

# **Minibus Policy Summer 2023**

**Approved: Summer 2023**

**Review Date: Summer 2026**

A copy of this policy will be kept in the Master folder in the main office at North Beckton Primary School and in the school minibus in the Driver Information Folder.

## **Links with other Policies**

When reviewing The Tapscott Learning Trust Mini Bus Policy links should be made with other relevant policies and guidelines, including Safeguarding Policy, Inclusion Policy, Anti-Bullying Policy and the Behaviour Policy.

## Contents

1. Introduction	3
2. Trust Responsibilities	3
3. Driver's Responsibilities	4
4. Journey and Safe Driving Hours	6
5. Drivers and Safety Routines	6
6. Accident Guidance	7
7. Breakdown Guidance	8
8. Disaster on an Excursion Guidance	8
Appendix A: Pre-Drive Safety Check Forms	10
Appendix B: Self Drive Risk Assessment: Travel by Minibus	14
Appendix C: Advice to Support Staff with Driver	21
Appendix D: Additional Advice to Drivers	23

## INTRODUCTION

The Tapscott Learning Trust (hereon called “TTLT” or “Trust”) owns two school minibuses.

### Mini Bus Details

1 x 17 Seat Accessible (wheelchairs)  
1 x 14 seats

Make: FIAT  
Model: DUCATO 2.3 Litre  
Fuel Type: Diesel

These vehicles are parked in the North Beckton Primary School premises.

These are used to:

- Extend our curriculum into the environment
- Ensure access to appropriate places and events that otherwise would be inaccessible
- Enable all pupils to access a wider learning environment and educational visits where travel by foot or public transport may be prohibitive

This policy is designed to make journeys in a school minibus as safe as possible. It is recognised that no matter how safe the procedures, accidents are still possible. Following these procedures will help protect the driver, the passengers and the school using the school minibus in the event of an accident or other minibus related incident, as well as help prevent the occurrence of these in the first place.

**Following the procedures and advice contained here is mandatory for any person using the school minibus. Every person is directly accountable to the Head Teacher of the school using the school minibus and to the Trust.**

## TRUST RESPONSIBILITIES

The Trust is responsible for ensuring any school Minibus operated on behalf of the school fully comply with the legal transport and health and safety requirements. This responsibility is delegated to the named Health and Safety officer at North Beckton Primary School.

The Health and Safety officer should:

- Ensure a copy of all drivers’ licences, details of any claims within the previous three years, and Minibus training certificates are on file with an annual review.
- Ensure that a current Insurance certificate is held on file and a copy is stored in the Driver’s Information Folder.
- Ensure that a current MOT certificate is held on file and a copy is stored in the Driver’s Information Folder.
- Ensure that a BS fire extinguisher and first aid box is carried at all times.
- Ensure that the vehicles are booked in and taken for their required maintenance and service at the appropriate intervals.
- Any charges are to cover running costs only and are not for profit.

## DRIVER'S RESPONSIBILITIES

Each use of the school minibuses must be booked using the Trust's booking form and booking process. Each trip request needs to be approved by the named contact at each of the Trust schools prior to completing the booking form.

All trips must be booked via the Google form link: <https://forms.gle/YLumVjNbPNJuXjdY8>

Any person wishing to gain **approved driver status** to drive on behalf of a Trust school must have satisfactorily completed an approved assessment and training course, in this case MiDAS, via the Trust's training hub, which oversees the training process, awards certification and checks that all documentation regarding licencing is fully up to date and all named drivers within each school are eligible to drive.

All DVLA documents must be given to the Training staff for approval. Each driver must be at least 25 years of age and medically fit to drive. Each driver who qualified before 1 January 1997 must hold a current UK driving licence registered for D1. Drivers who gained their licence after this date will need to have category D1 PCV added to their licence and may not drive any vehicle with a gross weight exceeding 3500 kg. NB: Only MiDAS accessible vehicle trained staff should remove/replace seating.

*The Executive Head Teacher at North Beckton has the final decision on the drivers, should any Licence Endorsements be incurred.*

- All drivers are required to have available a **DVLA driver's check** that highlights any current endorsements. This will be reviewed annually.
- It is the duty of any trained driver to inform their Head Teacher if there are **any changes to their driving licence or health** in relation to their ability to drive as soon as that happens. If these conditions have not been fulfilled, **the driver will be uninsured and driving illegally.**
- A reassessment of all drivers approved to drive the vehicle will be carried out on a periodic basis. In addition, drivers who have not driven the minibus for a while should request a familiarisation and assessment when they feel they need it.
- A current list of in-date and approved drivers will be kept by the TTLT Training Hub.
- Vehicle documentation and trip logs will be maintained by North Beckton Primary School. The details include record driver's name, the purpose and destination of the journey, date of travel etc.
- A 'pre drive safety check' must be completed by all drivers on taking responsibility for driving the minibus. Forms for this purpose will be kept in the individual minibus folders. Completed forms will be filed to establish a history of safe practice – see **Appendix A** Pre-Drive Safety Checks Form.
- All drivers and minibus staff must read and follow the control measures in the generic risk assessment before each journey. The risk assessment is generic, and it is suitable for most general circumstances – see **Appendix B** Self-Drive Risk Assessment: Travel by Minibus. As risk assessment are a dynamic process and the driver and other staff must be alert to other risks and plan additional control measures as appropriate. If these can be anticipated in advance a new written risk assessment should be produced. An example of on-the-spot risk assessment could be responding to exceptional road or weather conditions by modifying your journey plan.

- Driving and Vehicle Standards Agency (DVSA) may conduct spot checks on drivers and vehicle ensuring compliance with road safety legislations. This is covered in the MiDAS training.
- It is the individual school's responsibility to ensure that there is an additional staff member with the driver and children in the minibus at all times. At no time should the driver be the only member of staff in the vehicle.
- The minibus must not be used for '*hire or reward*' and the driver must receive no payment or other consideration.
- Drivers should ensure that they do not consume alcohol within 24 hours prior to driving or while driving.
- Mobile phones ***must not be used by the driver while driving.***
- Drivers must not drive when they are taking medicines that carry a warning regarding driving or when they feel affected in a way that impairs driving.
- Drivers must not drive when they feel tired or unwell. Adequate rest stops should be considered and adhered to when planning the journey.
- Drivers must carry both their *UK driving licence* with them at all times whilst driving and a fully charged mobile phone.
- No fuel cans are to be carried in the minibus.
- No food or drink to be consumed on the minibus.
- The Driver is solely responsible for any endorsements or fines for speeding, parking infractions or the vehicle not being compliant.
- Any parking fines will need to be investigated by Health & Safety Officer at North Beckton Primary School. Should the driver receive a parking fine the driver should take a photograph of the vehicle and signage.
- A '*Driver's Information Folder*' is available in each minibus. It contains relevant information to support the driver in the event of any unforeseeable circumstances. They include the following paperwork:
  - Minibus Policy
  - Accident Report Sheets
  - Breakdown Information
  - Pre-Drive Safety Checks Form
  - Insurance and MOT Details

The driver is at all times responsible for:

- (i) The condition of the vehicle they are driving
- (ii) The passengers they are transporting
- (iii) The minibus is left secure i.e. safely parked, windows closed and doors locked

## JOURNEY AND SAFE DRIVING HOURS

- Drivers should never do a day's work or be awake for a day and then drive for several hours in the evening. Drivers who drive for more than 2 hours after a day's work are significantly more likely to be involved in an accident.
- Consecutive days on duty must be assessed in terms of risk while driving.
- Drivers must **not** be required to supervise students during their break or be responsible for a group of children when arriving at their destination.
- Maximum driving time is 2 hours and then a break of a minimum 30 minutes is required.
- Drivers must not ignore being too tired to drive safely. Tired drivers must stop and take appropriate action to recover or seek help.
- Journey planning is important and considerably reduces risks.
- Drivers should avoid staying up late and having normal sleep interrupted.
- A second driver is often useful for safety and on long journeys it is *essential*.
- Speed restrictions must be adhered to at all times

## DRIVERS' RESPONSIBILITIES & SAFETY ROUTINES FOR EACH JOURNEY

- Be familiar with this Minibus Policy.
- Complete the necessary Minibus Risk Assessment for each journey
- Read the Self-Drive Risk Assessment: Travel by Minibus
- Consider additional risks that may have come to light since the risk assessment was produced and continue to do this during the journey.
- Complete the 'pre-drive safety check' sheet.
- Make sure escorts are familiar with the Advice for Support Staff with Driver – see Appendix C.
- Make sure you are familiar with the Additional Advice to Drivers – see Appendix D.
- Ensure no animals are transported (other than Guide Dogs where required).
- Know the location of the emergency equipment e.g. a high visibility jacket and torch, fire extinguisher, warning triangle, first aid kit and a webbing cutter.
- If transporting a child in the front seat, an additional member of staff must sit up front with them to avoid distracting the driver. This would require two additional members of staff in the bus as it would still require an additional member of staff in the back (preferably first-aid trained).

## On completing the journey

- Complete Pre-Drive Safety Checks Form by logging in mileage finished and fuel level after the visit.
- Report any problems with the vehicle to NBPS staff.
- **Ensure the minibus is left in a clean condition. All rubbish removed, seats belts tidy and seats clean.** *Failure to do so may result in refusal of future bookings.*

## ACCIDENT GUIDANCE

In the event of an accident / incident inform the school immediately you are able. To assist you in the possible confusion after an accident a checklist has been prepared:

1. Stop - it is an offence not to stop after an accident.
2. Switch off the vehicle engine. Ask others involved to do the same.
3. Ensure your passengers are safe from other hazards. If passengers are uninjured get them to leave the vehicle and go to a place of safety. Ensure students are supervised. Do not leave students unattended after an accident.
4. Make sure no one smokes near the accident site.
5. Warn other road users of the danger.
6. Contact Police and, if anyone is injured, the emergency services by dialling 999.
7. Administer First Aid if required and if you are able.
8. Do not move casualties unless absolutely necessary.
9. Do not move the vehicles involved (unless they are a danger to traffic) until the police arrive or if they are not attending, until an independent person has noted their position.
10. Give your name and address, the registration number and in case of personal injury, insurance particulars to any person having **reasonable** grounds for requiring them. Should, for any reason, the particulars not be given at the time of the accident then the circumstances must be reported to the Police as soon as possible and in any case within 24 hours.
11. Obtain from the other person(s) involved in the accident/incident their name, address and registration number of their vehicle and insurance details.
12. If there are any witnesses to the accident, obtain their name(s) and address (es).
13. ***UNDER NO CIRCUMSTANCES ADMIT LIABILITY FOR THE ACCIDENT / INCIDENT***
14. Contact both your school and North Beckton Primary School as soon as possible to report the accident.
15. Ensure accident report form is completed as soon as possible and submitted to North Beckton Primary School Staff.

## BREAKDOWN GUIDANCE

The driver's first responsibility is the health and safety of the passengers and then to minimise any disruption or discomfort to them. This is particularly important if any passengers are disabled. Drivers are also responsible for taking all reasonable steps to ensure the safety and security of the vehicle and, having reported the breakdown, should remain with the vehicle until assistance arrives. Use warning triangles. If the vehicle is in a dangerous location, e.g. on a motorway, consider moving passengers to a safe location well away from traffic. Frequent roll calls are important and the weather must be assessed as an additional safety hazard and sensible controls put in place to deal with this.

See documents in the minibus folder for roadside assistance numbers and who to call in the event of a breakdown.

## **DISASTER ON AN EXCURSION – GUIDANCE**

1. Establish the nature and extent of the emergency.
2. Make sure all other members of the party are accounted for and are safe. Remember you must carry with you a list of the members of your party.
3. Call the appropriate emergency services. If there are injuries, establish their extent and administer appropriate first aid if you have been trained and feel capable. Be aware of consequences that might follow were you to give incorrect treatment. Have regard to your own safety vis a vie blood contact.
4. Advise other party staff of the incident and of actions taken. Decide if appropriate, who is in charge and responsibilities to be undertaken by each adult member of the group.
5. Ensure that an adult accompanies any casualties to hospital. If only one adult is available in the circumstances a decision will have to be reached as to the best course of action.
6. Ensure that remaining students are adequately supervised and arrange for an early return to base.
7. Arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over and all students are accounted for.
8. Contact the senior members of staff on call at your school. This should be arranged before the journey and a manned telephone number should be recorded on each Staff Offsite Safety card. Control access to telephones until the senior member of staff has contacted parents/others directly involved. Give full details of the incident including:
  - Nature, date, location and time of incident
  - Details of injuries, etc.
  - Names and home telephone numbers of those involved
  - Action taken so far
  - Telephone numbers for future communication
9. Do not discuss matters with the media.
10. The senior member of staff should contact the Head Teacher and establish who will take charge of the situation and what immediate action will be taken. The Head teacher will advise the Local Authority.
11. The party leader should, at the first opportunity, makes notes on the incident, as should other staff who were involved. A record should be kept of the names and addresses of any witnesses or people involved.
12. Do not discuss legal liability.
13. Ensure accident forms are completed as soon as possible.
14. Inform parents of any delays that will be necessitated.



## Appendix A – Pre-Drive Safety Check Form

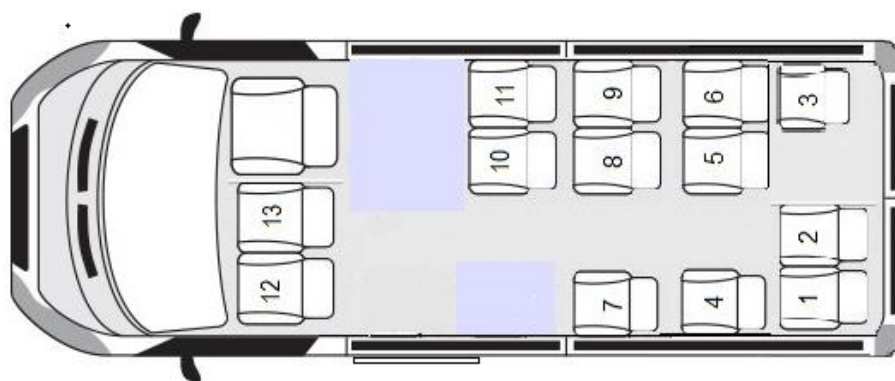
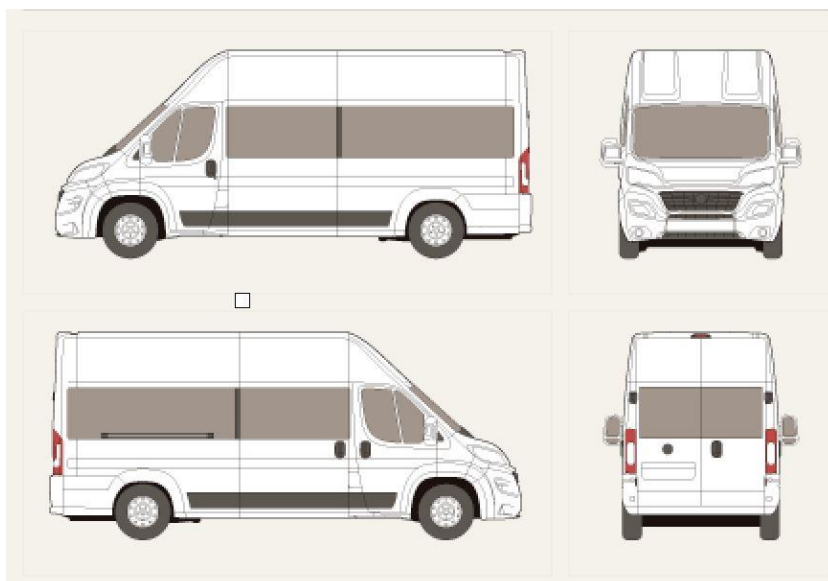
### PRE-DRIVE SAFETY CHECKS

The Administration Manager will ensure that the vehicle is regularly serviced and maintained. However, before every journey the driver should conduct a pre-drive safety check by walking around the vehicle paying particular attention to the items listed below.

#### **Checklist: 14 Seater Minibus**

*This form must be completed each time before a vehicle is used for ALL journeys*

VEHICLE REGISTRATION NO.		
Drivers Name:	Mileage Start:	
	Mileage Finish:	
	Fuel level after Trip: (approx)	
Date of inspection		Destination of Trip
Operating log reviewed for faults		
Tyres - Check for wear and pressures		
Spare Tyre secure & in good condition		
Wheels - Security of wheel nuts		
Engine oil and brake fluid - Check levels		
Fuel and water - Sufficient for journey		
All windows clean, no cracks		
Lights - Including stop lamps and indicators		
Windscreen wipers and washers		
Bodywork - No dangerous parts/damage		
Mirrors - Positioned correctly, not damaged		
Brakes - Check when vehicle is stationary and moving (before loading passengers)		
Horn/indicators		
Seats secure, rear exit unobstructed when wheelchair on board		
Seatbelts - In good condition, working properly		
First aid box		
Fire extinguisher		
Warning triangle		
AA Breakdown card		
Cloth & cleaner for windows		
Spare bulbs		
Maps		
Spare fuses - know where the fuse box is and how to use it		
Bus Left Clean of Litter		
If you identify problems with any of the above immediately contact: Laura Howe: 07764339935		
Please return completed form to NBPS (leave in the folder) after your journey.		



Mark Previous Damage = O

Mark Any New Damage = X

Damage type	Location

*Drivers Declaration, by signing this form you are declaring all the relevant safety checks have been carried out by yourself and to the best of your knowledge the Vehicle is free of any defects and safe for use*

Sign.....

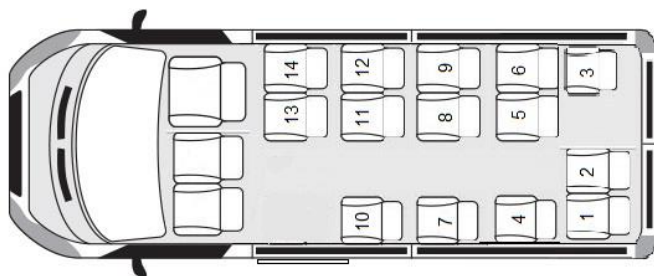
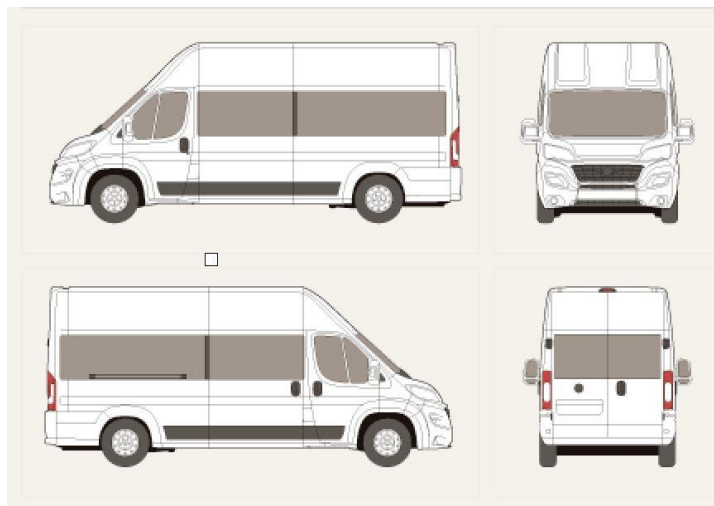
Date.....

**Any defects which may affect the vehicles or passengers' safety should be reported immediately and the vehicle must not be used until they are all remedied.**

## **Checklist: 17 Seater Minibus**

*This form must be completed each time before a vehicle is used*

VEHICLE REGISTRATION NO.		
Drivers Name:	Mileage Start:	
	Mileage Finish:	
	Fuel level after Trip: (approx)	
Date of inspection		Destination of Trip
Operating log reviewed for faults		
Tyres - Check for wear and pressures		
Spare Tyre secure & in good condition		
Wheels - Security of wheel nuts		
Engine oil and brake fluid - Check levels		
Fuel and water - Sufficient for journey		
All windows clean, no cracks		
Lights - Including stop lamps and indicators		
Windscreen wipers and washers		
Bodywork - No dangerous parts/damage		
Mirrors - Positioned correctly, not damaged		
Brakes - Check when vehicle is stationary and moving (before loading passengers)		
Horn/indicators		
Seats secure, rear exit unobstructed when wheelchair on board		
Seatbelts - In good condition, working properly		
Passenger Platform working correctly		
First aid box		
Fire extinguisher		
Warning triangle		
AA Breakdown card		
Cloth & cleaner for windows		
Spare bulbs		
Maps		
Spare fuses - know where the fuse box is and how to use it		
Bus Left Clean of Litter		
<b>If you identify problems with any of the above immediately contact: Laura Howe: 07764339935</b>		
<b>Please return completed form to NBPS (leave in the folder) after your journey.</b>		



Mark Previous Damage = O  
Mark Any New Damage = X

Damage type	Location

*Drivers Declaration, by signing this form you are declaring all the relevant safety checks have been carried out by yourself and to the best of your knowledge the Vehicle is free of any defects and safe for use*

Sign.....  
Date.....

**Any defects which may affect the vehicle or passenger's safety should be reported immediately and the vehicle must not be used until they are all remedied.**

## Appendix B – Self-Drive Risk Assessment: Travel by Minibus – Reference only

### Self-Drive Risk Assessment: Travel by Minibus

<b>Significant HAZARDS</b> <i>Likely places/ways that people could be seriously harmed</i>	<b>CONTROL MEASURES and PRECAUTIONS</b> <i>Consider carefully the suggested precautions below with all the staff in your establishment or department who help to lead offsite visits. Place a tick (in the box) against those measures that you decide together should generally be regarded as good practice and are normally applicable on your visits, and delete or put a cross against those that are not. Make any amendments that might be needed. Also record below any additional control measures and precautions that you agree may also usually be helpful and sensible.</i>
All accidents	<ul style="list-style-type: none"> <li>This risk assessment will be read and completed in addition to the generic risk assessments “All Educational Visits” and “All Travel” (if applicable) which give general safety guidance applicable to all visits.</li> </ul>
Legal requirements	<ul style="list-style-type: none"> <li>All drivers will have an appropriate licence and entitlements to drive minibuses legally</li> <li>All drivers will only be driving as volunteers, and there will be no requirement to drive within their job contracts</li> <li>Drivers will not be permitted to drive minibuses that are 3.5 tonnes gross vehicle weight or over unless they have D1 on their licence</li> <li>Drivers will not be permitted to drive a minibus that is towing a trailer unless they have D1 on their licence</li> <li>The minibus and drivers will be fully insured, including additional insurance for any overseas travel</li> </ul>
	<p>The drivers will be suitably fit and healthy to drive safely and will have suitable experience and training to drive the minibus because they meet the following LA requirements:</p> <ul style="list-style-type: none"> <li>are 25 years of age or over</li> <li>have a full driving licence, with relevant legal entitlements</li> <li>have held a driving licence for at least 2 years</li> <li>have passed a MiDAS assessment within the past 4 years and have a current certificate</li> <li>have not had past convictions (in the last 5 years) and are not facing impending prosecution for any significant driving offences</li> <li>have been checked and vetted (at least annually) regarding health/fitness to drive and significant driving convictions</li> <li>The driver will: <ul style="list-style-type: none"> <li>share the driving with an accompanying adult on longer journeys (essential for journeys over 100 miles)</li> <li>adhere to strict working/driving hours and rest periods according to LA Visits Guidance</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• not drive if feeling too tired or are not fit/healthy to drive safely</li> <li>• not drive if advised/directed by a medical practitioner not to drive</li> <li>• not drive if under the influence of alcohol, drugs or medication</li> <li>• not use a mobile phone unless the bus is stationary or the equipment is fully “hands-free” operated.</li> <li>• check over the vehicle and familiarise themselves with all operational aspects of the vehicle (e.g. mirror driver’s seat position, indicators, windscreen wipers, brakes etc.) before departure</li> <li>• know and adhere to minibus speed limits and the highway code</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• the minibus will be in good order and will be serviced and maintained frequently and regularly (records should be available if requested for inspection)</li> <li>• the minibus will have a logbook inside which records usage and reports any outstanding problems or defects to beware:</li> <li>• the accessible Mini Bus will have a LOLER inspection every 6 months</li> <li>• is in safe and good working order</li> <li>• has been maintained and serviced regularly (and that records are available if requested for inspection)</li> <li>• is fitted with fully operational seat belts</li> <li>• is fitted with fire extinguishers and a fully maintained first aid kit</li> <li>• has sufficient seats for each member of the group (i.e. group number does not exceed seating capacity of minibus) so that no seat is shared</li> <li>• The minibus will be checked by the driver before departure regarding basic safety features, including: <ul style="list-style-type: none"> <li>• general damage or defects which could be hazardous</li> <li>• all seats have fully operational seat belts</li> <li>• the tyres have sufficient tread and air pressure</li> <li>• all doors (inc. back door) are firmly closed, but not locked</li> <li>• windcreens are clean, mirrors adjusted, all brakes (inc. handbrake), lights (inc. indicators) and washer / wipers operate correctly</li> <li>• fire extinguisher and first aid kit are present and correct</li> <li>• If faults are found, the driver will not use the minibus until the faults have been satisfactorily rectified</li> </ul> </li> </ul> <p>NB:- the Driver will complete a checklist before each journey</p>
Before setting off	<ul style="list-style-type: none"> <li>• all group members will be briefed to stay seated, wherever possible, during journey</li> <li>• group members will be instructed to use and fit seat belts correctly at all times during journey</li> <li>• the driver will personally check and ensure that seat belts are fitted correctly on all young people aged under 14 years (legal requirement)</li> <li>• the driver will personally check and ensure that seat belts are fitted correctly on all young people aged 14+ years (duty of care)</li> <li>• only minibuses with fully operational seatbelts (ideally 3 point) for each person will be used.</li> <li>• the driver will plan the journey carefully beforehand to ensure that sufficient time is given (allowing for</li> </ul>

	<p>comfort stops, and possible delays) to ensure that there is no pressure to rush</p> <ul style="list-style-type: none"> <li>the driver will take account of weather forecasts, traffic reports, and intended rest stops in planning the journey</li> <li>the route will be planned to avoid high risk situations – e.g., avoid rush hours, narrow/dangerous roads, steep gradients</li> <li>the journey will be postponed or cancelled if weather or traffic conditions are considered too hazardous</li> </ul>
During the journey	<ul style="list-style-type: none"> <li>a second adult will normally accompany the main driver, especially on long journeys, or with young people who might be disruptive</li> </ul>
Misbehaviour on minibus	<ul style="list-style-type: none"> <li>the second adult will sit with the young people in the main passenger section in order to maintain good order, ensure young people keep seat belts on, and attend to any needs</li> </ul>
Getting on/off	<ul style="list-style-type: none"> <li>the driver will choose safe locations, away from busy traffic, for passengers to get on/off minibus (e.g. car park, onto wide pavement)</li> <li>hazard warning lights will be used if young people are boarding or leaving the vehicle near busy or hazardous sections of road</li> </ul>
Trailers	<ul style="list-style-type: none"> <li>Driver will take extra care driving longer vehicle, and will keep within lower speed limits required by law</li> <li>Driver will have had suitable prior experience of and/or training in towing trailers before doing so behind a minibus carrying passengers – the Driver should not be forced to tow a trailer if not competent or comfortable doing so</li> <li>Driver will ensure that trailer is not overloaded (and below carrying capacity of vehicle) and that all luggage is stowed securely and safely with no loose straps that could catch beneath wheels etc. Driver will ensure that trailers have brake fitted if legally required</li> <li>Driver will ensure that trailer is securely and correctly connected to minibus before departure</li> <li>Driver will ensure that break-away cables are fitted and connected correctly before departure</li> <li>Driver will check that all lights are fitted and operate correctly before departure</li> <li>Driver will ensure that tyre tread and pressures are legal and as recommended (and spare tyre is carried)</li> <li>Driver will ensure that jockey wheel is stored securely and correctly before departure</li> </ul>
Use of roof rack for luggage	<ul style="list-style-type: none"> <li>Driver will ensure roof rack is correctly and securely fitted</li> <li>Driver will ensure that all luggage is stowed securely and with no loose straps etc.</li> <li>An overall cover will be placed over the luggage and tied down securely</li> <li>Additional helpers and care will be used when lifting, loading, and unloading heavy items of luggage</li> <li>Driver will ensure that safe and secure access (usually fixed ladder) to luggage space is provided</li> <li>Only authorised and experienced persons will be allowed onto the roof</li> <li>Appropriate care will be taken by those packing luggage on roof, especially during wet conditions</li> <li>Luggage load will be within capacity of roof rack and vehicle (and should not exceed 100kg)</li> <li>Extra care will be taken when driving, especially cornering</li> </ul>
In event of accident	The Group Leader(s) will be aware of recommended guidance regarding coach breakdown/accident procedures

or breakdown	<p>If breakdown or accident occurs, all passengers will be directed to the safest location and all sensible precautions will be taken: – e.g.</p> <p><b>If a breakdown happens on the motorway</b> and the vehicle is on hard shoulder in good visibility – ensure hazard lights on, move passengers to seats away from rear and traffic side of coach, keep group with seatbelts on coach (unless considered unsafe), telephone emergency services;</p> <ul style="list-style-type: none"> <li>• on motorway hard shoulder in poor visibility (e.g. fog), or night and lights not working – when traffic quiet, if considered safe to do so, evacuate group from safest exit in small groups at a time to safe location behind crash barriers – staff must disembark first to supervise group, seek safe refuge/shelter;</li> <li>• on carriageway – ensure coach engine has stopped (emergency stop button) and hazard lights on, check all oncoming traffic has come to a standstill, then evacuate as above;</li> <li>• notify Emergency Contact and other relevant parties if delayed.</li> </ul> <p><b>if an accident happens on the motorway</b>, and the vehicle stops on hard shoulder follow guidance above.</p> <ul style="list-style-type: none"> <li>• if the vehicle is still on the carriageway ensure that all traffic has come to a stop on the motorway before attempting to get the children off the coach, especially if it is necessary to use the emergency exit on the offside of the coach. Ensure that an adult is the first off the coach so that the children can be taken onto the hard shoulder in small groups and away from the carriageway.</li> <li>• in the event of an accident on the motorway be aware of what other vehicles are involved – especially goods vehicles. If a vehicle is carrying hazardous materials, they will be displaying a HAZCHEM marker board. If it is necessary to evacuate, staff should be aware of the wind direction and assemble the party up-wind of the lorry. However, it may be wiser to keep group on the coach.</li> <li>• call the police. It is not necessary to call all three emergency services. If you are not sure of the location, ask the driver, or find the nearest marker post at the side of the motorway.</li> <li>• if diesel fuel is leaking from the coach, this will not be a fire hazard but it will make the grass or road surface very slippery. A further call to the police should be made to inform them of the leaking diesel.</li> <li>• if a fire starts on a coach it will most likely start at the rear of the coach or underneath in the centre. If the fire is at the rear get the young people off the coach by the front exit starting with those young people at the back. If the fire is in the centre then both front and rear exists will have to be used. Remember when using the rear offside exit, check that it is safe to exit and be aware of other traffic. There will be a fire extinguisher on the coach easily visible.</li> <li>• if any of the above happen on a non-motorway, the above still applies. It may be necessary to enlist the help of the occupiers of premises at the roadside so the group members are completely clear of the carriageway.</li> <li>• if it is only a breakdown and the coach is in a built-up area and vehicle speeds are relatively slow, it will always be safer for the group members to remain on the coach/minibus and for them to remain seated with their seatbelts still fastened.</li> </ul>
Additional hazards	<input type="checkbox"/> Additional precautions



### **Generic Risk Assessments user guidance**

**Purpose** - to encourage staff to identify likely hazards, agree general good practice, and apply consistent standards. The following procedure (or similar) is recommended:

**Select and print off** - all relevant and helpful forms (according to the type of visits and activities normally organised during the year) – others (e.g. that apply to one-off visits) can be added later if required.

**How many?** - one set of forms for small staff teams - or one set per department for large staff teams.

**Complete draft forms** - initially by one or two staff with appropriate experience;

**Staff meeting 1** - introduce and leave draft forms in a file for all relevant staff (i.e. those who organise or help lead such visits) to inspect and consider over a short period (e.g. a week).

**Staff meeting 2** – discuss, amend, and agree main hazards and standard practice with all relevant staff (add names and initials in table below to indicate acceptance).

**Staff members who cannot agree** with the general consensus should complete their own risk assessment, but this must be agreed and approved by the Head teacher.

**Check and approve** – e.g. by line manager/head of dept: and/or visits coordinator if appropriate

**Store** - in a marked file in a clearly known and accessible place (e.g. staff room or dept office).

**How often?** - forms that apply to all visits (e.g. “All Educational Visits”) or to regular/frequent visits (e.g. “Visits to Museums” ) should be completed once, then reviewed, amended, signed and dated annually.

Please note that all risk assessments will need to be read and reviewed on a regular basis and depending on the activity or hazard you may be required to complete a full current review signed and dated, complete the ‘interim monitoring’ section above or to just read it prior to the activity taking place. On residentials you may be required to carry them with you. For some activities e.g., coach transport you may be required to sign and date the risk assessment to show you have read and agreed to its controls. All risk assessments must be fully reviewed every 12 months to remain current.

## **Appendix C – Advice for Support Staff with Driver**

### **Advice for Support Staff with Driver on Minibuses**

#### **Before Setting Off**

- Read the minibus risk assessment and enforce the safety controls listed in it.
- Reserve the most appropriate seat for yourself to allow you to supervise the passengers.
- See that students are supervised when boarding the vehicle, especially if they are using a rear door.
- 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.
- Always ensure that ambulant disabled passengers are seated safely and comfortably and that passengers travelling in their wheelchairs are safely restrained.
- Ensure that any wheelchair, and other equipment, not in use are securely stored.
- Make sure there is a complete list of the passengers being carried with a note of any special medical or other needs. Keep the list with other relevant documents in a place where it can be readily found in the event of an accident.
- Make sure all students are wearing seatbelts correctly.
- Check that no bags or clothing are caught in the doors, and check all mirrors every time before moving away in case latecomers are approaching the vehicle.
- Check that all luggage is secured.

#### **During the Journey**

- Do not allow noisy or boisterous behaviour.
- Try to keep the students occupied-the journey will seem much quicker.
- Enforce a “No Smoking” rule.
- Enforce a “No Alcohol” rule.
- Do not allow passengers to operate the doors, unless supervised.
- If there is any serious delay during the journey inform the school or organisation so that information may be passed to parents. A mobile phone is very useful for this purpose.
- Students must not be left unaccompanied in the minibus.
- If the vehicle breaks down, or there is an accident, give clear instructions to the passengers and see that students remain supervised; their safety is paramount.
- If there is a risk of fire, however small, evacuate the vehicle and move the occupants to a safe place.
- Ensure that litter is disposed of carefully (in a litterbag or bin) as cans rolling around the floor can be distracting.

## **At the End of the Journey**

- Ensure that students are supervised when leaving the vehicle, especially if they are using the rear exit.
- Never allow passengers to leave the vehicle until it is at a complete standstill, and safely parked by an adjacent pavement or other traffic free area.
- Do not leave students alone if no one has arrived to collect them.
- If necessary, assist the driver to reverse the vehicle. Never allow a child to do this. Do not stand directly behind the vehicle while it is reversing.
- Ensure that passengers take all their personal belongings with them.

## Appendix D- Additional Advice to Drivers

### Additional Advice for Minibus Drivers

On journeys where an escort is present, the items below should be divided between the driver and escort, with the driver concentrating on those tasks which directly relate to driving the vehicle.

#### Before Setting off

- Allow sufficient time for the journey.
- Avoid long spells of driving, and plan breaks to ensure you are fresh to continue and that students do not get restless.
- Conduct a pre-drive safety check before every journey.
- Passengers should only board the minibus from either the main school bus park or at the garages where the minibus is parked.
- 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. If you need to leave the vehicle, switch off the engine.
- Passengers should enter the minibus from the pavement adjacent to the bus, not from the road itself (unless using a ramp or lift at the rear).
- Ensure that students are supervised when boarding the vehicle, especially if they are using a rear door. Plan which passenger will sit in the front seat and by the doors.
- Do not exceed the carrying capacity of the minibus. Make sure everyone is sitting, one to a seat, and that passengers are using belts.
- Always ensure that ambulant disabled passengers are seated and comfortable and that passengers travelling in their wheelchair are safely restrained. Wheelchairs not in use must also be securely stored.
- Make sure there is a complete list of passengers being carried with a note of any special medical or other needs. Keep the list with other relevant documents in a place where it can be readily found in the event of an accident. Check that students have any necessary medication with them.
- Check that no bags or clothing are caught in the doors, and check all mirrors every time before moving away in case latecomers are approaching the vehicle.
- Check that all luggage is secured, and that **gangways and exits are clear**.
- Know the height, width, length and weight of the vehicle, and the position of the exterior fuel cap.
- Ensure all passengers are wearing their seatbelt correctly.
- Ensure weight limits are not exceeded and that weight is evenly distributed.

## **During the Journey**

- Do not allow noisy or boisterous behaviour, or
- Passengers should not trail flags or any other article from the vehicle.
- Enforce a “No Smoking” rule.
- Enforce a “No Alcohol” rule.
- Enforce a no drinking or eating rule
- Do not allow child passengers to operate the doors, and supervise any operation of the doors by responsible persons.
- Approach each stop slowly and with care.
- Use hazard warning lights on school trips when students are boarding or leaving the vehicle.
- If there is a delay during the journey inform school/lodge so that information may be passed to parents. A mobile phone is essential for this purpose, but must not be used by the driver while driving.
- Students must not be left unaccompanied in the minibus.
- If the vehicle breaks down, or if there is an accident, give clear instructions to the passengers and see that students remain together and supervised; their safety is paramount.
- If there is a risk of fire, however small, evacuate the vehicle and move the occupants to a safe place.
- If you have to stop for an emergency or breakdown whilst on a motorway, only stop on the hard shoulder, and as far away from the carriageway and passing traffic as possible. Again, ensure that passengers, especially students, remain together and are supervised.
- If requested by the police, or any other person having reasonable cause, given particulars of the driver’s name and driving licence, and the name and address of the minibus operator or owner.

## **At the end of the journey**

- Ensure that students are supervised when leaving the vehicle, especially if they are using a rear exit.
- Never allow passengers to leave until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic free area, and the hand brake is engaged.
- Always park so that passengers step onto the footway and not onto the road.
- Take particular care when reversing the vehicle if students are nearby. Avoid unnecessary reversing, but if it is unavoidable, seek adult assistance for directions, but ensure the assistant does not stand directly behind the vehicle.
- Do not leave students alone if no one has arrived to collect them. Ensure you know what to do if a child is not collected.
- Report any problems or incidents that occurred during the trip to the SBM/Minibus Officer.