

SPRINGWELL SCHOOL

USE OF THE MINIBUS

The minibus can be driven by any member of staff who is over the age of 21 with 2 years driving experience, has held a clean driving licence for 3 years and has a current MIDAS certificate. Volunteers may also drive a school minibus if they meet the same criteria although the school retain the right to ask them to take a test drive with the school assessor. Any employee with a licence issued after 01.01.97, will require a D1 entitlement to drive the minibuses.

In accordance with the Midas regulations, the driver should make a visual check before each journey, which includes such things as ensuring tyres are fully inflated, indicator lights are working, and brakes and hand-brakes are functioning etc. All other MIDAS regulations must be adhered to at all times. The school does not yet have an on site MIDAS trainer.

Minibus Code of Practice

- All trips off site must have the required authorisation and the necessary off site activities forms completed (see policy document for Off Site Activities)
- A risk assessment for each journey must determine the required level of support. It is expected that at least 1 escort will be present throughout each journey
- Driver to complete all safety prechecks of vehicle and complete the sheet on reverse of the signed out and about sheet
- Driver to complete post journey checks on return to school and then insert this sheet in the file in reception
- All authorisation and medical forms, medication and mobile telephones to be carried in the back of the minibus
- Additional medical/authorisation forms to be carried by assistants as necessary
- All equipment must be secured with gangways and exits kept clear
- Any seats removed from a minibus, should be stored upside down taking care not to alter the width setting of the seat legs
- All passengers to be correctly restrained, including any in wheelchairs
- Passengers must not be allowed to distract the driver
- A minibus must be returned with more than a ¼ tank of fuel
- All clamps, unattached restraints and bungees to be stored at end of journey
- All seatbelts to be clipped together at the end of each journey
- The minibus must be left clean and tidy after each journey e.g. litter thrown away
- Any damage incurred or mechanical faults found to be entered on that journey's check sheet and reported to the office
- Any interior faults or requests for equipment etc., to be entered on sheet in office
- Drivers should not swap during short journeys
- During longer journeys, as and when drivers swap, this should be logged on the out and about sheet, detailing times etc.

Under the new regulations in September 2006, it is not a legal requirement to provide booster seats on our minibus. To ensure the safety of our smaller pupils however, the school has purchased booster seats and these must be used for pupils under 4ft 5inches or under 12 years of age.