



# OUR LADY OF LOURDES

CATHOLIC MULTI-ACADEMY TRUST

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## Minibus Policy

### Document control

Version 1.00

Version 1.01

Version 1.10

Version 1.11

Genesis 45: 14 INV

“In addition," Pharaoh ordered, "Do this: take some transport wagons from the land of Egypt for your little ones to ride in, along with your wives, and bring your father and come! “

#### Trust Mission Statement

We are a partnership of Catholic schools and our aim is to provide the very best Catholic education for all in our community and so improve life chances through spiritual, academic and social development.

We will achieve this by:

- Placing the life and teachings of Jesus Christ at the centre of all that we do
- Following the example of Our Lady of Lourdes by nurturing everyone so that we can all make the most of our God given talents
- Working together so that we can all achieve our full potential, deepen our faith and know that God loves us
- Being an example of healing, compassion and support for the most vulnerable in our society

This Policy was approved and adopted by the Academy Trust Company on:	11.12.2024
Policy Review date:	3.11.2025
Reviewer:	Dave Burrough

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## Forward

Trust mini buses will be operated under section 19 permits. A section 19 permit allows a driver to drive certain mini buses holding a full class A driving licence with either D1 or D1(101) licence categories.

Under a section 19 permit, the person driving the mini bus must not be doing so for hire or reward.

### Section 19 - Minibus Permit - Driving Licence Information

#### What is a minibus?

A minibus is a passenger carrying vehicle with a minimum of 9 and a maximum of 16 passenger seats (plus the driver's seat).

#### Driving licences held before 1 January 1997

Driving licences issued prior to 1 January 1997 usually shows entitlement to drive Category D1. This entitlement permits a driver to drive a minibus with up to 16 passenger seats without needing an additional driving test. The code (101) is normally printed next to this entitlement and means 'not for hire or reward'.

#### Not for hire or reward

Hire or reward generally means any payment in cash or kind made by or on behalf of passengers that gives them right to be carried in a vehicle. This means that the driver must not drive a vehicle if a fare or charge is made for the service, e.g.: a local bus service or even a minibus provided as a courtesy could be interpreted as hire or reward. To drive a minibus for hire and reward a driver must hold a vocational D1 passenger carrying vehicle licence (PCV) and will need to undertake an additional driving test via the Driving Standards Agency.

#### Driving licence held after 1 January 1997

Driving licences issues after January 1997 do not have category D1 and therefore licencees cannot drive a minibus without taking the additional driving test. However, holders of a full category B (car) driving licence may drive a minibus with up to 16 passenger seats provided all the following conditions are met:

- The vehicle is operated under a section 10 permit;
- the vehicle is used for social purposes by a non-commercial body but not for hire or reward;
- the driver is aged 21;
- the driver has held a car (category B) licence for at least 2 years;
- the driver is providing the service on a voluntary basis;
- the minibus maximum weight is not more than 3.5 tonnes (or 4.25 tonnes including any specialist equipment for the carriage of disabled passengers);
- if the driver is aged 70 or over, is able to meet the health standards for driving a D1 vehicle.

When driving a minibus under these conditions the driver may not receive any payment or consideration for doing so other than out of pocket expenses or tow any size trailer. They may only drive minibuses in the UK. Drivers aged 70 or over will need to make a special application, which involves meeting higher medical standards.

#### 'Section 19' - Small Bus Permit Scheme

Certain organisations can apply for a Minibus Permit, (Section 19 -Transport Act 1985) for vehicles that can carry between nine and sixteen passengers. The permit allows organisations who provide education, religious, social welfare, recreation and other activities that are beneficial to the community to make a charge without having to comply with the full passenger carrying vehicle entitlement (PCV) operator licensing requirements and without the need for their drivers to have PCV entitlement. It should be noted however, that volunteer minibus drivers who passed their car driving test after 1 January 1997 are restricted to drive minibuses which weigh no more than 3500kg gross vehicle weight. Section 19 permits have a life span of 5 years and must be renewed accordingly.

If no charge is made for the use of the bus at all, no permit is required. However, the word 'charge' covers more than just the payment of a fare. Any payment which directly or indirectly gives a person a right to be

carried on the vehicle (the legal term for this is 'Hire or Reward') would require the operator to hold either a Section 19 Permit or PSV Operator's Licence.

A 'Payment' can:

- be made by the person themselves or by someone else on their behalf;
- be direct (for example, a fare); or
- be indirect (for example, a subscription membership, payment for a hotel room or an admission charge - where, without the 'right to be carried' on the vehicle, they would not be able to use the hotel or reach the place for which they had paid admission).

Additional Information:

- A Section 19 permit currently costs around £8.
- A Section 19 permit is available from a Traffic Area Office or your Local Authority licensing department.
- For each permit granted, a disc will be issued which must be displayed on the inside windscreen of the vehicle.
- Only one vehicle can be operated under each permit, but the disc can be moved from one vehicle to another.
- If a school hires or lends the vehicle to another non-profit making body, they cannot use the school's permit, but must operate the vehicle under their own permit and disc.
- All permit bus drivers MUST be aged 21 or over.
- The permit system only applies to journeys entirely within the UK.

## Aims and Policy Statement

### 1. The Aims of this Policy

- a. To ensure that Our Lady of Lourdes Catholic Multi-Academy Trust complies with current legislation and guidance concerning the maintenance and driving of the Trust minibuses.
- b. To ensure that the safety of minibus users (both drivers and passengers) and other road users and pedestrians is paramount at all times.
- c. To ensure that Our Lady of Lourdes Catholic Multi-Academy Trust meets its health and safety and safeguarding obligations towards all members of the school community.

### 2. Policy Statement

- a. The Trust follows guidance contained within Driving School Minibuses – Advice for Schools and Local Authorities (September 2013), published jointly by the Department for Education, Department for Transport and Association of Chief Police Officers
- b. Minibus drivers must have one of the following to drive a minibus on behalf of the Trust:
  - i. A category D1 (unrestricted) driving licence and have undertaken *suitable and sufficient training* and be certified as a safe minibus driver.
  - ii. A category D1 (101) driving licence and have undertaken *suitable and sufficient training* and be certified as a safe minibus driver.

Note. *Suitable and sufficient training* is defined as one of the following: An approved MiDAS training course or a local authority Green Card, Permit to Drive or suitable alternative and equivalent. Suitable alternatives and equivalents to MiDAS will be determined by the Trust.

- c. The use of trailers is permitted only if the driver has undertaken training approved by the Trust.
- d. This policy and the procedures contained within it have been written to provide any members of staff who may need to drive vehicles on behalf of the school with the necessary knowledge and information in the light of growing legislation regarding the qualifications, insurance, operating, servicing and inspection requirements to safely operate our minibuses and carry passengers.
- e. The behaviour and competence of the minibus drivers will be fully assessed to ensure the safe operation of the minibuses and to keep employees and others free of harm.
- f. This policy extends to the use of hired vehicles that are used by the Trust.
- g. All drivers are required to read the minibus policy and sign the declaration at Appendix A before driving a minibus. An electronic version of the policy can be accessed via the Trust's websites. A copy of the policy will be included in the minibus folder.
- h. This policy and the procedures contained within it will be reviewed regularly as part of the Trust's Health and Safety review.
- i. Use of minibuses (including additional hire vehicles) for anything other than Trust business requires the permission of the Director of Estates & Facilities and in anything other than exceptional circumstances will not be permitted.
- j. The Head Teacher for each academy is responsible for ensuring that school minibuses operated on behalf of the Trust fully comply in every respect, with all legal transport and health and safety requirements. This responsibility is delegated to the Headteacher to ensure its appropriate implementation.
- k. To monitor the implementation of this policy.

## Roles and Responsibilities

### 3. Trust Director of Estates and Facilities

- a. Ensure that the Trust has appropriate safety procedures for its minibuses based on The Royal Society for the Prevention of Accidents (RoSPA) Advice for Minibus Safety and their code of practice (in addition to the DfE guidance). A copy of the full code of practice is available at [www.rospa.com](http://www.rospa.com).
- b. Arrange for appropriate insurance cover.

### 4. Responsible Property officer (RPO) or Site manager

- a. Ensure that servicing and MOT tests are carried out at the correct mileage / dates and that the service book kept is ready for inspection at any time.
- b. Ensure that weekly checks, as per Appendix D, are conducted by a trained member of staff on a weekly basis.

### 5. Designated Minibus Co-ordinator

Each academy shall appoint a designated minibus co-ordinator who will be responsible for the following:

- a. Ensure that the Driver Checklist is completed by each driver each day.
- b. Payment of annual road tax.
- c. Maintain a minibus folder to be given to the driver before each journey.
- d. Keep the driver declaration form and associated paperwork.
- e. Keep the 'Academy Mini Bus Driver Register' up to date (Appendix F.)
- f. Obtain updated driver declaration forms at the start of the academic year.
- g. Using the DVLA code shared by the driver to verify licence details.
- h. Ensure that the driver has completed the driver declaration form prior to driving a minibus.
- i. Be the keeper of the minibus keys and minibus documentation.
- j. Notify the Responsible Property Officer (RPO) or Site manager if a driver reports any changes to their driving status.
- k. Notify the Trust and the Responsible Property officer (RPO) or Site manager of any concerns or irregularities.
- l. Obtain a Section 19 permit which must be displayed in the minibus widescreen for all journeys.
- m. Ensure that roadside breakdown / assistance is available via a \*valid roadside recovery policy.  
*\* note that this may be procured centrally. Where this is the case, the Designated Mini bus Co-ordinator will be informed.*
- n. Provide to the Trust full details of each permitted driver annually or when declaration circumstances change.

### 6. Minibus Drivers

- a. Ensure that pre-use checks are conducted by completing the Driver Checklist (see Appendix C). If faults that might affect the vehicle or passengers' safety are found they must be reported immediately to the Minibus Co-ordinator and the vehicle must not be used until they are all remedied. The completed checklist must be returned to the Minibus Co-ordinator.
- b. Notify the Responsible Property officer (RPO) or Site manager of any problems with the minibus.
- c. Familiarise themselves with the relevant RoSPA ([www.rospa.com](http://www.rospa.com)) guidance e.g. Minibus Driver's Handbook and Minibus Safety – Code of Practice.
- d. 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 February 2008
- e. Comply fully with all road traffic laws, respecting speed limits and ensuring use of seatbelts at all times. For longer journeys, frequent rest breaks are to be taken.
- f. Inform the Minibus co-coordinator immediately if unfit to undertake a journey in order that alternative arrangements can be made.

- g. Never use a mobile phone (hand held or hands free) as the driver of the vehicle unless it is parked in a safe place with the engine switched off and the key out of the ignition. Making genuine emergency 999 or 112 calls whilst driving is legal.
- h. Generate a code (<https://www.gov.uk/view-driving-licence>) to share your driving licence information with the Minibus Co-ordinator.
- i. Notify\*\* the Minibus Co-ordinator of any change in the status of their licence (e.g. penalty points).  
*Note\*\* Permission must be obtained from the Director of Estates & Facilities who will obtain confirmation from the insurance company that the driver can continue to drive.*
- j. Ensure that the Section 19 permit is displayed for the duration of the journey.

## Permit to Drive

### 7. Persons Entitled to Obtain a Permit to Drive a Minibus

- a. Drivers with a valid D1 category licence with no restrictions.
- b. Drivers with a D1 (101) restricted licence.
- c. Drivers who have been assessed as 'safe to drive'.
- d. Some drivers with licences that pre-date the current licence categorisation may be permitted to drive a minibus. The Director of Estates & Facilities will seek advice from the DVLA before giving authority for the driver to drive the minibus.
- e. Drivers must be medically fit and legally qualified to drive a minibus and are required to complete and sign a driver declaration form (Appendix A) to that effect before driving the minibus. The driver declaration form will be kept on file by the Minibus Co-ordinator and should be updated at the start of each academic year.
- f. Drivers must not use a minibus without the permission of the Minibus Co-ordinator.
- g. Staff with a medical condition that need to be declared to the insurers should advise the Director of Estates & Facilities accordingly.
- h. Drivers must comply with the guidance on eyesight which can be found in the Minibus Driver's Handbook issued by RoSPA.
- i. It is the licence holder's responsibility to notify the Minibus Co-ordinator of any changes to their driving licence.
- j. Where a driver informs a school that they have acquired penalty points on their licence, the Director of Estates & Facilities will determine whether they are permitted to drive a minibus.
- k. Only those named on the approved drivers list (a copy of which is held by the Minibus Co-ordinator) will be eligible to drive a minibus on behalf of the Trust.

## Safe to Drive

### 8. Driver Safety and Competence

Each driver will be assessed for safety and competence. An assessment can be carried out in a number of ways. Any of the methods below may be employed to demonstrate competence:

- a. The driver holds PSV licence entitlement;
- b. The driver holds a local authority minibus 'Green Card' or equivalent;
- c. The driver has undergone and passed a 'MiDAS' minibus training course;
- d. The driver has regularly driven a minibus and has demonstrated competence through experience;
- e. The driver has been assessed as competent under a local scheme managed by the Academy (e.g. an experienced minibus driver may be used to assess the competency of a new minibus driver and may sign them off as competent).
- f. ALL drivers MUST be aware of, demonstrate knowledge of, and fully comply with the Vehicle Readiness and Maintenance requirements.



## Vehicle Readiness and Maintenance

### 9. Servicing, MOT, Insurance and Taxation

- Servicing and MOT testing will be carried out at the appropriate intervals, and in accordance with the manufacturer's recommendations.
- Trained members of the staff as directed by the Responsible Property officer (RPO) or Site manager will conduct weekly checks and complete Appendix D. A signed record will be maintained to demonstrate that these checks have been undertaken.
- A minibus safety check will be completed quarterly by a suitably qualified person at a registered MOT test station and a safety certificate will be obtained.

### 10. Pre Use Vehicle Checks

- Minibuses must be maintained to high levels. As well as MOT, servicing and regular checks, drivers should satisfy themselves that the vehicle is safe to drive. If the serviceability of the vehicle is in doubt, it is not to be used until it has been inspected or repaired.
- A pre-use checklist (Appendix C) should be completed by the driver before the start of each journey. A walk around the vehicle should occur to check for damage / defects and to assess tyre condition.
- If the driver has concerns about the condition of the vehicle it must not be used and these concerns must be reported to the Minibus Co-ordinator who will arrange for a inspection / repairs as required.
- Prior to the start of each journey, the driver is to go through a brief talk with all passengers regarding the wearing of seatbelts, journey time, being seated at all times, behaviour, noise levels and escape procedures. The journey is not to commence unless the requirements of the driver are complied with.

### 11. Fuel

- A designated member of staff will regularly check the minibuses to ensure that the vehicles have adequate fuel. It may, however, be necessary for the minibus driver to refuel whilst on a journey.

### 12. Equipment

The following equipment is to be carried on board the Minibus. If items are used and need to be replaced, please inform the Minibus Co-ordinator who will arrange who will replenish supplies:

First Aid Box containing a minimum of:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile un-medicated ambulance dressings (not less than 15cmx20cm)
- 2 sterile eye pads with attachments
- 12 assorted safety pins
- 1 pair rustproof blunt-ended scissors
- Disposable gloves
- Mouth mask for resuscitation

Fire Extinguisher

- At least one fire extinguisher which complies with BS 5432 or equivalent and has a minimum test rating of 8A or 21B that contains foam.

Warning Triangle

- This should be used in the event of breakdown and carefully positioned 50m behind the vehicle to warn other road users of the broken down vehicle.
- Hi-Visibility Vest.

### 13. Tidiness

- The Minibus should be left tidy. Eating and drinking on it should be discouraged (exceptions can be made in circumstances of a long delay).
- Bin bags are to be carried and made available for rubbish.
- Dirty/muddy kit (especially boots and shoes) must not be worn in the minibus.
- Clean tracksuits and / or footwear should be taken if students are likely to get muddy.

## Vehicle Operation

### 14. Capacity

- The driver and number of passengers should not exceed the capacity of the vehicle.

### 15. Seat Belts/Luggage

- Before setting off, the driver must ensure that passengers are wearing seat belts. Students are to be informed that seatbelts are to be worn at all times when the vehicle is in motion and should only be removed once the driver has switched off the engine.
- Any luggage is to be securely stowed and is not obstructing passageways.

### 16. Driving Rules

- Drivers are responsible for driving within the law and in accordance with the Highway Code (a copy is held by the Minibus Co-ordinator and in each minibus). The Trust will not refund fines or other costs incurred by drivers as a result of any road traffic or parking offence. Drivers must inform the Director of Estates & Facilities of any penalty points received whilst using the school minibus; failure to do so will result in disciplinary action.
- National speed limits apply to the school minibus.
- Under normal road conditions, a minibus is not permitted to be driven in the third lane of a motorway.
- Vehicles are not to be driven by anyone who has consumed any amount of alcohol or illegal substance.
- Some medication may impair a driver's ability and employees who are taking medicines of this nature are not to drive vehicles.
- All accidents, whether or not they cause injury to persons or damage to property, are to be reported to the school as soon as possible after they occur using the Vehicle Accident Reporting Form provided at Appendix D.
- Keys must not be left in an unattended vehicle at any time.
- Due consideration must be given to parking in secure areas as much as possible, particularly where overnight stays are required.
- Vehicles must not be driven at any time if the load being carried exceeds the maximum allowable weight capacity.
- Smoking, including e-cigarettes, is prohibited on the minibus at any time.

### 17. Reversing of Vehicles

- Reversing vehicles can be particularly hazardous. The best way of avoiding a reversing accident is to avoid reversing a vehicle wherever possible.
- Always check behind your vehicle before reversing – where possible, ask someone to watch the area into which you will be reversing.
- If you use a guide, ensure they can be seen at all times whilst manoeuvring and wear a hi-visibility vest- if two members of staff are present, one must at all times be the guide when reversing.
- Ensure rear view mirrors are clean and properly adjusted at all times.

### 18. Distraction During Driving

- The use of mobile phones is strictly prohibited unless it is parked in a safe place with the engine switched off or to make a genuine emergency 999 or 112 calls, which is legal.

- Avoid any action which may cause a distraction whilst driving, such as drinking, eating or even changing a radio channel.
- The Trust permits the use of integrated or standalone (but not mobile phones) satellite navigation devices. A driver should only operate such devices when the vehicle is stationary and the engine is switched off and the key is out of the ignition.
- Minimise actions which necessitate removing a hand from the steering wheel.

## 19. Tiredness

- Driving when tired greatly increases the risk of an accident. The Highway Code recommends that a driver takes a minimum break of at least 15 minutes after every two hours of driving. However, after a full working day, drivers **MUST NOT** drive for a continuous period of more than two hours without taking a suitable break.
- If an authorised relief driver is available to drive a journey can be continued without a break.
- Drivers should use common sense to ascertain their suitability to drive at a given time (consider tiredness, recent alcohol or medicine consumption, illness etc.).

## 20. Safety

- Whilst driving the minibus, drivers should ensure that all doors are unlocked to assist with emergency egress if the need arises.
- Drivers should ensure that internal lights are off whilst driving so that their vision is not impaired by the internal light.
- Exits/gangways should be clear of obstructions (such as bags) at all times.
- Check weather conditions in advance of the journey and in the event of extreme weather conditions avoid making the journey.
- In the event of a fire do not attempt to extinguish. The priority is for the safe evacuation of all passengers.
- Dealing with 'road rage':
  - If threatened by another driver, do not retaliate by flashing lights, sounding the horn or making offensive gestures; this only attracts a response and will often make a situation worse
  - 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 but only if safe to do so. Ask someone else to make the call if possible.
  - Note the registration number of the vehicle, and the make and colour, plus a description of the driver and occupants and give the police these details.
- If you feel that driving cannot be in complete safety, do not continue. Members of staff are not required to put themselves at risk at any time whilst driving on behalf of the trust.

## Security

21. Whenever the vehicle is left unattended, all windows are to be closed and doors locked.

## Accident and Breakdown Procedures

### 22. Breakdown Procedures

Standard breakdown procedures are to be followed where necessary:

- If on a public road, get out of the vehicle on the safe side – nearest the path or verge.
- If on a motorway, follow the instructions of the emergency operator, which may include staying in the vehicle, or getting out of the vehicle and not getting back into the vehicle again.
- Avoid going near the traffic flow and exercise extreme caution at all times.
- Switch on the hazard warning lights.
- If possible, leave a motorway, dual carriageway or main road if a fault occurs, which will reduce the risk of collision, but park in a well-lit place so that the vehicle can be seen by other road users.

- In the event of breakdown refer to the membership card kept in the Minibus Folder (carried on every vehicle) for contact telephone numbers
- It is best to use a roadside emergency telephone if possible as this will pinpoint your location.
- The school should also be contacted, when practical, in the event of a breakdown.
- Staff should not change a tyre or attempt repairs. This should be carried out by a breakdown team.

### **23. Accident**

In the event of an accident:

1. Deal with any injured persons.
  2. Ensure the safety of everyone involved.
  3. Use hazard warning lights and any other safety devices provided.
  4. If necessary, call the emergency services.
- In all cases, stop at the scene and take the names, addresses and telephone numbers of people involved, including independent witnesses. Take photos of the accident scene from various angles if possible. Complete the Vehicle Accident Reporting Form provided at Appendix D.
  - Breakdown procedures should be carried out if necessary.
  - In the event of a serious incident, emergency contact numbers are available in the Minibus Folder (carried on all journeys).
  - The driver should ensure that the vehicle is roadworthy before continuing with the journey.

### **24. Insurance and Breakdown Cover**

Details of the Trust's motor vehicle insurance and breakdown cover, including contact details, can be found in the Minibus Folder which the driver should have at the start of each journey.

Please refer to the insurance policy for all conditions that apply. This is a summary of the key conditions:

- The driver must have permission to drive the vehicle on behalf of the Trust
- The driver must be aged between 21 and 70
- The driver must have no penalty points
- The driver must have a valid licence and be medically fit to drive
- Drivers must have a minimum of 12 months' experience for the class of vehicle being driven

Drivers who fall into any of the above categories must obtain special dispensation from the insurers to drive the minibus. Contact the Director of Estates and Facilities to request this and refrain from driving the minibus until clearance is obtained from the insurer.

**Insurance for hire vehicles must be put in place before taking possession of the hire vehicle.**

Contact the Director of Estates and Facilities with any insurance queries.

## **General**

Any member of staff who has queries relating to the driving of a Trust minibus or the condition of the vehicle should bring them to the attention of the Minibus Co-ordinator.

## Appendix A.

**Declaration of Fitness to Drive a Minibus on Behalf of the Trust**  
**To be completed upon first use and annually at the start of each academic year**

**Driver Declaration**

**Name of Driver:** \_\_\_\_\_

I declare that:

1. I hold a current vehicle licence which has D1 entitlement shown on it which permits the holder to drive a minibus  
*or (delete the one that doesn't apply)*  
 I hold a current vehicle licence with a D1 (101) category and I hold a MIDAS certificate.
2. I am aware of the need to declare any illness that would impair my ability to drive the minibus in a safe and controlled manner.
3. I am aware of my responsibility to inform the Minibus Co-ordinator if I receive penalty points.
4. I am responsible for notifying the Minibus Co-ordinator of any change in my circumstances.
5. I have read and agree to adhere to the Trust Minibus Policy.
6. I agree to follow all Trust protocols and procedures when driving the minibus.

I agree that the Minibus Co-ordinator can view my driving licence information online and have generated the following code to do so:

DVLA Driver Code: \_\_\_\_\_

DRIVING LICENCE NUMBER: \_\_\_\_\_

Competence	Mark with 'X'
Driver holds PSV licence entitlement	<input type="checkbox"/>
Driver holds a local authority minibus 'Green Card' or equivalent	<input type="checkbox"/>
Driver has undergone and passed a 'MiDAS' minibus training	<input type="checkbox"/>
Driver has regularly driven a minibus and has demonstrated competence through experience	<input type="checkbox"/>
Driver has been assessed as competent under a local scheme managed by the Academy (e.g. an experienced minibus driver may be used to assess the competency of a new minibus driver and may sign them off as competent).	<input type="checkbox"/>
Drivers is aware of, and has demonstrated knowledge of, the Vehicle Readiness and Maintenance requirements.	<input type="checkbox"/>

Signature of Driver: \_\_\_\_\_

Date: \_\_\_\_\_

**To be checked by:           Minibus Co-ordinator**

Please attach evidence of DVLA checks

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix C

### **Minibus Driver Vehicle Checklist**

Vehicle Registration Number: \_\_\_\_\_

<b>Exterior Check</b>	<b>Yes</b>	<b>No</b>	<b>Defect Reported To</b>
Oil level			
Coolant level			
Windscreen washer fluid level			
Brake fluid level			
Windscreen and windows clean and undamaged			
Lights including brake lights and indicators are clean and working			
Tyre pressures, including spares			
Tyre tread, including spares (and inner tyres as above). At least 3 mm across centre $\frac{3}{4}$ is recommended. Any cuts and bulges?			
Doors open and close properly			
<b>Interior Check</b>	<b>Yes</b>	<b>No</b>	<b>Defect Reported To</b>
Mirrors correctly adjusted, clean and unobstructed			
Position and function of all dashboard controls			
Position of driving seat so all pedals can be operated comfortably			
Pressure on brake pedal			
Lights and indicators are working			
Wipers and washers working properly			
Fuel level (and type of fuel)			
Seat belts are undamaged and working properly			
Location of wheel brace, jack, warning triangle and hi-vis vest			
Location and contents of first aid kit and fire extinguisher(s)			
Check Minibus Folder for all relevant paperwork			
Section 19 permit is displayed in the windscreen			
Luggage securely stowed; aisles and exits clear			
The number of passengers plus the driver does not exceed the maximum capacity for the vehicle			
<b>Brake Checks</b>	<b>Yes</b>	<b>No</b>	<b>Defect reported to</b>
Check brakes before loading passengers. With engine running, check handbrake is working properly and brake pedal is firm when pushed			
START MILEAGE:	FINISH MILEAGE:		
Date:	Name:	Signature:	

**IF FAULTS THAT MIGHT AFFECT THE VEHICLE OR PASSENGERS' SAFETY ARE FOUND, THE VEHICLE MUST NOT BE USED UNTIL THEY ARE ALL REMEDIED. REMOVE THE KEYS FROM THEIR NORMAL LOCATION AND HAND THEM TO THE MINI BUS COORDINATOR IMMEDIATELY.**

**Weekly Vehicle Checks**

Registration Number	
Date of Check	--_/_/20__
Time of Check	_____ am / pm
The tyre pressures for this vehicle should be:	
Front _____ psi	Rear _____ psi

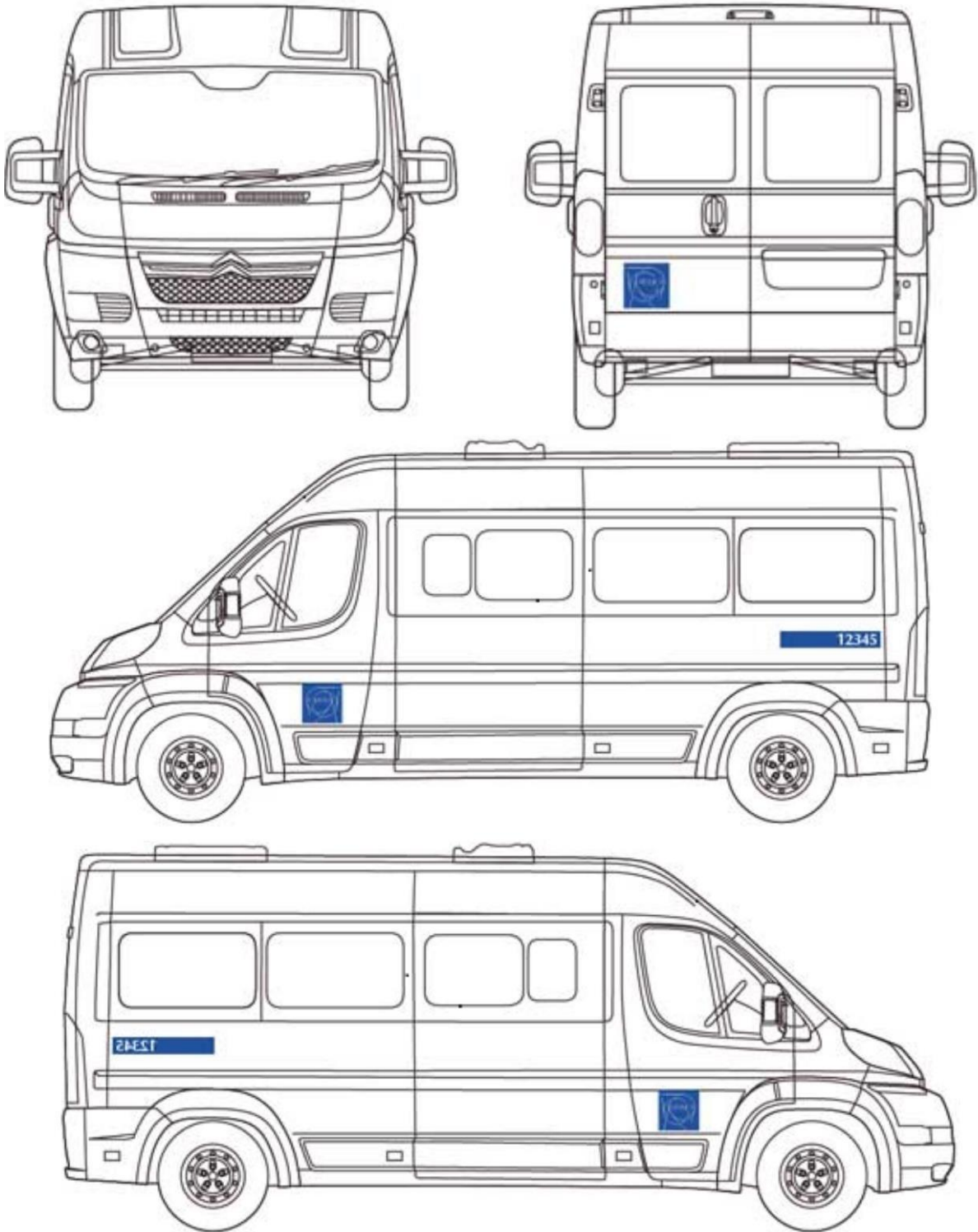
<b>Exterior Check</b> (mark defects overleaf)	Yes	No	Defect Reported To
Oil level			
Coolant level correct			
Windscreen washer fluid level correct			
Brake fluid level correct			
Windscreen and windows clean and undamaged			
Lights including brake lights and indicators are clean and working			
Tyre pressures correct, including spares			
Tyre tread, including spares (and inner tyres as above). At least 3 mm across centre $\frac{3}{4}$ is recommended. Any cuts and bulges?			
Doors open and close properly			
<b>Interior Check</b> (mark defects overleaf)	Yes	No	Defect Reported To
Mirrors are adjustable, clean and unobstructed			
Pressure on brake pedal			
Lights and indicators are working			
Wipers and washers working properly			
Fuel level (and type of fuel)			
Seat belts are undamaged and working properly			
Location of wheel brace, jack, warning triangle and hi-vis vest			
Location and contents of first aid kit and fire extinguisher(s)			
Section 19 permit is displayed in the windscreen			
<b>Brake Check</b> (mark defects overleaf)	Yes	No	Defect reported to
With engine running, check handbrake is working properly and brake pedal is firm when pushed			
Date:	Name:		Signature:

**IF FAULTS THAT MIGHT AFFECT THE VEHICLE OR PASSENGERS' SAFETY ARE FOUND, THE VEHICLE MUST NOT BE USED UNTIL THEY ARE ALL REMEDIED. REMOVE THE KEYS FROM THEIR NORMAL LOCATION AND HAND THEM TO THE MINI BUS COORDINATOR IMMEDIATELY.**



## Appendix D side 2

Mark vehicle defect locations below



**Vehicle Accident Reporting Form**

The driver of the vehicle involved in the accident should complete this form. It must be completed in detail as soon as possible after the accident and provided to the Minibus Co-ordinator.. If you have any queries regarding the completion of this form, please contact the Minibus Co-ordinator.

The information provided is for internal use by the Trust.

No admission of liability or blame should be made to any third party.

Driver name: \_\_\_\_\_

Vehicle registration	Make	Model	Colour	Trust Veh? / Hired Veh?
Number of persons (including driver) in Trust vehicle:				
Date and time of the incident:	__/__/20__	_____ am / pm		
For what purpose was the mini bus being used?				
Was a trailer attached: Yes / No				
Where did the accident occur (e.g. road name, town)?				
Estimated speed of the vehicle:				
Weather conditions / visibility:				
Condition of road surface:				
Name and contact details of any independent witnesses:				
Was there police involvement: Yes / No				
If yes the above please provide details:				
Was damage sustained to another person's property or vehicle: Yes / No				
Other person's details	Name:	Address:		
Other persons vehicle details				
Insurance Details:	Make:	Model:	Registration:	

Description of damage sustained to the mini bus:

Please provide a description of the accident below (use additional sheets if required). Give as much detail as possible (include road markings, signals given and who you think is at fault for the accident):

Please provide a sketch plan of the accident. Use the diagrams provided over the page to indicated damage to Trust vehicles. Take photographs if safe and legal to do so.



See accompanying spreadsheet (Academy\_Qualified\_Mini\_Bus\_Drivers\_Register.xlsx)