



SMITHILLS SCHOOL

PROCEDURE:

MINI BUS

Staff who are required to drive the mini bus must hold the relevant licence to drive, in order to comply with the Road Traffic Act.

It is also a school requirement that the driver has gone through MIDAS training and the MIDAS certificate is in date and relevant.

A list of approved drivers will be established and is available on the Staff Shared Area.

Those drivers must show their driving licence to the Site Health & Safety Officer every 12 months.

It is the drivers responsibility to comply with the law in respect of road traffic offences (Civil or Legislative)

Any penalties/fines issued by the courts will be the individuals sole responsibility to comply with those penalties/fines incurred.

The school will not be held responsible for those fines or penalties incurred.

Any changes to driving licenses should be reported to the Site Health & Safety Officer.

If a driver is disqualified from driving, this should information should be reported to the relevant person (in confidence) and the driver removed from the approved list of drivers

- All school trips, must have been risk assessed and entered into the EVOLVE system
- All drivers are responsible for leaving the vehicle tidy after use.
- All drivers MUST complete the log for every journey they make. This includes the mandatory safety checks. It is not sufficient to tick that you have checked the oil if you have not lifted the bonnet. All entries must be in ink
- The minibus must be returned with sufficient fuel for its next journey, if in doubt, please leave it with at least a quarter tank of fuel. All users are expected to take responsibility for refuelling when required. The fuel card is available from the Finance Office and must be signed for; receipts must be kept from the filling station and returned to the Finance Office after the journey/trip.
- Any damage external or internal must be reported immediately, or as soon as is reasonably practicable to the Site Health & Safety Officer. You will be expected to arrange for minor damage to be rectified e.g. chewing gum on a seat.
- The minibus will be checked on a weekly basis.
- Ensure that keys and logbooks are returned immediately after use to the school reception office
- Bookings can only be made for confirmed activities. Please do not make block bookings on the off chance that you may need it. This deprives other users of access.
- If you no longer need a booking, please ensure that you cancel it at the earliest opportunity.

Written By: Tony Campbell, Health & Safety Officer

Signed:

Principal

Date: June 2016



Management of Pupils

- The booking log will be kept in the Admin/Reception Office, along with the Keys and required documentation.
- The driver is responsible for the vehicle and its passengers
- If there are any significant problems which compromise the safety, security, legality or function of the vehicle. The planned journey must not take place. The driver will need to bring this to the attention of the Site Health & Safety Officer, **the** vehicle will then be taken out of commission until the issue is addressed.
- If there are issues which do not compromise the above but which require attention, it is the driver's responsibility to bring them to the attention of the Site Health & Safety Officer upon the return of the vehicle. It is not sufficient to scribble a message on a log sheet and hope it is seen.
- Do not allow crisps, sweets, snacks or fizzy drinks to be consumed on the vehicle. The only consumption of food or drink should be planned lunch breaks on longer trips and only when an alternative location is not possible. In this instance please take bin bags with you and ensure that all litter is cleared away.
- The driver must ensure that all passengers are wearing their seatbelts before pulling away. It is the drivers licence which will be affected should you contravene any road traffic law.