



Bromstone Primary School & St.Mildred's  
Primary Infant School Federation

**Minibus Policy**

**Formulation date:** 1<sup>st</sup> September 2014

**Senior Team Responsibility:** Business Manager

**Governors' Reviewing Committee:** Leadership & Management, Health & Safety/Safeguarding Committee

**Reviewed on:** February 2026

**Next Review Date:** February 2027

**Associated Documentation:** Health and Safety Policy, Authorised Users File

## **Introduction**

The School Minibus is a valuable resource, which helps to provide children with access to school fixtures, visits and residential, as well as to numerous other extra- curricular activities. It is essential that all users of this resource are aware of all legal and procedural responsibilities pertaining to its use. We all have a responsibility for measures to improve safety when driving on school business This is important for the health and safety of the passengers, school employees, volunteers and of other road users.

This document should be read in conjunction with the following School Policies and LA Codes of Practice:

School Health and Safety Policy  
School Education Trips and Visits Policy  
Child Protection

## **Scope**

This policy covers all drivers of the school minibus, whether employees of the school, volunteers, governors.

## **Aims**

- To provide clear procedures relating to the use of the school minibus
- To ensure that all users of the school minibus are aware of their legal responsibilities

## **Responsibilities**

### **School Responsibility**

It is the school's responsibility to ensure that the vehicle is road worthy, has road fund licence, has valid MOT certificate, is insured and is serviced on a regular basis. The school will also undertake a risk assessment of the management and use of the minibus. The school will ensure that each driver:

- has undertaken the KCC Minibus Awareness Course.
- has a valid KCC Minibus Drivers Permit
- has a current valid driver's licence for the class of vehicle concerned.
- is aware of the checks that must be undertaken by the driver before the vehicle is taken on the road
- is aware of the defect reporting system.
- is aware of the location of the breakdown procedures and has access to the current vehicle documentation.
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## Drivers Responsibility

It is the driver of any vehicle on the public highway who is responsible in law for the safety of the vehicle. Drivers are reminded of their duty to comply with the Road Traffic Act as detailed in the Highway Code. The driver must:

- Ensure that they have a driver's licence that is valid for the class of vehicle along with the KCC Minibus Driver Permit.
- Notify the school of any change in health or eyesight, all drivers must meet the DVLA minimum requirements and state if eyesight is corrected by glasses or contact lenses.
- Undertake the minibus daily checks prior to driving the vehicle, these must be recorded.
- Report any defects immediately to the Business Manager

## Eligibility to Drive the Minibus

- All drivers must be aged between 21 – 70, with a full driving licence, which includes the correct category for the type of minibus they are driving. Currently the Ford Transit requires a category D1 (a motor vehicle used for the carriage of passengers with more than 8 seats but not more than 16 seats in addition to the driver). A vocational D1 licence is not required for drivers who passed their driving test before 1<sup>st</sup> January 1997. They will have the D1 category on their licence as "grandfather rights". The Peugeot Boxer minibus may be driven on car category B licence. All drivers must produce their original driver's licence to the Business Manager
- All drivers must have taken and passed the KCC Minibus Awareness Course and have a valid KCC Minibus Driver's Permit.

## Procedures

- The school minibus **must not** be used unless the driver meets the criteria set out above
- The minibus must be booked through the Business Manager.
- The Executive Headteacher has overall responsibility for the school minibus and has final authorisation on the use of the minibus. This responsibility may be devolved to the Business Manager where appropriate.
- The minibus must be collected from its parking place and returned to its parking place where possible, the keys should be returned to the Business Manager after every use.
- Any driver who is not confident in parking the minibus back in its space should inform the Business Manager so that other arrangements can be made.
- Any defects must be reported to the Business Manager or the Site Manager IMMEDIATELY. Minor defects can be reported after the journey has taken place. However, if the driver is in any doubt the vehicle **MUST NOT** be taken on the road.

- Any use of the first aid kit must be reported to the Site Manager, who will arrange for replenishment.
- The vehicle must be left clean, tidy and ready for use by the next driver, this includes ensuring that sufficient fuel is in the tank for the next journey, at the end of every journey.

### **Maintenance**

- An appointed person will carry out and record a weekly maintenance check on the minibus, this will include checking diesel levels and filling up when necessary.
- The minibus will be serviced in line with the manufacturer's recommendations.
- A full MOT will be carried out by the required date.
- Drivers are expected to undertake basic checks of the vehicle prior to undertaking their journey, please see Appendix A
- Licensing of the Vehicle is the responsibility of the Business Manager

### **Accident/Breakdown**

- The driver should inform the School as soon as possible, the school will arrange alternative transport and will implement the risk assessment if applicable.
- The insurance company help line number is available in the minibus.
- Insurance details should be swapped with any involved third party as soon as is possible. Under no circumstances should the driver admit liability.
- Where it is safe and necessary to do so students should be removed from the vehicle and taken to a safe area away from the accident site, where they should be fully supervised, until alternative transport arrives
- A visual check of the vehicle should take place before the journey resumes.

### **Health and Safety of Drivers and Passengers**

The driver should state the following to students:

- Seatbelts must be worn at all times. This is a legal requirement.
- Everyone should remain seated at all times
- Which entry and exit doors are to be used, it is recommended that the side door is used except in emergencies.

### **Emergency Equipment**

Fire Extinguishers

Regulation 42 and Schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 specify that every minibus must carry a British Standard fire extinguisher.

### First Aid Kit

A clearly marked first aid kit will be available on the minibus, this will be replenished and checked by the School Site Manager.

### **Other Considerations**

If at any time the students distract the driver, he/she should stop the minibus until the students are settled.

Where possible park the bus with the side doors to the kerb, where this is not possible students should remain seated until you are able to supervise them.

All school journeys must be risk assessed and staffed appropriately. If the destination is over 2 hours then a second driver must accompany the trip, and the driver must change on a 2 hourly basis

## **Appendix A**

### **Driver Duties**

**Every driver before taking a vehicle on to the Public Highway the driver must check:**

- The weekly minibus inspection sheet has been completed
- Mirrors and horn are fitted and in working order
- All lights and direction indicators are working.
- Windscreen wipers/washers are working.
- Number plates, windscreen and lights are clean.
- First Aid Kit is available and filled correctly
- Fire extinguisher/s are fitted as appropriate.
- Drivers must familiarise themselves with the dashboard controls and the operation of doors and door locking mechanisms
- Seats and seat belts are appropriate to the passengers needs

All defects must be reported to the Business Manager without delay. If you have any doubt as to the safety of your vehicle do not proceed - stop immediately and obtain qualified assistance.

Remember the safety of the driver and passengers may be at risk and that under the Road Traffic Act the driver of the vehicle is responsible for ensuring that it is roadworthy.

## Appendix B

Authorised person Weekly Minibus Checks

Vehicle Registration No: \_\_\_\_\_ Mileage: \_\_\_\_\_

Check	Checked & Correct	Defect	Repaired	Reported
Tyre Pressure				
Tyre Condition & tread Depth				
Lights – operation/cleanliness				
Engine Oil Level				
Coolant Level				
Brakes including fluid level				
Battery				
Windscreen Wipers/jets/reservoir				
Seat belts/buckles/fixings				
Operation of steering/gears/clutch				
Fire Extinguisher				
Jack/handle/wheel brace				
First Aid Kit				
Operation of Horn				
Doors, latches, locks				
Condition of wheel rims and trims				
Road fund licence/transport permit				
Condition of mirrors				
Operation of dash controls				
Excessive exhaust smoke				
Condition of body work/number plates				
Silhouette signs				
Rear Scope				
Cleanliness of Exterior				
Cleanliness of Interior				

All checks have been made and all defects rectified or reported to the Headteacher/Business Manager

Signature: \_\_\_\_\_ Name: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_