

Ripon Grammar School: Minibus Policy



1. The School will ensure that the minibus is regularly serviced and maintained in a roadworthy condition.
2. The School will ensure that the proper insurance, licenses and permits are kept up to date.
3. The School will ensure that an appropriate First Aid Kit, Fire Extinguisher and Accident Kit are in the vehicle.
4. The minibus will be used in preference to hiring buses whenever possible.
5. The minibus shall only be used for purposes related to the activities of Ripon Grammar School. (Insurance does not cover any 'personal use')
6. The minibus shall only be driven by staff on a list approved by the Headmaster.
7. Drivers must hold an appropriate current driving licence. (D1 or PCV)
8. If carrying students, the driver must hold a current MIDAS certificate. (Or PCV licence)
9. If carrying students, it may be necessary to have a second responsible adult (not necessarily a teacher) in the vehicle. This will be based on a risk assessment taking into consideration the distance to be travelled, the length of the working day and the particular students being carried.
10. Use of the minibus to be booked in advance with the receptionist in main office.
11. Drivers will not consume alcohol in the 12 hours preceding and throughout the period in charge of the vehicle.
12. Drivers will inform the school of any change in circumstances which might affect their insurability, including medical issues and driving convictions of any sort.
13. The driver is responsible for certain basic vehicle checks before every journey – as detailed on the vehicle log sheet.
14. A log of all journeys will be maintained in the vehicle – in the folder kept in the front of the vehicle. This should be completed by the member of staff after every journey.
15. Any defects should be recorded in the vehicle log.
16. Any accidents or damage should be reported, as soon as possible, to the Premises Manager.
17. Drivers are responsible for ensuring that the minibus is left in a clean condition internally.
18. Drivers are responsible to ensure that seat belts are always worn by all passengers.
19. Drivers are responsible to ensure that luggage is safely stored and does not block access to vehicle doors.
20. Drivers must ensure that the maximum seating capacity is not exceeded.
21. Drivers must ensure they are properly rested before starting a journey, plan appropriate rest stops and/or carry a relief driver.
22. Drivers will carry a mobile phone and notify the School Office of the number.
23. Drivers will ensure that they have emergency contact details for Senior Staff at Ripon Grammar School.
24. Drivers should use the fuel payment card (available from the school office) or pay for fuel and claim reimbursement from the School Accounts Office.
25. The vehicle should be left with fuel for at least 100 miles for the next user.
26. Students may be charged only to cover vehicle running costs at the current price per mile – see Premises notice board for current rate. It is not permitted to make a profit from charging students.
27. Minibus keys to be signed out from, and returned to, the School Office.
28. Drivers will be required to sign up to conditions of this policy.

Title	Minibus Policy	Author	Andrew Hogg
Approved	Premises Committee	Next review date	01/10/2019