



# WEST GRANTHAM

Church of England Secondary Academy

## TRANSPORT AND MINIBUS POLICY

Review cycle:	Two yearly
Reviewed by:	Site Manager
Approved by:	Local Governing Body

VERSION	DATE	AUTHOR	CHANGES
1	1 March 2023	Justin Parsons	New policy
2	3 March 2025	Andy Batten	Full review

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## **1. Rationale and aim**

The policy relates to West Grantham Church of England Secondary Academy (WGSA) and its safe engagement with, and use of, academy owned vehicles and minibus transport. This document will also reference occasions where further vehicles may be used, either through hiring or use of personal staff vehicles.

These considerations are predominantly related to the transport of young people in the care of WGSA but may apply to the movement of goods or adults as a part of academy operation.

This aims to protect the safety of academy staff, students and other road users by reinforcing and outlining expectations associated with travelling on the road.

## **2. Authorisation to drive**

There may be occasions where staff are requested to drive vehicles as part of their working day or to fulfil the needs of the academy. It is the responsibility of the driver to ensure that they hold a current and valid driving license for the vehicle, country, and situation for which they are operating a vehicle. The academy cannot issue certification or entitlement to drive, this is the purview of the UK Driver and vehicle licensing authority (DVLA).

A central record of copies of driving licences for those members of staff who are authorised to drive the vehicles is stored and updated annually by the Site Manager or nominated person.

Any individual requiring to drive a vehicle heavier than 3.5 tons and/or carrying more than eight individuals, must hold a current D1 entitlement on their driving license. Individuals required to drive a minibus under 3.5 tons with up to, and including, eight passengers, must hold a valid B entitlement.

All drivers will have an induction and familiarisation session before driving the academy minibus.

An individual is authorised to drive until any of the below conditions are met. All drivers have a duty of care to inform the Site Manager if any of the below are true:

- a) Are no longer entitled to drive in the UK
- b) Accumulating more than six live points on their licence
- c) Have a collision in the minibus unless it was clearly the fault of a third party
- d) Have complaints about their driving confirmed
- e) Acquire a medical condition that would affect their ability to drive
- f) They are under 21 or reach 70 years of age (when they are not covered under academy insurance)
- g) Not driven a minibus for more than two academic years (this a local condition)

MIDAS certification is a demonstration of competency, it is not a replacement for appropriate DVLA qualifications relevant to certain classifications of vehicle.

## **3. Driving**

For use of academy vehicles, all drivers must follow the criteria of Appendix A - Vehicle expectations.

WGSA expects that drivers will conform to the current driving laws at all times and adjust their speed and driving style to best suit prevailing conditions. At all times, staff should behave with courtesy and professionalism, as representatives of the academy.

When a driver undertakes a single planned journey of up to two hours, a rest break is voluntary. There must be a second driver for any minibus undertaking a planned single journey of more than three hours. Neither driver may drive for more than three hours in any four.

- Drivers should ensure they conduct pre-use checks of the vehicle (Appendix B)
- Understand the personal, legal implications if procedures are not adhered to. For example, “It is the driver's licence that will suffer if the vehicle is found to be defective. It is also the driver's responsibility to ensure the safety (including the use of seat belts) and welfare of all passengers” (ROSPA, August 2015)
- Never use a mobile phone as the driver of the vehicle, unless it is parked in a safe place with the engine switched off. Making genuine emergency 999 or 112 calls whilst driving is legal

#### **4. Use of personal vehicles**

In most situations, it is preferable to make use of academy vehicles. However, there will inevitably be occasions where this is either not possible, or not practical for the requirements. This may include, individuals visiting other academy or Trust sites, home visits, emergency situations.

WGSA will expect staff to ensure that they hold correct and current licenses for their own vehicles and that all necessary legal arrangements are in place for the safe use of their vehicles.

Individuals will behave in a safe and appropriate manner as representatives of the academy and follow all relevant traffic laws and regulations.

Staff will be eligible to claim “mileage” for use of personal vehicles for work related activities. This may extend to cover parking. It will not cover any parking fines or fixed penalty notices received due to driving violations.

#### **5. Use of hired vehicles (driving)**

There may be a necessity to make use of borrowed or hired vehicles to fulfil a shortfall. For example, additional minibus to support multiple groups travelling or a van to aid in moving larger items.

These occasions will be kept to a minimum with the intention to reduce diary clashes and avoid excess costs.

Hired vehicles should be sourced from reputable organisations. Discussion regarding cost, insurances, certification etc must be carried out prior to confirmation of booking.

Vehicles should be checked on receipt and before returning to make sure they are safe and roadworthy and identify any existing/damage to the vehicle. The pre-drive check form (Appendix B) should be used for this process.

At the end of the hire period, the vehicle should be returned in the condition it was received.

All other processes associated with driving a vehicle will be in line with this policy.

#### **6. Use of hired vehicles (passenger)**

For larger journeys or school trips, it may be appropriate to hire a larger vehicle such as a coach or bus, with a driver.

The use of reputable companies is advised when booking such services. The academy should clarify that appropriate licensing, insurance and safety checks are in place prior to departure.

Any hired-in staff are not to be considered replacement for academy staff in regard to supervision of students. At least one member of WGSA staff should be present at all times and assume the role of responsible adult for student welfare.

Staff may carry out a visual inspection of the vehicle upon arrival for any defects. If they have any concerns regarding safety, these must be discussed with the driver immediately. If these concerns are not addressed

or alleviated, then students may not board the vehicle.

The driver shall be considered the responsible person in respect of vehicle safety.

## **7. Reversing and manoeuvring of vehicles**

Reversing vehicles can be particularly hazardous. Typically, these will be low speed manoeuvres within restricted areas where the driver may have restricted vision of their surroundings.

- If possible, avoid reversing or hazardous manoeuvres. Aim to continue in a forward direction at all times to minimise inherent risks
- Always check the area around the vehicle before attempting a manoeuvre - if necessary, make use of a guide of banksman
- If you use a guide, ensure they are visible to the driver at all times - if two members of staff are present, one should be the guide when reversing. Use of students to aid in these situations is never encouraged
- Ensure rear view mirrors are clean and properly adjusted to the driver at all times

## **8. Parking**

Drivers must be conscious of their surroundings when parking any vehicle. This is of increased significance where a vehicle will be left unattended.

- Adhere to local parking restrictions
- Ensure that entrance/exit points for buildings and sites are not obstructed
- Where possible, vehicles should be within designated parking or drop-off zones
- Avoid causing disruption to emergency services, other road users and pedestrians
- Consider the safe loading and unloading of passengers or cargo from the vehicle
- Consider leaving signage in vehicle windscreen as to driver's whereabouts if safe and appropriate to do so
- If it is not possible to park in a location where the vehicle can exit forwards, consider reversing the vehicle into the space to facilitate a safer departure

It is the driver's responsibility to ensure that parking penalties are adequately dealt with for occasions that the vehicle is under their control.

## **9. Dealing with 'road rage'**

WGSA expects staff to behave as positive role models at all times, unfortunately it is not always possible to predict or control the behaviour of members of the public which may be encountered whilst on the road. If it becomes clear that an incident is escalating, or the member of staff is being threatened, then they should disengage as quickly as possible and remove themselves from the situation.

Appropriate supervision should be in place to ensure that students are in their seats and not antagonising other road users. Staff should follow the academy behaviour procedure and apply appropriate sanctions where required.

- Should a driver feel that their emotions are heightened or liable to lash out, they should find a safe place to park the vehicle and take a few minutes to re-compose themselves before resuming their journey
- If threatened by another driver, do not retaliate by flashing lights, sounding the horn, or making gestures; this often escalate the situation
- If forced to stop, stay in the vehicle with windows closed and doors locked and be prepared to drive off
- If necessary, use your mobile phone to contact the police for assistance
- Note any details of the incident so that it can be reported to the authorities if warranted, ie

registration number, make and colour of vehicle, a description of the driver and/or occupants, time, location, etc

- Upon returning to the academy, staff should notify their managers of any incidents

## **10. Capability and concerns**

As outlined above, WGSA expects eligible drivers to conform to all relevant UK legislation in regard to qualification to drive and behaviour when on the road for them to be permitted use of academy vehicles.

It may become necessary to withdraw access to academy vehicles where staff fail to meet these requirements or if concerns are raised regarding their performance. Examples of which may include:

- Reports of unsafe behaviour on the road
- Inappropriate language or displaying “road rage”
- Causing harm to the reputation of the academy
- Safeguarding concerns
- Involvement in significant accident or repeated involvement in minor incidents
- Medical or physical capability concerns which put the driver and/or passengers at risk

In these circumstances, a line manager will discuss the concern with the member of staff. If appropriate, an investigation will be carried out in compliance with HR guidance, and suitable adjustments taken from the outcome.

## **11. Students and young people (safeguarding)**

The academy policies and approach to protecting the safety and welfare of children and young people must be adhered to at all times, including when driving and away from academy sites.

The driver, or designated trip leader where relevant, shall be considered the responsible person on a vehicle. They are authorised by the academy to make decisions which protect the safety of students in their care.

On any journey when a member of staff is driving, it is not acceptable or safe to expect a driver to exercise general supervisory responsibilities during the journey. The academy, therefore, require an adequate number of responsible adults to drive and supervise the pupils.

Students must adhere to academy expectations for behaviour at all times, avoid acting in an unsafe manner and follow instructions from responsible adults. Seat belts shall be worn when available.

Drivers should be conscious of any passengers and ensure that their speed, driving style and demeanour do not unduly affect or traumatise and should strive to embody exemplary driving standards at all times.

## **12. Accidents / incidents**

**a) Minor** - The vehicle is still drivable and roadworthy.

In the event of an accident, the driver and additional staff present should ensure that all passengers are safe and uninjured.

The driver should record details of other vehicles at the scene, e.g., type of vehicle, number plate, insurance details and name and address of other driver(s). Where possible, photographs should be taken of the accident/incident to assist with any insurance claim.

An incident form must be completed on return to the academy and given to the Operations Manager or nominated person.

**b) Major** - The vehicle is not drivable, or staff/students have received injury.

Where possible and safe to do so, staff should direct students/passengers to an area of safety away from traffic or immediate harm and await assistance. A member of staff must stay with students at all times.

The driver must telephone the emergency services (ie Police or Ambulance) then follow the EVC policy procedure and telephone the academy emergency who will then contact a senior member of staff on call to advise them of the incident. The senior staff member will assess the situation and advise accordingly.

The driver or additional staff member should keep the senior staff member up to date on events at all times.

### **13. Breakdown**

The Site Manager has contact details of the recovery service, and these are also held in the minibus/van.

If the minibus/van breaks down the driver must call the recovery services who will attempt to repair the vehicle and if unable to, will arrange for the bus to be towed back to the academy.

The staff and students must go to an area of safety away from traffic and stay with the students at all times.

If the vehicle cannot be repaired at the roadside, then the driver must call the academy emergency contact who will arrange transport to return the staff and students to the academy or safe refuge.

### **14. Maintenance**

Academy vehicles will be serviced annually and have a valid MOT certificate and insurance in place.

The academy minibus will be checked every 10 weeks by an independent party to ensure that each minibus meets the requirements set by the DVLA.

Maintenance of the minibus will be routinely checked by the academy site staff, which will include tyre pressure / condition, washer bottles, coolant etc. in line with the weekly checks in the pre-drive checklist (Appendix B).

Before the minibus is used, a pre-drive safety check (Appendix B) will be carried out by the driver and any defects will be reported to Site Manager to arrange prompt repair (Appendix C).

### **15. Implementation and review**

This policy will be circulated to all academy staff and published on the academy website for parent/carer information.

The policy will be reviewed two yearly, or as required by significant change to circumstance/usage or due to incident.

The effectiveness of this policy will be regularly monitored by the Site Manager, academy leadership and SNMAT.

## **Appendix A – WGSA Vehicle expectations**

- 1) Only an authorised driver can drive the minibus - see Section 2 of this policy
- 2) Drivers should collect vehicle keys from academy reception and sign the register accordingly
- 3) The driver must check vehicles before departure and complete a Pre-Drive Safety Check form (Appendix B) and mileage sheet in the minibus cab
- 4) Drivers are required to have zero intake of alcohol or illicit substances in the hours before driving
- 5) Individuals should not drive if suitably unwell or under the influence of heavy medication
- 6) The driver is fully responsible for vehicle and any passengers
- 7) Ensure academy reception, or designated SLT member on call are given a complete register of students and staff on board and an itinerary for the journey
- 8) Where possible, sufficient fuels should be purchased before the start of a journey at a reputable garage by academy credit card
- 9) The driver must ensure that all the passengers or cargo are appropriately belted/secured before journey starts
- 10) The driver must have an emergency contact number for the academy or emergency contact
- 11) When parking, the driver must be considerate of local traffic restrictions and access routes. The driver must ensure the vehicle is secure; all doors locked, windows closed and lights off
- 12) The driver must report any faults to the Site Manager. Please see Appendix 3 of this policy
- 13) The driver is to ensure that all rubbish is removed from vehicle upon return to academy site
- 14) After the journey, the driver must return vehicle keys to the academy reception

## Appendix B - Pre-drive safety check form

Before the minibus is used, the driver should conduct a pre-drive safety check. They should walk around the vehicle to check for visible defects checking the items listed below. This should be repeated each time the driver takes over the vehicle.

Daily Checks			Weekly checks		
	Safe	Concern		Safe	Concern
Fuel level			Oil level		
Windscreen & windows undamaged & clean			Coolant level		
Mirrors correctly adjusted, clean & unobstructed			Brake fluid & pedal check for pressure		
Wiper blades & washers undamaged and functional			Dashboard controls Position & function of all controls		
Lights Including Brake Lights & Indicators			Damage & sharp edges Check internal and external trip and surfaces.		
Tyre pressure check tyres are not visibly deflated			WHEEL BRACE & JACK		
Tyre condition including tread, cuts, bulges, etc			First aid kit Present and stocked		
Seat belts undamaged & functional			Fire extinguisher Present and tag intact		
Cargo or luggage stowed securely & exits clear			Paperwork Permit Disc, Insurance, MOT & Tax		
Rubbish all rubbish to be collected			Windscreen washer fluid		

If any of the “**Concern**” boxes are checked, **DO NOT USE THE MINIBUS**

Report **ALL** faults to WGSA Site Manager and wait until faults have been rectified and re-check

Name of Driver		Date	
Signed			



## Appendix C - Minibus defect notification form

Any concern or fault must be reported to the WGSA Site Manager or designated person as soon as possible so that the appropriate action can be taken.

Please use this form or email [premiseshelpdesk@wgacademy.org.uk](mailto:premiseshelpdesk@wgacademy.org.uk)

Nature of defect(s)			
Reported by		Date	
Remedial action(s) taken			
Date			

## **Appendix D – Minibus equipment checklist**

The following items should be present on the academy minibus(es). These should be regularly reviewed to ensure they are in place and in a safe and useable condition.

### **First Aid Kit**

- antiseptic wipes
- conforming disposable bandage
- triangular bandages
- packet of assorted adhesive dressings (plasters)
- large sterile un-medicated dressings
- sterile eye pads
- assorted safety pins
- pair of rustproof blunt-ended scissors
- disposable gloves
- Mouth mask for resuscitation.

Any use of a first aid kit must be recorded and reported to reception and an accident form completed and that stock is replaced after use.

### **Fire Extinguisher**

- At least one Class B fire extinguisher ie. Foam.

### **Other Equipment**

It is advisory that the following should also be carried:

- Pen and paper
- A copy of this document
- Academy / emergency SLT contact details
- Insurance details
- Motoring breakdown policy details
- An emergency warning triangle or a beacon
- A working torch
- Sterile gloves and face masks.
- Sick bags
- Grab bag containing emergency contact list
- hi-visibility vest(s)
- disposable foil blanket(s)