



**St John's Priory School
Banbury, Oxon**

VEHICLES, MINIBUS AND PARKING POLICY

For Prep School and Early Years Foundation Stage

This policy is available upon request from the School Office.

Responsibility:

The Proprietors of the school are responsible for ensuring any school minibuses operated on behalf of the school fully comply in every respect, with all legal transport and health and safety requirements. This responsibility is delegated to the School Business Manager to ensure its appropriate implementation.

Legal Status:

- Complies with Public Passenger Vehicles Act 1981
- Complies with PSV Operator Licensing and Passenger Carrying Vehicle (PCV) driver licensing requirements.
- Complies with the Transport Act 1985

Prepared with reference to:

- 'DfE Guidance (2013): *Advice on Driving Minibuses for school employers, Headteachers and other school staff*
- 'Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies' (Department for Education, November 2014)
- 'Planning and Leading Visits and Adventurous Activities' (RoSPA, 2013)
- 'Driving at Work: Managing Work-Related Safety' (HSE, 2014)

Applies to:

- The whole school including the Early Years Foundation Stage (EYFS), the out of school care and extra-curricular activities inclusive of those outside of the normal school hours;
- All staff (teaching and support staff), students on placement, the proprietors and volunteers working in the school

Related documents:

- The School Rules
- Behaviour Management Policy (including Sanctions, Rewards, and Exclusions)
- Equal Opportunities Policy
- Safeguarding Policy and Procedures including Child Protection
- Travelling in the school transport risk assessment

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Headteacher.
- The Proprietors undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.



Tracey Wilson: Headmistress
11 October 2019



Giorgio Mystkowski: Chair of Proprietors

Rationale

The School minibus is a valuable resource, which helps to provide pupils with access to School Visits and Off-Campus activities.

It is essential that all users of this resource are aware of all legal and procedural responsibilities pertaining to its use.

Aims

- To provide clear procedures relating to use of the School Minibus
- To ensure that all users of the School Minibus are aware of their legal responsibilities.

Legal Requirements

The law requires that a minibus must:

- Be adequately insured
- Be well maintained
- Have a valid MOT certificate (if more than one year old)
- Display a valid tax disc
- Correct seating with correctly fitted seat belts

The Proprietors and the School Business Manager will ensure that the school has our own safety policy and procedures for the minibus in line with the ROSPA Advice for Minibus Safety and their code of practice. A copy of the full code of practice is held within school.

The Proprietors and the SBM will ensure that the minibus carries, at all times, a fire extinguisher and a first aid box. The fire extinguisher must be a British Standard fire extinguisher.

The first aid box/bag must be of a good, reliable quality and suitable design.

Eligibility to drive the School Minibuses

As a proprietorial school, St John's Priory School is obliged to comply with legislation for commercial businesses. The definition of the term 'hire or reward' in the Public Passengers Vehicle Act 1981 is crucial to whether a vehicle is deemed to be a public service vehicle requiring appropriate licenses or not. Case law indicates that in circumstances where payments are made for services other than transport (such as school fees), such payments are likely to be viewed by the Courts as indirect payments constituting "hire or reward", because anyone who has not made the payment would not have the right to be carried in the minibus.

The Proprietors of St John's Priory School have a *Public Service Vehicle Licence (PSV)* (a restricted PSV licence covers the Proprietors for up to two minibuses) and follow the following criteria for the eligibility of its drivers:

- All drivers employed or engaged by St John's Priory School to drive its own minibus must be between 21 and 70 years of age and have a full, unrestricted D1 or D PCV entitlement on their licence (which involves their passing a medical and theory and practical tests)
- Any endorsements incurred by eligible drivers must be disclosed to the SBM, as these may affect eligibility to drive the vehicle. The Business Manager is responsible for organising an annual viewing of driving licences to ensure appropriate insurance coverage

The School Minibuses must not be used unless the named driver meets the eligibility requirements above.

Use of the school minibus

- Those wishing to use a School Minibus should book it out via the minibus-booking diary held by the Business Manager.
- The Headmistress has overall responsibility for the School Minibus and final powers of authorisation over its use.
- Drivers of the School Minibuses must complete a Minibus Vehicle Check / Log Sheet stored in the minibus along with the mileage and driver record sheet. This is to allow careful monitoring of the minibus, its condition and its general use.
- The School Minibus should be collected from and returned to The Depuis Centre and keys should be returned to the school key cabinet at the end of the journey, or as soon as possible thereafter.
- Any defects noted should be reported to the Office as soon as possible. More serious defects MUST be reported 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 onto the road.
- Any cash required for a journey, which specifically relates to the minibus (i.e. to purchase fuel) should be requested from the Business Manager's office. Receipts should be obtained for any such expenditure and handed in to the office upon return.
- Overall responsibility for ensuring that the School Minibuses are properly maintained and licensed lies with the Headmistress. However, this responsibility is devolved to the Business Manager.
- The School Minibus should be regularly serviced according to manufacturer's recommended practice. The Headmistress delegates responsibility for arranging this servicing with a reputable and suitably qualified organisation to the Business Manager.
- Minor checks of the vehicles (oil, water, tyres etc.) will be completed at least every 21 days by the Minibus Driver.
- Prior to ANY journey, the named driver must complete a visual check of the vehicle. This must be completed using a minibus Vehicle Check/Log Sheet kept in the minibus. Drivers MUST NOT assume that this has been completed. They should remember that as a driver, they will be held legally responsible for driving with any defect.
- Licensing of the School Minibuses is delegated by the Headmistress to the Business Manager, who must ensure that all Road Tax, Insurance and MOT certificates are up to date.

In the event of an accident

- The driver should inform the Headmistress or a member of SLT as soon as is reasonably possible.
- Insurance details should be swapped with a third party as soon as is possible. However, NO LIABILITY should be admitted.
- Where it is safe and reasonable to do so, pupils should be removed from the vehicle and taken to a safe area away from the accident site, where they should be fully supervised.
- A visual check of the vehicle should be undertaken before the journey resumes.
- If the vehicle is not roadworthy the driver should contact the Breakdown Service.

In the event of a breakdown

- The driver should inform the Headmistress or a member of SLT as soon as is reasonably possible.
- The Breakdown service should be contacted as soon as is reasonably possible.
- Where it is safe and reasonable to do so, pupils should be removed from the vehicle and taken to a safe area away from the breakdown site, where they should be fully supervised.

Health and Safety of Drivers and Passengers

The named drivers should state the following to the pupils before the commencement of the journey:

- Seatbelts must be worn at all times. This is a legal requirement. (It is the driver's responsibility to check this).
- Everyone should remain seated at all times.
- Which entry and exit doors are to be used. (It is recommended that side doors be used except in emergencies).
- Gangways and doorways are to be kept clear at all times. Bags should be kept on laps or stored under seats securely.

Other considerations – Bus Rules (appendix a)

- If at any time the pupils distract the driver, s/he should stop the bus until the pupils are settled. Do not try to continue. Remember that they may also be distracting other drivers.
- Where possible park the bus with the side doors to the kerb. Where this is not possible, pupils should remain seated until you are able to supervise them from the road.
- It is essential that all drivers of minibuses have had sufficient rest prior to undertaking a journey. The driver must therefore assess whether they are safe to drive before commencing a trip.
- Drivers should remember that prescribed medication or over the counter medications may affect their ability to drive.
- On no account should you drive a Minibus if you have had any alcohol within the previous 12 hours.
- Drivers MUST NOT drive for longer than 2 hours without taking a break for at least 15 minutes. Remember tiredness kills.
- Pupils should only be taken on a journey in the minibus accompanied by one adult after a risk assessment has been completed
- **Staff are not permitted to use their own vehicles for the conveying of students, adults, goods or items.**

Additional minibus Information

Our minibus is tested in accordance with law at the local Vehicle Inspectorate and satisfies the criteria for use as a public service vehicle. It has regular safety checks.

A log sheet must be taken on each journey, completed by recording the starting and closing mileage readings, detailing any defects and signing before returning, along with the vehicle keys and permit, to the Business Manager.

Updated October 2019

We only hire those companies whose coaches have individual seat belts. We instruct all students travelling by coach or minibus to wear a seat belt.

Internal damage to the minibus is not covered by insurance and the responsibility for the repair lies with the individual or organisation using the minibus (The Business Manager will decide upon the repairer to be used);

If an offence is committed the driver is responsible for promptly notifying the Headteacher. Any fines incurred are to be paid by the driver.

Morning School Transportation for pupils

All procedures outlined within this policy apply to the transport arrangements and the following procedures are also applied:

- Children who are picked up on the route to St John's Priory School must be ready to board the minibus at their collection point upon its arrival and must be accompanied by a parent/carer
- Parents are responsible for securing their children in the school minibus and for adjusting their seatbelts.
- The driver is responsible for checking that all seatbelts are securely fastened and that children understand the rules and expectations of behaviour during minibus travel.
- Children should not bring food for consumption on the morning bus.
- Upon arrival at St John's Priory School, the driver parks in the bus bay at the end of St John's Road and waits with the children in the bus until the two staff members (on a rota basis- as set out and displayed in school staffroom and Afterschool room) arrive to collect the children.
- Two staff members arrive promptly as the minibus arrives and wearing high visibility jackets. They must account for each child on the minibus, alight them safely from the minibus with their belongings and cross them safely across St John's Road; then escorting them via the front of school access door and into our Early Morning provision. Any large items should be collected and brought into school by the driver, having safely parked the minibus at the Dupuis Centre.

There is currently no transport provision at the end of the school day.

Communication of changes to schedule

- In the event of sickness on the morning of collection and only in this event, a text message should be sent to the school minibus driver prior to the usual time of collection. This will alert the driver that a child will not be needing transport on this morning and will allow them to continue the school journey without them. No telephone calls should be made to this number as it will not be answered by the driver. The number to send a text message to in this event is: 07402402415.

Car Parking

Car parking is a concern as it is a hazard for those who use the school. It is also a hazard for neighbours who live within the vicinity of the school. Drivers parking cars at the school, near it or dropping or collecting students at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community. In particular, the road markings near the school should be observed at all times.

There is regular contact with the traffic police and the traffic warden

Letters to parents emphasise the following:

- Care of our neighbours
- Not parking on yellow lines
- Dropping students off and then driving on to keep the traffic flow moving, rather than parking and waiting

All comments by parents or neighbours will be followed up.

Updated October 2019

Offsite activities using coaches will be planned either before the normal school arrival time or once the school is in session. Coaches and minibuses are encouraged to use the bus-parking bay at the end of St John's Road.

Additional steps are taken to encourage safe crossing and visibility of pupils during our annual participation in Road Safety Week. Pupils are all educated in improving their visibility and in safe road crossing practice and high visibility jackets are available for purchase from the school office. The school secretary attends the school gates at the beginning and end of the school day and will alert the Headteacher of any incidents that may compromise the safety of our pupils, their families and our neighbours. Any such incidents will be addressed by the headmistress.

Hi Viz jackets should be worn on the school transport, these are available for purchase from the school. There is a set of jackets kept on the bus in case of emergency.

