

MINIBUS SAFETY POLICY - CODE OF PRACTICE

All drivers must complete a recognised course of minibus training and be accredited before they are allowed to use a minibus.

No alcohol is allowed on minibuses and drivers are required to have a zero intake of alcohol.

Every person on a minibus must wear a seat belt. The driver must check that all passengers are wearing seat belts before commencing a journey. Drivers are required to observe all legal requirements, including speed limits.

Minibus roof racks must be used for the storage of large luggage and the driver must check that luggage is properly secured. **There must be a clear passage inside the minibus, free of luggage, for an emergency escape.**

All minibuses are monitored to a high standard and all drivers should report any defects to South School Office. **All drivers should make a visual check of the minibus before starting a journey.**

Any driver who is not a member of staff shall be subject to the same requirements as staff.

On a long distance journey when a member of staff is driving a minibus, it is not acceptable to expect them to exercise general supervisory responsibilities during the journey. The governors, therefore, require that there is an adequate number of adults to drive/supervise students during the journey should a breakdown or emergency occur.

When a driver undertakes a single planned journey of up to two hours, a rest period is voluntary. **When a driver undertakes a planned journey of between two and three hours, a half-hour break is compulsory.**

There must be a second driver for any minibus undertaking a planned single journey of more than three hours. Neither driver may drive for more than three hours in any four.

Neither driver may drive for more than two hours without a break. Fire extinguishers and first aid kits are carried in both minibuses. Please inform South School Office if you use either item.

You must not carry a passenger without a seat being available. Standing passengers are not allowed in minibuses under any circumstances. Students should not share seats using the 3-for-2 rule.

The driver is responsible for any penalties for traffic offences. If you receive a penalty for a traffic offence please report it to the Business Manager.

Any breach of this policy will be investigated and disciplinary action taken if appropriate. Any driver found to have behaved irresponsibly will be removed from the list of approved drivers.

Any breach of this policy due to the negligence of the staff will not affect the legal rights of students and others travelling in the minibus in the event of an accident.

Monitoring, Evaluation and Review

The Code of Practice is monitored, evaluated and reviewed by the Business Manager every three years.

Dissemination of the Code of Practice

This code of practice is available on the school website, on request to parents, the LA and OFSTED through the Principal.

Other policies that have relevance are:

Educational Visits and Journeys
Health and Safety

Date approved by governors	March 2015
Date for review	March 2018