



MINIBUS POLICY

Applies to:

- the whole school, inclusive of activities outside of the normal school hours;
- all staff (teaching and support staff), the proprietor and volunteers working in the school.

Availability:

This policy is made available to parents, carers, staff and pupils via the school website.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Headteacher.
- The Proprietor undertakes a formal 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. The key priorities from the review are incorporated into the School Development Plan on an annual basis.

Reviewed by:

Michelle Jenkin (Headmistress)

Date: 20th October 2025



Kane Andrews (Proprietor)

Date: 20th October 2025

Related Documents:

- Safeguarding Policy
- Staff Code of Conduct

CONTENTS

AIMS AND OBJECTIVES.....	4
LEGISLATION AND GUIDANCE.....	4
1. VEHICLE.....	5
2. PERMITS AND LICENCES.....	5
2.1. Operator requirements	5
RISK ASSESSMENT	5
2.2. Specific journeys:	6
3. DRIVERS AND OTHER STAFF TRAVELLING ON THE MINIBUS.....	6
3.1. Designated drivers	6
3.1.1. Driver responsibilities	6
3.1.2. Speed Limits	6
4. SAFETY AND EERGENCY PROCEDURES.....	7
4.1. Seating arrangement when travelling in the minibus.....	7
4.2. Breakdown and Accident Procedures.....	7
4.3. In the event of an accident:.....	7
5. EQUIPMENT TO BE KEPT ON THE MINIBUS	8
APPENDIX A – PRE-DRIVE SAFETY CHECKLIST	9

AIMS AND OBJECTIVES

This policy relates to minibuses leased or owned by the School, which are used for activities arranged by or on behalf of us. It does not relate to minibuses hired by other parties, such as minibuses hired by parents to transport their children to and from School.

The purpose of this Policy is to:

- ensure the safety of minibus users (both the driver and passengers), other road users and pedestrians;
- ensure we are meeting our health and safety and safeguarding obligations; and
- ensure we are operating within the terms of our operator's licence.

LEGISLATION AND GUIDANCE

This policy:

- is based on Guidance issued by the DVLA, DVSA and the Traffic Commissioner;
- is written in accordance with the terms and conditions of our operator's licence as issued by the Traffic commissioner;
- Takes into account the Road Vehicles (Construction and Use) Regulations 1986.

1. VEHICLE

All minibuses leased or owned by us must fall within the definition of a minibus as set out in The Road Vehicles (Construction and Use) Regulations 1986:

“a motor vehicle that has been constructed or adapted to carry between 9 and 16 passengers, in addition to the driver.”

A minibus is classed as a category D1 vehicle by the Driving Vehicle Licencing Authority, which is relevant when determining who can drive a minibus (see below).

2. PERMITS AND LICENCES

As we are a fee-paying school and are therefore not eligible for a Section 19 Permit, the following criteria must be met:

- all minibus drivers must hold an unrestricted D1 driving licence; and
- the School must hold a Public Service Vehicle (PSV) operator's licence.

2.1. Operator requirements

- We have satisfactory facilities and arrangements in place for maintaining vehicles in a fit and serviceable condition. Detailed records must be kept of vehicle maintenance.
- All minibuses must have a valid MOT Certificate (if applicable) and be correctly taxed.
- All minibuses will be insured with comprehensive insurance cover.
- Drivers must comply with 'drivers hours' rules.
- We have a suitable operating centre which is:
 - big enough to accommodate the vehicle normally kept there and to carry out checks of the vehicles to ensure they comply with the rules on driving and operation; and
 - safe for vehicles to enter and exit.
- We have sufficient financial standing to maintain the vehicle(s) in a fit and serviceable condition.

RISK ASSESSMENT

Written risk assessments will be conducted at regular intervals and detailed records should be kept. Risk assessments are kept in the Risk Assessments folder on the School system.

Risk assessment will identify hazards, the likelihood of a hazard occurring, the likely severity of any injury or property damage, who might be affected, existing safety measures, new safety measures that may be needed, how safety measures are implemented and emergency procedures.

A general risk assessment, covering regular or frequent journeys, will address the process of recruiting, training and supervising drivers, issues relating to the age, needs and behaviour of passengers, parental consent, selecting and maintaining the minibus, journey planning, accident/emergency procedures and general administration matters. This risk assessment will be periodically reviewed to ensure it remain appropriate and are being followed properly.

2.2. Specific journeys:

- unusual or non-routine journeys - a specific risk assessment may need to be conducted in advance.
- special educational needs and/or disability - a specific risk assessment may need to be carried out.

3. DRIVERS AND OTHER STAFF TRAVELLING ON THE MINIBUS

3.1. Designated drivers

Driving a minibus is significantly different from driving a car. A minibus is larger, longer, wider and heavier than a car, and actions such as braking, turning and parking will be considerably different. Minibuses can also carry a higher number of passengers than a car, and drivers need to be able to effectively supervise the passengers whilst driving safely. Driver training is therefore essential.

Only drivers who have attained and maintain a valid and current licence and qualifications are permitted to drive the minibus.

In addition, drivers must also be vetted by the Disclosure and Barring Service, as they will likely drive pupils whilst unsupervised by another member of staff.

We maintain a list of drivers who are permitted to drive school minibus, it can be requested from the Head.

3.1.1. Driver responsibilities

Under the Road Vehicles (Construction and Use) Regulations 1986, the driver is responsible for ensuring:

- the vehicle is roadworthy;
- daily/weekly checks have been undertaken and entered into the vehicle's log book;
- appropriate emergency procedures are in place;
- frequent breaks are taken on long journeys (a 30 minute break is required for every 2 hours driving)
- adequate rest time is taken after 50 miles (during this time, drivers must not supervise pupils)
- other drivers are available to provide cover in an emergency, supervise children, and minimise the risk of driver fatigue.

3.1.2. Speed Limits

Minibuses are subject to lower speed limits than other vehicles. Drivers must be made aware of the speed limits which apply:

Built up roads	30 mph (unless signed lower)
Single carriageway	50 mph (unless signed lower)
Dual carriageway	60 mph (unless signed lower)
Motorway (minibus less than 12 metres)	70 mph (unless signed lower)
Motorway (minibus longer than 12 metres)	60 mph (unless signed lower)

All minibuses first used or registered after 1 October 2005 have a speed limiter fitted which restricts the maximum speed of the minibus to 62 mph. Minibuses are also restricted from using the outside lane of a motorway that has three or more lanes.

4. SAFETY AND EERGENCY PROCEDURES

4.1. Seating arrangement when travelling in the minibus

The following seating arrangements must be complied with:

- All minibuses must have seatbelts fitted, either a three-point seatbelt or a lap belt.
- Seatbelts must be worn at all times when the minibus is in motion, including by the driver.
- Children must only sit in forward facing seats.

4.2. Breakdown and Accident Procedures

All drivers and accompanying staff members must be made aware of the Breakdown and Accident Procedure:

In the event of a breakdown:

- The driver should move the minibus off the road. If this is not possible, it should be moved as far away from moving traffic as possible and a warning triangle used. Drivers should only set up a warning triangle where it is safe to do so and should wear a hi-visibility jacket.
- Pupils should be moved out of the minibus and as far away from traffic as possible. No one should stand between the vehicle and oncoming traffic.
- On motorways, no one should remain on the hard shoulder, especially where the motorway is a Smart Motorway.
- Pupils should be kept together, in one group.
- If other staff members are present, it may be suitable for the driver to leave pupils with them whilst the driver goes for help. If no other staff members are present, the driver must not under any circumstances leave the pupils alone.
- As soon as it is safe to, the driver should telephone the School to notify them of the breakdown. The School should then notify families.

4.3. In the event of an accident:

- The driver, and other staff members if present, should make the scene as safe as possible by using hazard warning lights and by setting up a warning triangle and should wear a hi-visibility jacket.
- If a pupil is injured in an accident, they should not be moved unless they are in immediate danger of further injury.
- The emergency services should be called immediately and be provided with information about the situation and any special circumstances, for example if any pupils have special needs.
- As soon as it is safe to, the driver should telephone the School to notify them of the accident and seek guidance. The School should then notify families.
- The driver must check that all pupils are accounted for.
- If the accident results in any injury, damage to third party's property or if driver details are not exchanged, the driver must make a police report.

5. EQUIPMENT TO BE KEPT ON THE MINIBUS

The following equipment must be accessible on all minibuses:

- a British Standard fire extinguisher of water or foam with a minimum test rating of 8A or 21B. If passengers in wheelchairs are being carried, the minibus should carry two fire extinguishers, one of which is kept in the passenger compartment.
- first aid equipment, which must be prominently marked as first aid equipment and easily accessible in the event of an emergency.
- a warning triangle and hi-visibility jacket(s).
- any safety plans which have been produced in respect of specific pupils.

APPENDIX A – PRE-DRIVE SAFETY CHECKLIST

The following Pre-Drive Safety Checklist must be completed at the start of each day the minibus is used. If drivers change during the course of the day, this checklist must be repeated.

Exterior Check	✓	X
Damage to bodywork		
Lights are clean and working		
Exterior mirrors are undamaged and are correctly adjusted		
Windows are clean and undamaged		
Windscreen wipers are undamaged		
Windscreen washer fluid level		
Brake fluid level		
Oil level		
Tyre pressures are correct		
Tyre treads are correct		
All doors open and close properly and lock		
Lift works correctly and is sufficiently stowed (if installed)		
Ramp works correctly and is sufficiently stowed (if installed)		
Interior Checks	✓	X
Internal mirrors are undamaged and are correctly adjusted		
Dashboard controls are working and set up correctly		
Brake works correctly		
Handbrake works correctly		
The driver's seat is positioned correctly		
Fuel level is sufficient for the planned journey		
Heating and ventilation systems are working		
All required equipment is in the minibus and accessible, such as hi-visibility jackets, fire extinguishers, warning triangle, first aid kit etc.		
All relevant paperwork is in the minibus (e.g. s19 Permit, emergency contact details, passenger safety plans, driving licence)		
All interior lights are working		
Equipment for wheelchair users is on board, such as wheelchair tie-down, passenger safety belts and harnesses (if required)		