



CUNDALL MANOR SCHOOL

Safety on School Journeys Policy 2026

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Introduction

The school leases a number of vehicles and from time to time, will hire additional vehicles as required. This policy provides information regarding the safe operation of these vehicles and general advice for drivers. The School will on a weekly basis carry out a safety inspection of any vehicle used leased or hired by the school. All drivers are responsible for checking the vehicle prior to commencing a journey and if any faults are identified these must be reported to the Business Manager immediately and alternative transport arranged. When vehicles are off-site for a prolonged period, the nominated drivers are responsible for ensuring the safety checks are carried out.

The school's minibus is operated under the terms of a Section 19 Small Bus Permit. Under these terms, the school charges a fee which is used to pay for running and ongoing maintenance costs as well as replacement costs.

Use of School Minibuses

The Business Manager in conjunction with the Business Office will be responsible for organising the use of school minibuses.

Vehicle Operation

- The School's minibuses may only be used on official school business. Their primary purpose is to carry pupils and their effects.
- The Business Manager shall maintain a list of Authorised Minibus Drivers. Only those persons named on this list may drive the minibuses.

Driver Requirements

All drivers must

- be over 21 years of age and under 70 years of age.
- have at least two years regular driving experience.
- be required to submit their licence to the Business Manager and advise the Business Manager of any changes to their licence, including driving offences
- have a D1 classification on their licence if required and are listed on the Approved Driver register.
- have had a D1 familiarisation assessment and/or training organised by the School and authorised by the Business Manager.
- be an employee of the School unless specifically approved by the school Headmaster and/or Business Manager.
- have undergone a DBS clearance check.
- have completed a medical / insurance questionnaire.
- report any Accident or Incident to the Business Manager as soon as realistically possible.
- Not have more than 6 points on their licence. They will not be permitted to drive any School vehicle with passengers (pupils and staff). A driver with more than 3 points on their licence will be subject to re-appraisal and will be authorised at the discretion of the Business Manager.
- observe the Highway Code at all times.
- shall complete the vehicle checklist, which is located in each vehicle.

A driver will be authorised to drive a school vehicle for the duration of the academic session. Should any of the above criteria change, i.e. additional points on licence or develop a medical condition, the driver must notify the Business Manager immediately.

If any of the above is not satisfactory then the minibus must not be used, the keys shall be returned to the Business Manager's office and the Business Manager is to be notified of the defect(s). Any other defects observed should be reported as soon as possible.

Rules Governing the Use of School Vehicles

- Vehicles shall only be used for School business and no private use of vehicles is permitted without written authorisation of the Business Manager.
- The driver will ensure that all emergency exits are unlocked and operational.
- The driver will ensure that all passengers are seated and wearing a seat belt at all times when the vehicle is in motion.
- The driver will carry out a safety check before departure.
- Any journey over a 75-mile radius from the school will require a second driver to be available.
- Journeys when Pre-Prep school pupils are being transported will require a second supervising adult. Where possible a second supervising adult should be available for journeys involving Prep and Senior School pupils but this may be varied, at the Headmasters/Business Managers discretion, depending on the age and nature of the journey. The escort should sit to the rear of the vehicle, adjacent to the emergency exit.
- The school operates a no smoking policy on all its properties including the vehicles.
- All drivers must refrain from the consumption of alcohol and drugs, including prescribed medication that might affect their driving ability, during and for an 8 hour period prior to driving a school vehicle.
- All drivers should have a minimum break of 15 minutes after driving for two hours.
- All drivers should restrict their driving to a maximum of three hours if driving at the end of a day's work.
- All accidents, even minor bumps, must be reported to the Business Managers' Office as soon as practicable after the event using the standard Accident Reporting Form located in the Minibus Handbook. Staff should provide the necessary insurance details if appropriate but should not admit liability.
- No food or drinks to be consumed on the bus.
- The use of mobile telephones even on a hands free kit is prohibited.
- Should there be any mechanical failure, including punctures, the driver should not attempt to effect repairs and should contact the appropriate breakdown service. Details of this will be found in the Minibus Handbook.
- Any driver over the age of 65 years may be subject to an annual assessment up-to the age of 70 years and authorisation will be at the discretion of the Business Manager.

General points

1. Mobile phones are NOT to be used by the driver while driving.
2. If children have to be taken in cars, the office must have a copy of the adult's driving licence. They are covered by the school insurance policy to carry pupils on school business.
3. A First Aid kit to be carried on the bus at all times. This needs to be checked on a regular basis and any shortfalls reported to the school matron for replenishment of the kit.
4. It is the teacher's/first aider's responsibility to ensure that any necessary medication is taken on trips.

Booking

The mini buses may be booked in the Business Office. Any requests for a driver should be passed onto the Business Manager who will look at this and if possible allocate an approved driver. Please note: this is not always possible and the daily bus runs will take priority.

Keys

The keys for the School minibuses are kept in the Business Manager's office on the key board. All keys **MUST** be signed out under the relevant fleet number and when back from trip they must be returned to the key board immediately after use and signed back in.

Tachograph

This is not required.

Drivers' Hours

MAXIMUM DAILY driving period

- 6 hours (which may be extended to 7 hours twice a week).
- All drivers should restrict their driving to a maximum of three hours if driving at the end of a day's work.

RECOMMENDED MAXIMUM CONTINUOUS driving period

- 2 hours after which a break of **NOT LESS** than 15 MINUTES **MUST** be taken.

On journeys of more than four hours' duration, it is recommended that two drivers are present.

Staff should consider alternatives to minibuses, such as coach hire, when planning longer trips, especially if these involve driving late at night or when weather conditions can be expected to be unfavourable.

Seat Belts

It is compulsory for the driver and passengers to wear seat belts at all times whilst the vehicle is moving.

Maintenance

It is the DRIVER's responsibility to ensure that at the end of every trip the bus is left clean and that damage (interior or exterior or mechanical) is reported to the Business Manager.

Roadworthiness Requirements

Legal responsibility for the roadworthiness of a vehicle on the road rests with the user. Where staff use their own vehicles, these are required to have a current MOT and be free of any known defects before being used for school purposes. Individuals are required to ensure that this is the case.

Checking

The person responsible for Minibuses will:

- a) Ensure that the minibuses are serviced, repaired, fuelled up and certificated as necessary.
- b) Report in writing any irregularity in the use of the minibuses or any accident involving the school minibuses to the Business Manager.
- c) Will liaise with the Business Manager about the re-licencing and insuring of the school minibuses.
- d) Each school run driver allocated a minibus needs to complete a check list which will include the following:
 - Presence of a fully charged fire extinguisher, fully equipped first aid kit, sound spare tyre and vehicle jack.
 - Satisfactory windscreen wash, coolant, oil, brake and clutch fluid levels.
 - Proper operation of all external and internal lights, wipers, washers, horn and reversing sounder (if fitted).
 - Tyres for pressure, tread depth and visible defects.
 - Brakes (both foot and hand) and steering for satisfactory operation.
 - Internal and external mirrors for satisfactory condition and operation.
 - Proper operation of all exit doors.

If any *safety* defect is found, the minibus in question will be taken out of use until such time the defect has been rectified. Notification of this should be forwarded to the Business Manager.

Each minibus will be checked that it bears a current Section 19 licence and up to date information of breakdown assistance is in place.

Check list of operating procedures which are displayed at the front of each mini bus.

BEFORE DEPARTURE	
1	Check tyres visually / mirrors / petrol / wipers / lights
2	Record Odometer reading
3	Check doors are closed securely and aisles clear
4	Check pupils are wearing seat belts
5	Check First Aid kit /Fire extinguisher
DURING TRIP	
6	Chewing gum / smoking are not allowed on the bus. Food and drink are only allowed in an emergency. Water is permitted
7	Pupils leave the bus by side doors (Back door to be used only in an Emergency)
8	In the event of a breakdown ring: 01423 360200 and ask for the Business Manager
AFTER TRIP	

9	Return keys to the Business Office and report as required
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In the event of a breakdown

It is not possible in preparing guidance notes to cover every eventuality and the driver must exercise a common sense judgement depending on the individual circumstances encountered.

- If the vehicle is not parked off-road operate the hazard warning lights.
- Ensure the safety of passengers and other road users. Even in adverse weather conditions the driver should evacuate the vehicle and seek alternative accommodation for the passengers away from the roadside.
- The driver should place the red warning triangles on the road to provide advanced warning for other road users of any potential obstruction. Students should not be used to help direct traffic.
- Contact the appropriate breakdown detailed below providing details of the vehicle and nature of the problem and if necessary request replacement transport for the passengers.
- Contact the school, if breakdown takes place within normal school hours, it is the responsibility of the Business Manager to notify them of the delay and nature of the breakdown.

Telephone QBE helpline on 0800 389 1708. Policy Number: Y003951FLT0123A for Roadside AA assistance covered under the Schools Motor Fleet Insurance

In the event of an accident

- Ensure the safety of passengers and other road users. Even in adverse weather conditions the driver should evacuate the vehicle and seek alternative accommodation for the passengers away from the roadside if the passengers are mobile. Provide appropriate first aid treatment as necessary and within your capabilities and call the appropriate emergency services.
- Do not admit liability to any third party.
- Record details of any other vehicle and or persons involved. A pro-forma sheet is located in the minibus handbook to assist with this process. Ask to see corroboration of the information they have provided.
- Provide details of the driver, insurance cover and school to any third party that has been involved.
- Record details of any witnesses present.
- Record details of the position of the vehicles, road conditions and condition of vehicles involved. This should look at tyre conditions, lights, and windscreen. If available cameras should be used.
- Contact the school, if the accident takes place within normal school hours, or the Business Manager to notify them of the delay and nature of the accident as soon as possible after dealing with the immediate emergency.
- Try to control the passenger's use of mobile telephones to disseminate information before the School has been notified.

The Driver or another member of Staff should contact the police and other emergency services if

- Anyone is injured.
- If the vehicle (s) is in any way presenting an obstruction to other road users or are in an unsafe condition.
- You believe that an offence has been committed.
- The third parties involved fail to co-operate or if you consider they have not provided accurate information or have left the scene of the accident.