



School Minibus and Company Vehicle Policy and Procedure

This policy was adopted
by the Trustees of Ivy Education Trust
on 19 July 2022

Review date: See policy history

Scope

Ivy Education Trust seeks to ensure that students have access to offsite facilities and curriculum opportunities, and that they always remain safe when engaging in activities off the school premises. Across the Trust our minibuses are used to:

- Extend our curriculum
- Ensure access to places otherwise unavailable to students within the school day
- Provide an extension to the normal education facility

Our minibuses are not for private use, nor may they be hired out to external organisations.

Requirements

School Responsibilities:

- To carry out the 10 week safety checks as recommended by the [DVSA](#), on the minibuses to ensure they are roadworthy.
- A record of all drivers' tests are kept on file and updated when required.
- All vehicles carry a log book, which will be completed by drivers before and after a trip. These are kept with the minibus keys or in the vehicle.
- To ensure drivers, who drive company vehicles, whether owned or leased, undertake a competency test, from a Trust approved provider, every 4 years.
- A current Insurance Certificate is held on file.
- All vehicles are taxed at the appropriate level.
- All vehicles hold section 19 approval which can easily be evidenced.
- All vehicles carry a first aid kit which is regularly checked.
- All vehicles carry a fire extinguisher.
- All vehicles carry the relevant breakdown information.

Driver Responsibilities:

To be eligible to drive passengers in any Trust minibus, or other company vehicle, the driver must:

- Hold a current driving licence, which is free of endorsements;
- Meet the [Government criteria](#) for school minibus drivers;
- Be aged 21 or older;
- Inform the school/Trust of any changes to their licence;
- Have successfully completed the minibus competency test with one of the Trust approved providers and hold a certificate of competence which is valid for four years;
- Not drive if taking any medication that may affect their fitness or ability to drive;
- Be familiar with the contents of the Highway Code and drive lawfully;
- Not drive a vehicle for longer than two hours without a minimum 20-minute break;
- Always carry an adequately charged mobile phone.

Before taking any vehicle out, the driver must carry out the following inspections along with others outlined in the vehicle log:

- Check oil, fuel, water and screen wash levels are appropriate.

- Check tyres for wear and damage and that they are within the legal tread limits.
- Check all lights are in working order.
- Ensure First Aid kits are in place and suitably stocked.
- Rear and side view mirrors are clean and adjusted as necessary.
- A charged mobile phone, warning triangle, fluorescent jackets are being carried.
- Fire extinguishers are in place and un-damaged.
- The general condition of the vehicle is good.

Before departure drivers will ensure the following:

- All seat belts are fastened.
- Passengers are advised that aisles must be kept clear at all times.
- The driver should not be distracted while driving, unless to inform them of an emergency situation.

After every trip the driver must ensure the following:

- Passengers are made to remove all belongings and litter.
- The vehicle is checked for lost property, litter or damage before the passengers are dismissed.
- Any litter is disposed of and the vehicle is left in a clean and tidy condition.
- The vehicle is not left with an empty fuel tank and the fuel level is recorded in the logbook.
- Any faults are recorded in the logbook and reported to office/maintenance teams as required.

In the event of a breakdown or accident:

- Ensure the vehicle is as far on the left-hand side of the hard shoulder or road as possible
- Switch on the hazard warning lights.
- Put the red triangular warning sign at least 45 metres (147 feet) to the rear of the vehicle, on the same side of the road (unless on a motorway).
- Summon help as soon as possible.
- Advise the school as soon as possible.
- Never stand at the rear of the vehicle.
- Follow safety advice in accordance with the [Highway Code](#).
- If it is unsafe to remain in the vehicle escort the passengers to a safe area.

POLICY HISTORY

Date	Nature of Change	Reviewed By	Date of Next Review
12.7.2022	New Policy	Nick Hill	No later than July 2026