

Title	Driving and Travelling in Safety Policy and Minibus Procedure
Associated Policies	<ul style="list-style-type: none"> Health and Safety (TPO/HS/03)

REVIEWED: AUGUST 2021

NEXT REVIEW: AUGUST 2024

1. Policy Statement

- 1.1 This procedure forms part of and should be read in conjunction with the Health and Safety Policy. It is designed to confirm how the Trust will address the risks presented to its staff and the environment by the use of vehicles and when travelling by other means. The guidelines contained within have been prepared to help and advise those who drive or travel as part of their role. See appendix A for the Minibus Procedure.
- 1.2 The Trust is committed to ensuring that staff engaged in the driving of Trust/academy vehicles or their own vehicle as well as those travelling by other means do so safely and with regard to the environment. These procedures require all managers, on behalf of the Trust/academy to:
- make suitable and sufficient risk assessments of an individual's need to travel as part of their duties;
 - plan and implement appropriate preventive and protective measures, including the provision of training and information, necessary to reduce the health and safety risks to the lowest reasonably practicable level;
 - review the risk assessments as is necessary;
 - ensure all drivers are aware of and follow requirements detailed below.

2. Who does this policy apply to?

- 2.1 Members of staff within the Trust responsible for driving a minibus as part of their role.

3. Who is responsible for carrying out this policy?

- 3.1 The implementation of this policy will be monitored by the Brooke Weston Trust, governors of the Academy and will remain under constant review by the Strategic Delivery Group.

4. Procedures

The Law and the Driver

4.1 Licence

- Staff must have a current valid driving licence which meets the driver licence regulations. Staff are expected to make sure their licence is valid for the class of vehicle being driven, managers are expected to confirm the suitability of the licences held by staff.
- The Trust reserves the right to see a member of staffs' driving licence at any time.

4.2 Insurance

- All private vehicles used for occasional use for Trust/academy purposes i.e. for transportation of students **must be insured for business use**. The Trust/academy reserves the right to see a member of staffs' insurance documentation at any time.
- All Trust owned and operated vehicles will be insured according to its classification and usage.

4.3 Fixed Penalties

- A large number of motoring offences, including speeding are dealt with under a fixed penalty system. Where a Trust/academy registered vehicle is involved the relevant authorities will be informed of the drivers' details.
- The driver will normally be liable to pay any fines imposed.

- If the driver accumulates 12 or more penalty points in a 3 year period it will result in automatic disqualification.
- All convictions/endorsements on a drivers licence must be reported to the relevant line manager who will decide whether the driver will be allowed to continue in that role. The line manager will check for evidence of points on an annual basis.
- All accidents whilst on Trust/academy business must be reported to the relevant line manager.

4.4 Seat Belts

- Unless reversing the driver **must** wear a seat belt where it is fitted to the vehicle. Front seat passengers must also wear a seat belt. If vehicles are fitted with seat belts, all passengers must wear them.
- Children must use the [correct car seat](#) for their weight until they reach 135 centimetres tall or their 12th birthday, whichever is first. The driver is liable to prosecution if children do not wear fitted seat belts, or an appropriate child restraint such as a baby carrier, child seat, harness or booster seat appropriate to the child's weight.
- NB Exemptions exist where children are being transported in mini buses where it would be impractical to carry a variety of booster seats and belts.

5. General Health and Safety Matters for Drivers

- 5.1 **Never** drive a vehicle if you are **ill** or **taking medication** unless your Medical Practitioner has confirmed it is safe for you to drive. Remember it is the Drivers responsibility to inform the DVLA, Insurance provider and your Manager of any medical condition that may affect your ability to drive.
- 5.2 **Never** drink **alcohol**, and **drive**.
- 5.3 **Never** take **drugs** and **drive**.
- 5.4 **Never** start or continue driving if you are tired. Driving requires your full concentration.
- 5.5 **Never** drive for more than 8 hours in any working day.
- 5.6 **Never** drive for more than 2 hours without a break and/or 100miles whichever comes first after which at least a 15 minute break should be taken.
- 5.7 **Never** work for more than 12 hours in any working day when it involves up to 8 hours of driving including breaks.
NB These hours are merely suggestions of good practice, the law allows more depending on the circumstances
- 5.8 **Never** drive with poor eyesight. You must wear spectacles or contact lenses for driving if your optician prescribes them.
- 5.9 **Never** use a mobile phone, eat or drink, read a map etc, whilst driving, always find a convenient place to stop.
- 5.10 **Never** carry unauthorised passengers.
- 5.11 **Never** overload any vehicle, ensure that the recommended and legal weights, capacities and towing requirements are adhered to.
- 5.12 **Never** carry loads that are insecure and/or uncovered.
- 5.13 **Never** put yourselves and others at risk, always contact the emergency services by dialling 999.

6. General Environmental Matters

- 6.1 **Always** plan your diary so as to avoid unnecessary travelling.
- 6.2 **Always** plan your route to ensure the shortest possible distances are travelled.
- 6.3 **Always** keep your vehicle maintained in accordance with the manufacturer's guidance.

- 6.4 **Always** When purchasing new Trust/academy vehicles, consideration should be given to the emission data and fuel consumption rates of any such vehicles.

7. Defensive Driving Techniques

- 7.1 Human error causes the majority of car accidents rather than factors such as road and weather conditions. You can reduce the potential for an accident by adopting what are termed defensive driving techniques.
- 7.2
- Plan your journey and inform others.
 - Know your vehicle and all necessary procedures.
 - Always concentrate fully when driving.
 - Think ahead, anticipate problems.
 - Keep to the speed limit.
 - Adapt your driving to the road and weather conditions.
 - Keep your distance from the vehicle in front, 2 second rule.
 - Brake progressively and accelerate smoothly.
 - Check your mirrors constantly; be aware of other road users, don't forget the blind spot.
 - Maintain control of the vehicle and yourself.
 - Assume that drivers will run through stop signs or red lights etc and be prepared to react
 - Be tolerant of other road users.

8. Personal Safety and Security When Travelling

- 8.1 Adopting simple and sensible strategies with regard to your safety and the security of your vehicle will ensure any risks are minimised.

General Personal Safety Precautions

- 8.2
- Inform others of your movements.
 - If your travel plans change inform others.
 - Plan your routes.
 - Avoid carrying unnecessary valuable items.
 - Join a reputable breakdown service.
 - Carry your mobile phone in case of breakdown, or other emergency. The cost of calls made from personal mobile phones, that are as a direct consequence of dealing with an emergency situation encountered whilst undertaking agreed Trust/academy business, may be claimed back (evidence may be required in the form of accident/incident reports, defect sheets, AA reports etc)

When using Public Transport

- 8.3
- Have the right change ready for your fare.
 - Know where you are going and which stop you need.
 - When getting off a bus, train or tube at night or in an unfamiliar area, attach yourself to groups of people and walk purposefully to your destination.
 - Alternately, arrange for someone to meet you.
 - When waiting for a train or bus after dark, stand in a well-lit place near groups of people.
 - On an empty bus or late at night sit near the driver or conductor.
 - On a train avoid travelling in compartments with no access to corridors or other parts of the train
 - Avoid empty carriages

Vehicle Security

- 8.4
- Park your vehicle where it can be clearly seen. At night leave it under a street light, in a locked garage, or on your private drive.

- Never leave valuables or possessions in the vehicle as this may encourage damage or theft.
- Lock all doors and windows. Close the sunroof even when you are only leaving the vehicle for a few seconds.
- If items such as a Radio/Car Telephone are portable, do not leave them in the vehicle when unattended.
- If the vehicle is fitted with an alarm use it even when the vehicle will only be left for a few minutes.

Vehicle Maintenance

8.5 Well maintained vehicles are less likely to breakdown, they operate in a more energy efficient and economical way, and are safer for you and other road users. Provision should be made, such that all vehicles used in connection with the Trust/academy's business, are adequately maintained.

8.6 For Trust/academy-owned or rented vehicles, the following should be checked regularly:-

- **Tyres** – Ensure all tyres are legal and check for cuts, wear and tear. (Don't forget the spare). Check tyre pressure.
- **Wheels** – Check security of wheel trims and wheel nuts.
- **Brakes** – Check level in brake fluid reservoir. Check footbrake and handbrake travel and lock. (Test your brakes before reaching a Public Highway).
- **Clutch** – Check level in clutch fluid reservoir, if fitted.
- **Pedals** – Check free play on clutch, brake and accelerator.
- **Wipers** – Check condition of blades and arms. Check water/antifreeze level in windscreen and rear window washer bottles.
- **Radiator** – Check and top up water/antifreeze level.
- **Oil** – Check and top up engine oil level.
- **Battery** – Check security of battery. Check and top up levels.
- **Speedo/Instruments** – Check for condition and operation.
- **Fuel** – Check fuel tank top for security. Check correct fuel type (petrol/diesel). Ensure sufficient fuel for journey.
- **Bodywork** – Check for damage, rust and cracks.
- **Windows** – Clean inside and out before journey commences.
- **Mirrors** – Check mirrors, adjust and clean before start of journey.
- **Light/Indicators** – Check that all lenses are clean, undamaged, and lights are operating properly.
- **Plates** – Check number plates and obligatory signs are clean and undamaged.
- **Fire Extinguisher and First Aid Kit** – Check condition and security, if fitted.
- **Seat Belts** – Check condition, security and operation.
- **Load** – Check security of load and fasteners.
- **Servicing** – Ensure the vehicle is serviced at the appropriate mileage and/or recommended intervals.
- **Cleaning** – Your vehicle is a travelling advertisement. Ensure the vehicle is clean inside and out.
- **Documents** – Complete all documents relating to the operation of the vehicle.
- **Defects** – Never take a vehicle out on the road with any defect that may affect safety.

9. Policy Review

9.1 This policy will be monitored as part of the Academy's annual internal review and reviewed on a three year cycle or as required by legislature changes.

Appendix A – Minibus Procedure

1. Policy Statement

- 1.1 This policy forms part of and should be read in conjunction with the Health and Safety Policy and Driving and Travelling in Safety Policy. It is designed to confirm how the Trust/academy will address the requirement to prevent or control hazards associated with the provision and use of a mini bus as regards its staff and where appropriate others including pupils/students potentially affected by such usage, and thereby comply with the Road Traffic legislation and good practice.

2. Who does this procedure apply to?

- 2.1 This procedure applies to all existing and proposed usage of a minibus for the purpose of transporting staff and pupils/students.
- 2.2 This procedure describes the minibus booking process and contains the formal documentation to be completed at the Trust/academy.
- 2.3 The procedure should be used by all Trust staff and external organisations who need to use minibuses to transport pupils/students etc. to venues outside of the academy, including sporting events, educational visits etc.

3. Who is responsible for carrying out this procedure?

- 3.1 The procedure requires all relevant managers and designated drivers, on behalf of the Trust/academy to:
- a) ensure that the Trust/academy minibuses are correctly and efficiently used and that all legal obligations and Trust/academy requirements met.
 - b) ensure that the minibuses are subject to an appropriate regime of testing, checking and maintenance as required on a regular basis and are fit for purpose.
 - c) ensure all drivers meet the age and competency standards for eligibility to drive the type and nature of the vehicles available for use. Drivers who hold a category D1 driving licence can drive all weights of minibuses with up to 16 passenger seats as long as they are not employed to drive a minibus directly i.e. they undertake incidental driving. The Motor Vehicles (Driving Licences) Regulations 1999 allow a Trust/academy to use drivers who only hold a category B driving licence and have not passed a D1 (minibus) driving test for incidental driving under the following conditions:
 - the driver has held a category B driving licence for at least 2 years;
 - the driver is over 21 years of age;
 - if the driver is 70 or over, is able to meet the health standards for driving a D1 vehicle;
 - a non-commercial body is using the minibus being driven for social or curriculum purposes;
 - the driver provides his/her services and receives no consideration for doing so, other than out of pocket expenses;
 - the minibus has up to 16 passenger seats; and,
 - the minibus is up to 3500kgs (3.5 tonnes) in weight, 4250 kgs (4.25 tonnes) where the minibus has been adapted to carry wheelchair passengers.
 - d) ensure, where the usage requires, that the mini bus is subject to a Section 19 Permit for Minibus and Community Buses. (Permits are issued to organisations concerned with education, social welfare or other activities of benefit to the community. They allow certain organisations, including Trust/academies, to make a charge without having to comply with the full public service vehicle operator requirements and without the need for the driver to have a PCV (Category D1 or D) entitlement).
- 3.2 The procedure requires all members of staff with approval for driving Trust/academy minibuses are responsible:

- a) for informing the Principal of any changes to their driving licence status or their health immediately.
 - b) to attend a MiDAS (Minibus Drivers Awareness Scheme) course prior to being granted authorisation.
 - c) for making a basic check of the minibus before beginning their journey, including tyre condition, mirrors, lights and interior condition etc, see guidance for staff.
- 3.3 Guidance and a flow chart has been produced by the DFE to assist academies in determining driver eligibility, <https://www.gov.uk/vehicles-you-can-drive>.

4. Procedures

Minibus Usage

- 4.1 These guidelines have been prepared by the Trust/academy to help and advise all staff who drive a Trust/academy minibus. Please study the guide thoroughly and frequently so that you do not fall into bad habits or make mistakes. These should be reviewed and signed by minibus drivers on an annual basis.
- 4.2 The Trust is committed to reducing road accidents and casualties.
- 4.3 Where possible, it is expected that a second staff member who is also qualified to drive the minibus also travels with the designated minibus driver to support with supervision of students and to drive the minibus in the event of fatigue of the designated minibus driver.

Pre-drive Checks

- 4.4 The driver is responsible for the care of any vehicle. Never assume it has been checked by someone else. You must complete the pre-drive checks BEFORE driving a Trust/academy minibus, see checklist in Appendix B.
- 4.5 The following should be checked regularly, as outlined on the checklist.

Brake Checks

- 4.6 Before the passengers are boarded the brakes should be checked. With the engine running, check the handbrake is working properly, and that the brake pedal is firm when pressed. Conduct a moving brake test off-road. Reach a speed of 15 mph, and check mirrors and apply brakes. Brakes must work effectively.

Health and Safety

- 4.7 Never drive a vehicle if you are ill or taking drugs unless your doctor has confirmed it is safe for you to drive.
- 4.8 Never continue driving if you are tired. Driving requires your full concentration.
- 4.9 Never drink and drive.
- 4.10 Never use a mobile telephone whilst driving.

Before setting off

- 4.11 Allow sufficient time for the journey.
- 4.12 Plan breaks. Avoid long spells of driving when young person's might get bored and restless.
- 4.13 Never allow passengers to board until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic-free area.
- 4.14 Ensure passengers are supervised when boarding vehicle, especially if using rear door.
- 4.15 Do not exceed the carrying capacity of the minibus.
- 4.16 Make sure everyone is sitting, one to a seat and that they are using individual seatbelts, adjusted as necessary.
- 4.17 **You should ask all passengers to wear a seatbelt. You should not begin the journey until all passengers are wearing a seatbelt – this is a legal requirement.**

- 4.18 Carry a complete list of passengers with notes of special needs. Keep list with other relevant documents in place where can be readily found in event of an accident.
- 4.19 Check that no bags or clothing are caught in doors, that all luggage is secure and gangways and exits are clear.
- 4.20 Check all mirrors every time before moving off in case latecomers are approaching the vehicle.

During the journey

- 4.21 Do not allow distracting behaviour of any kind.
- 4.22 Enforce “No Smoking” and “No alcohol” rules.
- 4.23 Do not allow passengers to operate doors.
- 4.24 Use hazard warning lights when passengers are boarding or leaving vehicle.
- 4.25 If serious delay during journey, inform the Trust/academy so that information can be passed to parents/carers etc. A mobile telephone is useful for this purpose (although it should not be used whilst driving the vehicle).
- 4.26 Do not leave young person's unaccompanied on the minibus.
- 4.27 If there is a risk of fire, evacuate vehicle and move occupants to a safe place.
- 4.28 If you have to stop in an emergency or break down while on a motorway, only stop on the hard shoulder and as far away from the carriageway and passing traffic as possible. Where possible all passengers should leave the vehicle and wait in a safe area behind the barrier.

Journey's end

- 4.29 Supervise passengers when leaving vehicle, especially if using rear exit.
- 4.30 Never allow passengers to leave until vehicle is at a complete standstill and safely parked.
- 4.31 Always park so that passengers step onto the footway and not the road.
- 4.32 Take care when reversing if passengers are nearby. If you have to reverse, get adult help in directing you.
- 4.33 Report problems or incidents that occurred during the trip to the Trust/academy as soon as possible.

Vehicle Security

- 4.34 Security of the vehicle and equipment in your care is vital. You should take all possible precautions to avoid the vehicle or its contents being tampered with or stolen. Whenever possible:
 - **Park** your vehicle where it can be clearly seen.
 - **Never** leave valuables or possessions in the vehicle as this may encourage damage or theft.
 - **Lock** all doors and windows.
 - **Radios and Emergency Telephone** – If these items are portable do not leave them in the vehicle when unattended.

The Law and the Driver

4.35 Licence

- You must have a current driving licence, valid for the class of vehicle.
- Keep it in a safe place and ensure it shows your current address and signature.
- As a person who drives for the Trust/academy we reserve the right to ask to see your licence at any time.

4.36 Who May Drive Trust/academy Vehicles

- The Trust/academy has strict guidelines about who is permitted to drive Trust/academy minibuses. See the personnel responsible for Trust/academy vehicles for full details.
- Other drivers may not be covered by our insurance and it is an endorsable offence to permit your vehicle to be used without insurance even if you thought the other driver was insured.
- **You will have to pay any fines imposed.**

4.37 Fixed Penalties

- A large number of motoring offences, including speeding are dealt with under the fixed penalty system. If the penalty is ignored the cost can increase substantially. If you fail to pay a parking ticket etc, the registered owner will be ultimately liable. In the case of a Trust/academy vehicle, if charges are received relating to any fixed penalty etc, **the costs will be recovered from the driver in full.**
- All convictions/endorsements on your licence should be reported in writing to your line manager immediately as it may well affect your entitlement to drive a Trust/academy vehicle.

4.38 Seat Belts

- All passengers must wear seatbelts at all times. Check they are doing so **BEFORE** you begin a journey. See paragraph 4.4 of the Driving and Travelling in Safety Policy.

Avoiding Accidents by Defensive Driving

4.39 Driving error causes the majority of accidents – not the condition of the road, the weather or the vehicle.

4.40 You can prevent accidents by adopting the following:

- 100% concentration when driving.
- Anticipation of problems.
- Keep to all speed limits.
- Adapt your driving to the road or weather conditions.
- Keep your distance from the vehicle in front.
- Brake progressively.
- Accelerate smoothly.
- Check your mirrors constantly.
- Maintain control of the vehicle and yourself.
- Be tolerant of other road users.
- Do not use mobile telephones whilst moving.

What to do if you are involved in an accident

4.41 You must stop and give your name and address, the name and address of the owner of the vehicle and its registration number to all parties involved in an accident or alternatively if you are unable to exchange particulars you must report the accident to a Police Station within 24 hours of the incident. In the case of Trust/academy vehicles, any claims that may result will be dealt with by the Trust's insurers. As the claim proceeds you may receive correspondence from other parties involved in the accident or their representatives. This correspondence should be forwarded to your manager, unanswered, without delay.

4.42 Obtain full details of the name and address(s) of the driver(s), and owner(s) of the other vehicle(s) and/or property involved in the incidents together with the registration number(s). Insurance particulars should be requested but will not always be available at that time, but arrangements should be made to acquire all insurance particulars as soon as possible.

4.43 Obtain the names and addresses of any independent witnesses.

4.44 Obtain the Police Officer's number and address of the station where he or she is operating from, and crime number if theft or vandalism.

4.45 Note details of the location, position of vehicles, skid marks, road signs and weather conditions. Take pictures of the scene and any other vehicles involved showing the extent of the damage.

4.46 When involved in an accident do not admit responsibility for the accident to the other party or to witnesses; leave this for the appropriate authorities to decide.

4.47 You are not obliged to make a statement to the Police at the scene of the accident.

4.48 Notify your manager of any incident at the earliest opportunity if a Trust/academy vehicle is involved. You must immediately complete a claim form and submit this to your line manager within a few days of the incident.

- 4.49 If you receive a summons as a result of an accident this should be referred to your line manager immediately.
- 4.50 Do not leave any valuables in an unattended vehicle at any time.
- 4.51 If your vehicle is broken into report it immediately to the Police and always obtain the Officer's details, a Crime Number and the address of the Police Station dealing with the report. Report the incident immediately to your manager.

5. Procedure Review

- 5.1 This procedure will be monitored as part of the Trust's annual internal review and reviewed on a three year cycle or as required by legislature changes.

Appendix B – Minibus Pre Use Checklist

This safety check is to be carried out prior to driving the minibus for the first time (in any period). Then weekly, thereafter, if continually driven by the same driver. This should be repeated whenever another driver takes over the minibus.

If faults that might affect the minibus or passengers’ safety are found, the minibus must not be used until they are all remedied.

Paperwork Check

Yes No

Yes No

Section 19 Permit

Insurance, vehicle documents, emergency contacts etc

Emergency contacts etc

Emergency/breakdown pack

Exterior Check

OK Not OK

Interior Check

OK Not OK

Oil level

Mirrors are correctly adjusted, clean and unobstructed

Coolant level

Position and function/purpose of all the dashboard controls

Brake fluid level

Position of driving seat so that all controls can be operated comfortably

Windscreen washer fluid level

Check for pressure on brake pedal

Windscreen and windows are clean and undamaged.

Wipers and washers are working properly

Wiper blades are clean and undamaged

Fuel level (and type of fuel: diesel, LPG or petrol) **

Lights, including brake lights and indicators, are clean and working properly

Seat belts, where fitted, are undamaged and working properly

Tyre Visual Check – Wear & Tear, Treads and any cuts or bulges, including the spare

Location and contents of first aid kit fire extinguisher and High-Visibility Jacket

Doors open and close properly

Location of wheel brace and jack

Location of relevant paperwork e.g. Emergency numbers etc

Equipment/Luggage is securely stowed and the aisles and exits are clear

Heating & Ventilation Controls/Systems are working

Damage or sharp edges

Faults/Problems experienced following Pre-Drive Safety Check

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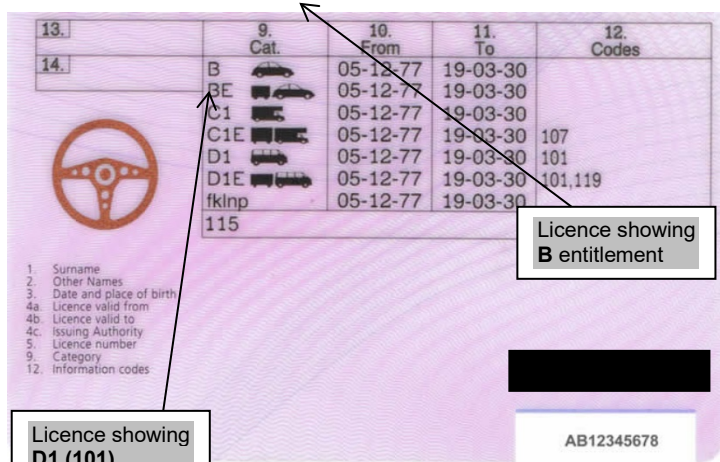
Drivers Name:.....

Signature:.....

ELIGIBILITY TO DRIVE A MINIBUS

Appendix C – Eligibility to Drive a Minibus Flowchart

PCV: Passenger Carrying Vehicle
MIDAS: Minibus Driver Awareness Scheme – a national scheme for organisations to train and assess their minibus drivers to ensure they have the required level of knowledge and competence. BWT requires all minibus drivers to have a valid MIDAS Certificate as a minimum.
Section 19 Permit: this Permit is issued under the Transport Act 1985, and allows some organisations to make a charge to passengers, whilst exempting the driver from the need to hold a PCV licence (*subject to all other conditions of driving a minibus*). The Permit must be displayed whilst the minibus is in use.
Maximum authorised mass (MAM) means the weight of a vehicle or trailer including the maximum load that can be carried safely when it's being used on the road.



START HERE

Academy employee?

PVC licence needed

Yes

Is driving in the job description?

No - only volunteers drive

Yes

Does the driver hold a pre-1997 licence with **D1 (101)**?

No – Post 1997 **B** category licence

Licence showing **D1 (101)** entitlement

Yes

Contribution made by passengers?

Yes

Section 19 Permit held?*

D1 (101) category with MIDAS sufficient

No

D1 (101) category with MIDAS sufficient

PVC licence needed

Yes

Minibus weight below **3.5 tonnes/4.25 tonnes MAM?**
(higher vehicle weight will include facilities to enable a wheelchair user to board/alight, e.g. lift)

Driver over 21 AND held **B** licence for 2 years?

No

PVC licence needed

Driver not eligible to drive minibus

Yes

Contribution made by passengers?

Section 19 Permit held?*

No

PVC licence needed

No

B category with MIDAS sufficient

Yes

B category with MIDAS sufficient

Some minibus hire companies now require the driver to have a **PVC licence** irrespective of what categories they have on their personal licence.