodywork
- To advise the Senior Facilities Manager of any accidents or breakdown occurrences
- Review driving licences on a 6 monthly basis ensuring drivers are free from any conviction for drunk, reckless or dangerous driving. These can be reviewed using the DVLA's website ([Check someone's driving licence information - GOV.UK](#))
- Ensure the [Register of Approved Drivers](#) is up to date.
- Review medical records where required

Finance Team

- Manage the purchasing / leasing requirements making recommendations to the Principal for sale, purchase and leasing requirements
- Manage the process of insurance and breakdown cover for the minibuses
- Manage minibus licences / permits as required

Departments

- To ensure they have drivers available for required journeys
- To conduct risk assessments for student and staff safety on journeys using minibuses
- To manage lone working arrangements for staff undertaking journeys outside of school hours
- To manage communications with senior managers and parents in the event of an accident
- To ensure drivers follow the procedures and guidance provided
- To pay towards cleaning costs where appropriate

Minibus Driver

- Share driving licence information through via [View or share your driving licence information - GOV.UK](#)
- Ensuring that they are eligible to drive as per the eligibility requirements outlined in this policy.
- Adhering to all relevant road rules and laws, including any driving hours regulations.
- Ensuring that all passengers are wearing a seatbelt.
- Ensuring that the minibus is roadworthy in accordance with the Road Vehicles (Construction and Use) Regulations (England, Scotland, Wales) 1986.
- Undertaking checks and entering data into the vehicle logbook.
- Ensuring that the minibus is used for the purposes outlined in the insurance policy.
- The driver to take a break of 25 minutes after no more than 2 hours of driving. This is fully described in section 1.4 of the guidance - [Drivers' hours and tachographs: buses and coaches - Guidance - GOV.UK](#)

Supervisor

- Taking headcounts when boarding and exiting the minibus to ensure everyone is accounted for.
- Keeping a record of the names and contact numbers for any pupils travelling in the minibus.
- Ensuring that passengers continue to wear their seatbelts throughout the journey.
- Ensuring that passengers model good levels of behaviour, and responding to any disruption appropriately.
- Ensuring that passengers do not consume food or drink on the minibus.
- Ensuring that there is at least one first aider on the minibus.

Educational Visits Co-ordinator:

The trained Educational Visits Co-ordinator (EVC) will ensure they follow the procedure for offsite activities. Their responsibilities include:

- Supporting the Principal and SPC with approval decisions for off site visits
- Informing the Principal and SPC of all non-routine visits
- Ensuring staff involved in educational visits are aware of their responsibilities regarding the off-site visits policy and have ready access to it
- Ensuring the competence of staff and volunteers to lead or otherwise supervise a visit
- Ensuring that emergency arrangements are in place and emergency contacts are known for each visit.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety and Welfare. To include safety devices such as protective clothing; first aid; signs/labels/notices; machinery guards, etc.
- Draw the attention of their line manager, without delay, to any work situation which might present a serious and imminent danger to themselves/others or any shortcomings in health and safety arrangements.
- Report all accidents, near misses, incidents of violence, diseases and dangerous occurrences whether injury is sustained or not, to their line manager as soon as possible and assist fully in the reporting and investigation of any accident/near miss, dangerous occurrence and incident of violence.
- Attend any health and safety training identified as required

Passengers

- Following all instructions issued by the driver and supervisors.
- Wearing their seatbelt at all times during the journey.
- Conducting good levels of behaviour, and not distracting the driver.
- Conducting good levels of behaviour towards drivers in other vehicles.

- Keeping all exits clear for the duration of the journey.

Legal Requirements

Road Traffic Act 1972

The Law requires the driver to ensure that the vehicle being driven on the public highway complies with the Road Traffic Act 1972, and with the Construction and Use Regulations. Staff do this when driving their own cars, but extra care is necessary to ensure the safety of students on the minibus.

Speed limits

To always observe maximum speed limits and when road signs indicate lower speeds these must be obeyed. Drivers must take account of the fact that they are driving vehicles containing students and must adjust their speed accordingly.

Seating and capacity

No more than one person per seat. Where luggage would impede egress, some seats may have to be used or removed for storage therefore reducing capacity accordingly.

The seating capacity of each minibus must never be exceeded. All passengers are required to wear a seatbelt.

It is the driver's responsibility to ensure that seatbelts are worn, and the minibus driver must not start the minibus until all passengers are wearing their seatbelt. It is the driver who is liable for prosecution if students are under 14 years of age, if 14 and over the student will be prosecuted.

Where a non-driving member of staff is on the journey, they must comply with the minibus drivers requests and instruct students in accordance with his/her requirements and the conditions of this policy.

Load

The total weight of passengers and luggage must not exceed the maximum gross vehicle weight which is indicated in the vehicle's manual. Aisles and exits must be kept clear.

Speeding and parking fines

Observe the driving laws regarding speed. Shireland Collegiate Academy assumes no responsibility for speeding tickets issued to a member of staff while driving the minibus and staff will be required to pay any fines.

Staff will comply with all regulations appertaining to parking legally. Shireland Collegiate Academy assumes no responsibility for any parking tickets issued to staff who have parked unlawfully, and staff will be required to pay any fines.

S-CAT Requirements

MiDAS (Minibus Driver Awareness Scheme) Training

It is the policy of S-CAT that all individuals required to drive a minibus transporting children must successfully complete MiDAS (Minibus Driver Awareness Scheme) training prior to undertaking any driving duties, irrespective of whether they hold a D1 entitlement on their driving licence.

Completion of MiDAS training is intended to ensure that drivers possess the necessary confidence, competence, and practical experience to operate a minibus safely and responsibly.

MiDAS certification must be renewed every three years.

In exceptional circumstances, an extension to the renewal period may be granted once only, for a period not exceeding six months, subject to the following conditions:

- Reasonable and timely efforts have been made to secure the staff member's attendance on the next available MiDAS training course.
- The staff member has previously completed the full MiDAS training programme successfully.
- There are no concerns or contraindications identified during the completion of the Minibus/Trust Vehicle Driver Declaration Form.

Failure to comply with this requirement may result in the individual being prohibited from driving minibuses on behalf of the Trust until training has been successfully completed or renewed.

Authorisation

All staff must have been authorised to drive the minibus by their Head of Department.

Written authorisation from the Principal is required for any private staff use of minibuses however, it must be noted only authorised drivers who satisfy the conditions above can drive the minibus and if necessary, will be charged for private use at the discretion of the Principal.

Alcohol, Smoking, use of Mobile Phones

Under no circumstances may a driver have consumed any alcohol during a period which would affect his/her driving of any Shireland Collegiate Academy Trust minibuses. Passengers are not allowed to drink alcohol or smoke on the minibus.

The use of mobile phones is banned whilst driving a minibus.

Food and Drink

Consuming of food and drink is banned on all S-CAT minibuses. Drivers are to ensure that the bus is returned clean and tidy, and that the minibus is checked, and all items are removed.

Fitness to Drive

Under no circumstances must a member of staff be required to drive Shireland Collegiate Academy Trust minibuses when in a state of ill health. This may also include certain types of medication (please consult your GP). Staff must declare to the Admin Team if they are taking over the counter or prescription drugs; even if they do not affect their ability to drive.

Minibus equipment and signage

The requirements concerning the equipment for a minibus used under a permit are given in Schedule 7 to the Road Vehicles (Construction and Use) Regulations 1986.

The following items of equipment must be carried:

At least one fire extinguisher which complies with the specifications for portable fire extinguishers, which has a minimum test rating of 8A or 21B and contains water or foam.

A suitable, clearly marked, first aid box which is readily available for use. The following items must be kept in it in good condition and be in date:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5 cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors.

The vehicle must have a notice showing the maximum number of passengers it can carry painted in letters at least 2.5 cm high. This must either be on the outside of the vehicle at the back, or inside the vehicle as long as it can be seen from the outside. The seating capacity notice must also include the maximum provision for passengers in wheelchairs.

Minibuses carrying children to and from school must display a yellow reflective sign at the front and rear of the vehicle showing 2 children in silhouette.

Minibus Booking

Staff need to complete a Minibus Request Form via the [Trust Transport](#) gateway - [Transport Request Form](#)

The booking must give details of non-driving members of staff accompanying the driver on journeys. It should include the full address and postcode for the journey, start time from the Academy, pick up time (where appropriate), return time, number of students and teacher in charge.

It is the responsibility of the driver and the non-driving member of staff (if applicable) to ensure that the appropriate off-site paperwork is completed and that their risk assessments relating to the activity/trip/journey cover the use of the minibus. A template risk assessment is attached as [Appendix 4 – Risk Assessment Template](#).

Risk assessments should be provided at the time of booking and stored in the Vehicle Information File, the driver and non-driving member of staff must make themselves familiar with this and report to their line manager any significant changes that are required to the risk assessment. This must be completed before undertaking the journey.

Block bookings

Block bookings (i.e., of more than one day or repeatedly on certain days of the week) will be given priority unless circumstances prevent this.

Pre-driving Procedures

As much notice as possible must be given when booking the minibus before the offsite activity takes place. The required minibus booking forms and (or electronic booking forms) are to be completed and entered in the appropriate file.

Keys

Keys and satnavs should be collected and returned to the Admin Office.

Eligibility

No staff member will be required to drive a minibus unless there is an explicit requirement to do so within their contract of employment. Staff members will not be required or coerced into driving a minibus against their wishes.

A minibus is defined as a motor vehicle with between 9 and 16 passenger seats. It is described as a category D1 vehicle by the Driving Vehicle Licencing Authority (DVLA).

To be eligible to drive a minibus for hire or reward, drivers will hold a full D1 (or D) passenger carrying vehicle (PCV) entitlement. All drivers of the minibus will be between the ages of 21 and 70. Before any individual is permitted to drive the minibus, they are

required to provide their driver's licence to the headteacher, who will record confirmation of this and make a photocopy for school records.

If the Principal is not satisfied that the driver's licence is sufficient, they will inform the driver that they are not eligible to drive the minibus.

Drivers of the minibus are required to have at least two years' experience as a qualified driver. Drivers with more than three points on their license will not be eligible to drive the minibus. All drivers are required to successfully pass the school's driving competency course, MiDAS, before they are eligible to drive the minibus. Drivers will be subject to a re-assessment at least once every four years, or in response to any incidents. The school will cover the costs of any training and testing required.

Drivers will also be eligible to drive a minibus if they passed their category B (car) driving test before 1 January 1997, provided the minibus is not being used for hire or reward. In these circumstances, there will be a passenger limit of 16 and no maximum weight restriction on the vehicle. Drivers with a D1 + E entitlement may also tow a trailer weighing up to 750kg.

Drivers will also be eligible to drive a minibus if they passed their category B (car) driving test on or after 1 January 1997, provided the minibus is not being used for hire or reward, and the following conditions are met:

- The driver is over 21 years old and has held a category B (car) driving licence for at least two years
- The minibus is used by a non-commercial body for non-commercial purposes, e.g. school sports team travelling to a fixture
- The driver receives no payment other than the recovery of their out-of-pocket expenses, e.g. fuel and parking costs
- The driver provides the service on a voluntary basis
- The gross vehicle weight of the minibus does not exceed 3.5 tonnes (or 4.25 tonnes if including any specialist equipment to carry disabled passengers)
- The driver does not tow a trailer

Drivers holding a category B (car) licence, obtained on or after 1 January 1997, are eligible to drive any vehicle weighing a maximum of 3.5 tonnes, with a maximum of eight passengers, and with a trailer weighing a maximum of 750kg, e.g. 'Lightweight Minibuses'. Drivers may also apply for a minibus permit, also known as a section 19 permit scheme, via the LA if there is a need to charge passengers.

Drivers holding either a category B (car) licence or a category D1 (101) licence are entitled to drive a minibus operated for hire or reward if they also hold a section 19 permit.

To be eligible for a minibus permit, the following criteria will be satisfied:

- The vehicle carries between 9 and 16 passengers
- The vehicle is being driven for a voluntary organisation that benefits the community

- The minibus service is only available for members of that organisation, and not the general public
- Any charges are requested to cover running costs and not for personal profit
- The driver is 21 or older.

What is hire and reward?

A vehicle which is operated for hire or reward is one where payment is made, in cash or in kind, for the carrying of passengers, or matters which include the carrying of passengers, irrespective of the person to whom the payment is made. This includes direct payments such as a fare or an indirect payment which gives a person an opportunity to travel. It does not matter whether or not the operator is a profit-making entity. A minibus is used for hire or reward if there is a clear and logical link between payment and the transport provided and that link is not too remote.

Section 19 Permit

A section 19 permit is usually issued free of charge and is given to non-profit making bodies that run transport services which benefit the community. Section 19 permits are issued to bodies to enable them to provide transport for their own members or other people whom the organisation exists to help. The vehicle must not be used for carriage of members of the general public. It must also not be used with a view to profit, nor incidentally to an activity which is itself carried out with a view to profit. Category B and Category D1 (101) (not for hire or reward) licence holders are entitled drive minibuses that are operated for hire or reward in accordance with a Section 19 permit. Apart from the hire or reward test, the same driving licence requirements as described in this policy apply.

Permits are available free, or for a small fee, from the [Traffic Commissioners](#) and designated bodies such as local authorities and various church organisations. Once a permit has been obtained, a member of staff can drive a minibus under the conditions outlined above. Permits are valid only within the UK, the permit's disc must be displayed in the vehicle's windscreen, and needs to be renewed every 5 years.

Risk Assessment

The Principal / Site Manager will conduct a risk assessment of the minibus; this will be reviewed termly and in response to any services or following a breakdown/accident.

The headteacher will also conduct a generic risk assessment of the minibus service, covering factors such as supervising drivers, parental consent, journey planning, accident procedures, etc.

Additional risk assessments may also be completed for specific journeys, if necessary.

Procedures

The keys for the minibus are held in the school office.

The keys will be signed in and out of the school office by the driver of the minibus – they will be signed back in as soon as the minibus returns to the premises.

The driver of the minibus will ensure that:

- They are legally entitled, and properly insured, to drive the minibus.
- The minibus is well-maintained and legally allowed on the road.
- The minibus has a valid MOT certificate and insurance.
- The minibus has a valid permit disc, if operating under a section 19 permit scheme.

A designated member of staff will carry out and record a weekly maintenance check on the minibus using the 'Maintenance checklist'. The checklist will be updated following every service, with details of each of the checks.

The minibus will be cleaned on a weekly basis by a designated member of staff.

If the appointed person has any concerns regarding the safety or roadworthiness of the minibus, they will inform the headteacher, who will organise appropriate action.

If the driver has any serious concerns regarding the safety or roadworthiness of the minibus during the journey, e.g. a flat tyre, a call will be made to the school office, and the breakdown procedure will be followed.

If the driver notices any minor defects during the journey which do not compromise the safety of the driver or passengers, e.g. one broken windscreen wiper, these can be reported to the headteacher after the journey.

The minibus will not be used in any situations where a cause for concern has been identified by a qualified mechanic.

In addition to the weekly checks, and before beginning the journey, the driver will:

- Plan the journey so that it can be completed safely and comfortably in line with the passengers' needs.
- Conduct a visual inspection of the minibus and the pre-drive checklist.
- Ensure that they are fit and able to drive.
- Conduct a moving brake test.
- Ensure that all rubbish is removed and there is no damage to the inside or outside of the vehicle.
- Ensure that passengers are aware that they must not consume food or drink on the vehicle.
- Ensure that no passengers embark on the minibus with muddy shoes or damp, dirty clothing.

The driver of the vehicle will plan all routes accordingly, ensuring that the route is suitable and safe for use by minibuses.

Mobile phones are not permitted for use by the driver whilst they are driving the minibus. If the driver must make a call, they will pull over to a safe stopping place to do so. A mobile phone will be carried by at least one member of staff in case of an emergency. The member of staff will have the numbers of all parents of pupils on the minibus, as well as emergency contacts for the school.

A nominated person at the school, who is not on the journey, will be aware of the destination of the minibus, its route and its expected time of arrival and return. Parents will also be informed of the above information and will be provided with the mobile phone number for the member of staff on the minibus.

Smoking, drinking alcohol and taking drugs is strictly prohibited by pupils, staff members and the driver at all times whilst on the vehicle.

The driver will ensure that the legal speed limits for minibuses are followed at all times during the journey.

Pupils will be required to maintain good levels of behaviour at all times whilst on the minibus, in line with the school's Behaviour Policy, and will avoid any behaviour that may distract the driver.

Any disruption on the minibus will be dealt with appropriately by supervisors, in accordance with the school's Behaviour Policy and Educational Visits and School Trips Policy.

The driver will take frequent breaks if they are travelling for long distances and will not drive continuously for more than two hours without a break away from the vehicle of a minimum of 30 minutes.

Drivers who are to travel for 50 miles or more each way will be allowed adequate time off from any other work to ensure that they are properly rested before commencing the journey.

Health and Safety

If a driver is taking any prescribed drugs or medicine that may affect their ability to drive, they are not permitted to drive the minibus, in accordance with the Health and Safety Policy.

In light of the above, if the driver feels unwell before or during the journey and that this may affect their ability to drive, they are not permitted to drive the bus. Another member of staff who holds a relevant license will be available to drive the minibus in such cases. If there is no suitable alternative driver, the trip will be postponed.

A second driver with a valid license will be available to take over driving the minibus during driving breaks, or if the driver is ill.

A first aid kit will always be available on the minibus and will be fully stocked, and at least one member of staff on the minibus will be a qualified first aider. This will align with the First Aid Policy. Additional medication may be taken for pupils with medical conditions, though only staff trained to administer medication will do so, in accordance with the school's Administering Medication Policy.

Seatbelts and seats will be fitted and worn in accordance with relevant seat belt laws. The minibus will also be fitted with child car seats for pupils between 3- and 12-years old, or those under 135cm tall, and in accordance with relevant child car seat laws. Additional seat belts will be fitted for pupils with SEND, for those that require additional postural support.

The driver will instruct all pupils to wear their seatbelts throughout the journey; supervisors will ensure that they continue to do this whilst on the minibus. All members of staff aboard the vehicle will wear their seatbelts at all times.

[Secondary schools only] Pupils over the age of 14 are personally responsible for wearing their seatbelt and must ensure they do this throughout the journey.

Passengers will ensure that all emergency exits are clear at all times.

The school will ensure that another adult who is eligible to drive a minibus is available to supervise passengers, provide cover in emergencies and to minimise the risk of driver fatigue.

Emergency Situations

Breakdowns

In the event of a breakdown, the driver will move the vehicle off the road where possible and switch on the hazard warning lights. Passengers will exit via the nearside of the vehicle and move to a safe location, away from the minibus and other traffic. If there is no safe place outside the vehicle, the driver and supervisors will assess the situation and may decide that remaining on the minibus is safer.

The driver or a supervisor will immediately contact the appropriate breakdown cover provider. Once the call-out has been arranged, the school office will also be notified. Contact details for breakdown cover and the insurance provider will always be stored in the glove compartment.

If the breakdown occurs on a motorway, the driver or a supervisor will use the roadside emergency telephone to inform the police of the breakdown service being used, the vehicle's exact location, and whether any pupils on board have SEND.

Passengers will remain together as one group and will be supervised at all times. If additional help is required, the driver may seek assistance, leaving pupils with the supervisors. Pupils will never be left alone; if the driver is the only adult present, they will stay with the pupils.

The driver, supervisors, and pupils will remain in the identified safe location until it is confirmed that it is safe to return to the minibus. If the minibus cannot continue its journey, the school office will arrange appropriate transport for pupils, supervisors, and the driver.

Breakdown assistance details are kept in the vehicle. The telephone number for breakdown services can be found on the vehicle information sheet and in Useful Telephone Numbers – [Appendix 1 – Local Minibus Driver Useful Information Sheet](#)

Accidents

An emergency procedure, established by the headteacher prior to the journey, will be kept inside the glove compartment of the minibus. This procedure will be shared with the driver and all supervisors to ensure they are fully aware of the required actions.

In the event of an accident, emergency services will be contacted immediately. Supervisors will remain with pupils at all times. After contacting emergency services, the driver or a supervisor will notify the school office as soon as possible.

All passengers will remain in a safe location at the scene until emergency services and any additional transport have arrived.

If injuries occur, the names of those affected will be reported to the school office, and an accident log will be completed on return to the premises. If no injuries are sustained and the vehicle remains roadworthy, the driver will ensure the vehicle is safe before continuing the journey. An accident log will still be completed upon return to school.

Full accident procedures can be found in [Appendix 5 – What to do in case of Accident or a Breakdown Road Traffic Accidents](#). Following any accident, the [Appendix 7 – Minibus Accident/Incident Form](#) must be completed and returned to the Academy Admin Team upon arrival back at the Academy. The form will then be passed to the Academy Site Manager for review.

Should an accident occur, the driver and any additional staff member should, where necessary, move themselves and the pupils to a safe position away from the vehicle and any hazards. Each minibus is equipped with a first aid kit and a fire extinguisher, and all drivers should ensure they are familiar with their locations and use.

Movable / Removable Seats

Certain S-CAT minibuses are equipped with movable seating. Drivers are responsible for ensuring that all seats are securely fitted and safe for use prior to operating the vehicle. Both visual and physical safety checks must be completed before each journey. The physical check must include an attempt to rock each seat to verify that it is firmly locked into position.

Only competent and authorised members of staff are permitted to move, remove, or replace seats within a minibus. Competence may be established through one of the following methods:

1. Successful completion of the seat removal and relocation practical component within the MiDAS training programme; or
2. Direct instruction and demonstration by an experienced and competent colleague.

All evidence of competence must be recorded on the school's Register of Approved Minibus Drivers.

Any seats removed from a minibus must be stored securely in a designated area, ensuring they are protected from damage and do not pose a hazard or obstruction.

Vehicle Safety & Management

Daily Checks – [Appendix 2 – Pre journey check by driver](#)

It is the responsibility of the driver to conduct a check on the minibus before they start their journey. The items listed must be checked, and a tick and signature placed on the mileage sheet to indicate this has been completed as a record.

Weekly Checks – Via Estates Application

It is the responsibility of the Site Team to conduct the weekly check of the minibuses. This inspection should be done at the beginning of each week. The items on the weekly inspection must be checked and recorded on the weekly inspection form, providing details of who completed the check. As part of the weekly check the Site Team will check the fuel level and add more fuel where necessary.

These forms will be submitted via the Estates Compliance Application.

Before moving off

The minibus driver must complete the [Appendix 3 – Minibus Mileage Sheet](#). The mileage should be recorded for each journey NOT daily.

Before moving off check:

- Horn
- Mirrors
- Screen Visibility (clear of ice/mist)
- Permit 19 displayed
- Instruct the students to fasten their seatbelts.
- Brief students on safe and responsible behaviour during journey

Where more than one member of staff is on board

The non-driver should take a register of students before every journey and:

- Seat themselves so they can manage students.
- Ensure the driver is not distracted by poor behaviour.
- Help the driver ensure that seatbelts are fastened.

Driving the Minibus

- Brakes - check functioning of brakes at regular intervals, especially after driving through wet conditions.
- Driving hours - a break of no less than 15 minutes must be taken after two and half hours of continuous driving and a break of not less than 45 minutes must be taken after four and half hours of continuous driving.

Long journeys

On longer journeys - especially more than one hundred miles or over several days the driver will be responsible to complete regular checks on the minibus to include.

- Oil
- Water
- Tyre pressures
- Brake and clutch fluid
- Lights and indicators
- Brakes
- Seatbelt

Arrival times

On return journeys especially at night, ensure that the parents have been informed of the expected location and time of arrival and that students are met.

Returning to the Academy

Ensure litter is placed in plastic bags and taken to the bins. All personal belongings must be removed from the minibus which should be left in a clean state.

Garaging

Once students have left the minibus, it must be parked in the allocated position.

Minibus security

Lock doors and windows always when the minibus is left unattended. Ensure no belongings are left on view. This applies also when the bus is garaged.

Return of keys

Complete the Mileage Sheet and sign to say the information is correct. Return keys and vehicle file to the Admin Team. If the return time is after the Academy has closed, the driver should return the keys by 8am the following morning to the Admin office.

Review

This Minibus Policy will be reviewed on an annual basis and amended accordingly.

Appendix 1 – Local Minibus Driver Useful Information Sheet

During school hours	
Academy - Reception	
Out of Hours	
Contact person indicated on risk assessment	
Other contacts	
, Principal	
, Site Manager	
, Office Manager	

Minibus makes, model and number plate	Breakdown telephone number	
Insurance – Zurich (Combined School Policy)	Contact No: 0800 302 9055 Policy No:	
During School Hours Claim to be passed to.		

Appendix 2 – Pre journey check by driver

All drivers have a responsibility for the roadworthiness of the vehicle they are driving, regardless of whether they own it or not. This walk round check should be made prior to each journey.

- ✓ Check the vehicle is not leaning for potential flat tyre or suspension fault
- ✓ Check under the vehicle for signs of fluid which may indicate an oil, water or fuel leak
- ✓ Check the windows and lights are undamaged and clear
- ✓ Check the mirrors are secure and not damaged
- ✓ Check all tyres for visible damage, underinflation
- ✓ Sit in the driver's seat and check the parking brake is on
- ✓ Switch on the ignition and check for any warning displays on the dashboard
- ✓ Switch on the lights interior and exterior to ensure all are working
- ✓ Check seatbelts are working
- ✓ Check the first aid kit and fire extinguishers are present in the minibus
- ✓ Start the engine and check;
 - Windscreen washers, wipers and horn is working
 - All dashboard lights have gone out
 - Listen for excessive noise from the engine or exhaust
 - Look for excessive smoke or fumes from the exhaust
 - Check steering wheel for excessive movement (free play)
 - Check footbrake pedal for resistance
 - Check the bite point for the clutch
 - Check effectiveness of the parking brake

If you have any doubts about the vehicle safety do not drive it report your concerns to the site team so these can be checked.

Appendix 3 – Minibus Mileage Sheet

[illegible]

Appendix 4 – Risk Assessment Template

Risk Assessment Form

Area / Activity to be assessed:	Minibus Journey
Name of person conducting the assessment:	[Complete details here]
Date of assessment:	[Add Date]
Associated Procedures used to develop this assessment:	Lone Working Procedure / Trust Emergency Plan / Academy H&S Procedure
This Risk Assessment is for: Minibus Drivers, Department Heads, Admin, Site	
General considerations when completing this risk assessment Length of journey / Journey route / Journey time/s / Vehicle condition / Breakdown & accident / Driver fitness / Lone working / Student safety / who is on board the minibus.	

What are the Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when	Complete
Inappropriate behaviour of students	Students / Driver / Non driving member of staff Driver distracted due to student behaviour Students not wearing seatbelts	Guidance provided in minibus procedure supplied to all drivers and Department Heads. Minibus procedure Section 6 (c) If there is a risk whilst driving the driver should pull over where it is safe to do so and call their line manager or the school main number.	Assessor to indicate in terms of specifics.			
Wearing of seatbelts	Students / Driver / Non driving member of staff Driver to ensure all students & teaching	Guidance provided in minibus procedure supplied to all drivers and Department Heads. Minibus procedure Section 6 (c)	Assessor to indicate in terms of specifics.			

	staff are wearing seatbelts					
Driver competency	<p>Students / Driver / Non driving member of staff</p> <p>Lack of necessary skill could result in an accident</p>	<p>Guidance provided in minibus procedure supplied to all drivers and Department Heads.</p> <p>Driver licences reviewed annually by the Admin team and drivers are required to undertake driver training every three years.</p> <p>Drivers are required to report medical conditions and medication and should not drive if feeling unwell.</p> <p>Minibus Procedure Section 2 & 4</p>	Assessor to indicate in terms of specifics.			
Breakdown / Mechanical Failure	<p>Students / Driver / Non driving member of staff</p> <p>Could result in accident.</p>	<p>Guidance provided in minibus procedure supplied to all drivers and Department Heads.</p> <p>Daily and weekly checks undertaken in house. Quarterly safety checks completed by mechanics.</p> <p>Minibus procedure – Appendix 7</p>	Assessor to indicate in terms of specifics.			
Accident	<p>Students / Driver / Non driving member of staff</p> <p>Potential for fatality or significant injury</p>	<p>Guidance provided in minibus procedure supplied to all drivers and Department Heads.</p> <p>Minibus procedure - Appendix 7 & 8</p>	Assessor to indicate in terms of specifics.			
Driver and journey specifics should be added and should include all circumstances						

not covered
above including
lone working.

Appendix 5 – What to do in case of Accident or a Breakdown Road Traffic Accidents

In the event of an accident involving SCA minibus, causing damage or injury to any person, vehicle or animal the following procedure must be followed.

- STOP - BRAKE ON - ENGINE OFF
- Check passengers for injuries
- Move passengers to safety if in danger
- If practical move vehicle to a safe position
- Inform emergency services, if necessary, via mobile phone and then call SCA and speak with the emergency contact person as soon as possible with brief concise details
- Details required by Emergency Contact Person are:
 - Location - accurate
 - Advise if anyone injured
 - Damage to vehicle and whether any passenger will need to be transferred if the vehicle cannot be driven
 - Brief details of damage to third party

Obtain necessary third-party details:

- Make, model, colour and registration of third-party vehicles
- Name/s and address/es of driver
- Name/s and address/es of owner (not always the same)
- Damage to third party vehicle/s
- Obtain third party details including insurance details.
- Give details to anyone requiring them i.e., Police or third party

To include.

- Driver's name
- Name and Address of Academy
- Registration number of our vehicle
- Give Academy telephone number, details of insurance, any other information as may be required
- Obtain names and addresses of any independent witnesses, excluding passengers on your vehicle or passengers in the third-party vehicle, the name, number and station of any police officer in attendance
- If possible, make a rough sketch of the accident
- Do not visit, contact or discuss the accident with anyone involved other than the Police and Shireland Collegiate Academy

NEVER ADMIT LIABILITY TO ANYONE OR OFFER TO PAY FOR DAMAGE INCURRED.

As soon as is practicable, return to Shireland Collegiate Academy and complete the Minibus Accident and Incident Form – Appendix 7, and return to Admin Team who will review and forward details to site team and SCA insurers.

Breakdowns - Motorway

If a problem develops, leave the motorway at the next exit or pull into a service area. If this is not possible then:

Try to stop the vehicle near an emergency telephone (situated at 1-mile intervals) along the hard shoulder, pull onto the hard shoulder and stop as far to the left as possible with your front wheels turned to the left. If considered safe to do so pull onto the grass verge to give an extended safety zone between the vehicle and moving traffic. Leave the vehicle by the left-hand door. Hazard warning lights should be switched on to warn other traffic.

Keep the sidelights on if it is dark or visibility is poor.

Use the emergency telephone (the telephone is free of charge) as this will enable the Police to identify the vehicle's exact location.

If there is a non-driving member of staff in the vehicle then either they, or the driver should call the emergency services either by mobile or if close and safe to do so use the emergency telephone. A member of staff **MUST** remain with students. The emergency telephone is indicated by arrows on marker posts (on the hard shoulder) pointing in the direction of the telephone, the number on the marker post nearest to the vehicle must be given to the emergency services as well as other important information such as, students on board, then return to your vehicle and wait nearby, well away from the carriageway and hard shoulder.

Alternatively:

If there is a motorway exit or service area close to your vehicle and the vehicle is driveable, drive slowly along the hard shoulder (with hazard warning lights switched on) to the place of safety, providing there is no danger to the vehicle, the occupants or other road users. The driver **MUST** ensure in such circumstances that the breakdown/recovery service which is contacted is aware of the vehicle's exact location as well as other essential information such as, students are on board.

Otherwise, the driver should telephone the Police (999/121) using a mobile phone, stating which motorway the vehicle is on, as well as the direction of travel, ensure that you have identified your exact location from the marker post number on the side of the hard shoulder, other essential information must also be given such as, students on board.

Able-bodied passengers should be moved out of the vehicle (using the left-hand door) and as far away from the minibus as possible. Passengers should be taken onto the embankment and as far away from the traffic as is practicable. Students should be kept together, kept calm and be strictly supervised.

In some circumstances it may be safer to leave the passengers in the vehicle if there is a non-driving member of staff present, for example, if there is not a safe waiting area close by.

If leaving the vehicle to summon assistance it is advisable that the driver should go for help and wear a suitable fluorescent/reflective jacket, leaving the non-driving member of staff with the vehicle and any other passengers.

A mobile phone should be used to pass relevant information to Shireland Collegiate Academy or nominated contact person, to tell them what has happened and to ask them to relay messages to parents and others.

When help arrives, passengers who are outside the vehicle must not board the vehicle again until repairs have been conducted and the fault rectified.

Should a replacement vehicle be required, and passengers need to be transferred from one vehicle to another then the driver of the replacement vehicle must inform the Police of this requirement so that they can provide a backup motorway patrol vehicle to facilitate this procedure and provide safety cover from other passing traffic.

On no account attempt to conduct repairs or change any wheel for whatever reason whilst travelling on a motorway, always telephone the emergency services and wait for assistance to arrive.

Breakdowns – other roads

If the driver has a vehicle breakdown, they must think first of passengers, other traffic and road users, Get the vehicle off the road to a safe position, lay by etc. not on the footpath, as this will endanger other road users or pedestrians.

If the vehicle is causing an obstruction, warn other traffic by using your hazard warning lights. If the vehicle carries a red warning triangle, put it on the road at least 50 metres before the obstruction and on the same side of the road.

At night or in poor visibility, do not stand behind the vehicle or let anyone else do so – you could prevent other drivers seeing your rear lights.

In some circumstances, it may be safer to leave the passengers in the vehicle. For example, if it seems too dangerous to unload passengers if there is not a safe waiting area. The police must be informed immediately as to the situation.

Call the nominated breakdown service.

A mobile phone should be used to pass relevant information to the academy or nominated contact person, to tell them what has happened and to ask them to relay messages to parents and others.

When help arrives, passengers who are outside the vehicle must not board the vehicle again until repairs have been conducted and the fault rectified.

Appendix 6 – Offsite Education Emergency Plan

The aim of this guidance is to provide the minibus driver with information following a serious accident or emergency to either a student(s) or member(s) of staff whilst on an offsite education visit.

It will be the teacher or driver's responsibility to consult with the nominated emergency contact from Shireland Collegiate Academy.

The aim is to ensure that: -

- Rapid and appropriate action is taken
- Accurate information is provided
- Required support is provided

Immediate Actions

The following action should be taken

1. The teacher / minibus driver to call the Emergency Services if required.
2. Ensure the safety and welfare of uninjured or unaffected students and members of staff. (Seek advice if required from emergency services).
3. The teacher / minibus driver to contact Shireland Collegiate Academy during the day or the out of hours contact person as detailed on the Risk Assessment outside working hours.
4. To provide the Academy with as much information as possible including: -
 - What has happened
 - Who has been injured and the severity, if known
 - Which emergency services have been contacted
 - Which hospitals the injured have been taken
 - Names of adults who have gone to hospital with the injured students or staff
 - What arrangements have been put into place for the uninjured
 - Notify the British Consulate/Embassy if an emergency occurs on a trip abroad
 - No-one should speak to the media. Any media enquiries must be referred to the Chief Executive Officer or in his absence the Principal
 - No-one in the group should discuss legal liability with other parties nor sign anything relating to the accident liability.
 - Any enquiries should be referred to the Principal or a member of Senior Leadership Team
 - Keep receipts of any expense accrued as insurers will require these.

Appendix 7 – Minibus Accident/Incident Form

Date & Time	
Driver's Name	
Teacher's Name	
Full location of accident	

SCA Minibus Registration	
Details of injuries and who was affected (SCA)	
Details of emergency services called – stations and names (badge numbers where appropriate)	
Name/s of other Driver's	
Address/es of other Driver's	
Registration of other vehicle/s	
Make & model of other vehicle/s	
Names and numbers advertised on Vehicle if business	
Other drivers Insurance Company details	
Telephone number of Insurance company	
Independent Witnesses (name, address and contact details)	

Details/Sketch of accident (complete on reverse if necessary)

Take photographs with a mobile telephone if practical (do not include people in any photographs).

Provide as much detail as possible and include weather conditions, traffic signals, speed of drivers etc.