



# Minibus and Huish Vehicle Policy and Procedure Richard Huish Trust



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<b>Policy owner</b>	Chief Finance Officer
<b>Approving board/ committee</b>	Trust Board
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## **1. The Aims of this Policy**

- To ensure that Richard Huish Trust (Huish) complies with current legislation and guidance concerning the maintenance and driving of the school minibuses.
- To ensure that the safety of Huish minibus and vehicle (owned, leased or hired) users (both drivers and passengers) and other road users and pedestrians is always paramount.
- To ensure that Huish is meeting its health, safety, and safeguarding obligations towards all members of Huish and the wider community.

## **2. Policy Statement**

- Huish follows guidance contained within [Driving school minibuses: advice for schools and local authorities - GOV.UK \(www.gov.uk\)](http://www.gov.uk) (September 2013), published jointly by the Department for Education, Department for Transport and Association of Chief Police Officers. However, drivers must have one of the following to drive a minibus on behalf of Huish:
  - A category D1 (unrestricted) driving licence and a valid MiDAS (or recognised industry equivalent) certificate
  - A category D1 (101) driving licence and a valid MiDAS (or recognised industry equivalent) certificate
  - A category B license provided they have a valid MiDAS (or recognised industry equivalent) certificate and will only be eligible to drive a lightweight minibus.
- 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 Huish with the necessary knowledge and information regarding the qualifications, insurance, operating, servicing, and inspection requirements to safely operate our minibuses and carry passengers.
- The competency of minibus drivers will be fully assessed via the MiDAS training and assessment scheme to ensure the safe operation of the minibuses and to keep employees and others free of harm. Where a member of staff joins Huish with an existing industry standard equivalent to MiDAS we will recognise this qualification. Re-certification, when due, will be through the MiDAS scheme.
- This policy extends to the use of hired vehicles used by Huish.
- All drivers are required to read the minibus policy and complete and sign the declaration in the Driver Questionnaire before driving a minibus. A copy of the policy will be included in the minibus folder.
- This policy and the procedures contained within it will be reviewed regularly as part of the Huish Health and Safety review.
- Use of a Huish minibus (including hire vehicles) for anything other than Huish business requires the permission of the Chief Financial Officer and in anything other than exceptional circumstances will not be permitted.
- In the absence of a MiDAS certificate, the Minibus Management may accept MiDAS equivalent qualifications such as those provided by council approved providers that train within the same standards.

## **3. Roles and Responsibilities**

### **3.1 The Local Governing Body**

- The Local Governing Body for each academy is responsible for ensuring that Huish minibuses operated on behalf of the academy fully comply in every respect, with all legal

transport and health and safety requirements. This responsibility is delegated to the Head teacher/Principal (Senior Leader) to ensure its appropriate implementation.

- To monitor the implementation of this policy.

### **3.2 Chief Financial Officer**

- The Huish Chief Financial Officer will ensure that Huish has appropriate safety procedures for the minibus 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 in all minibus folders.
- Will arrange for appropriate insurance cover and for the payment of annual road tax for Huish owned vehicles.

### **3.3 Estates Manager/Site Supervisor/Minibus Lead (Minibus Management)**

- Maintaining a minibus folder to be available for the driver before each journey.
- Ensure that a trained member of the Estates/Site team conducts the minibus weekly vehicle check.
- Storing the driver declaration forms, weekly vehicle checks forms and driver pre-use vehicle check forms.
- Obtaining updated driver declaration forms at the start of the academic year.
- Using the DVLA code shared by the driver to verify the licences details/take copies of driving licences.
- Ensuring that the driver has completed the driver questionnaire form prior to driving a minibus.
- Informing staff that they are permitted or denied permission to drive Huish vehicles.
- Risk assessing drivers that have acquired penalty points on their license, have had a traffic related accident or a driving conviction.
- Keeping a list of permitted drivers and which types of Huish vehicle they are permitted to drive.
- Ensuring the minibus keys and folder are securely held.
- Application of and issuing a Section 19 permit, which must be always displayed in the minibus windscreen.
- Ensure that servicing of the minibuses is performed at the correct mileage and that the service records are kept available for inspection at any time.
- Ensuring that statutory third-party vehicle safety inspections take place, as per the DVLA's advice. Inspection periods - Vehicles under 12 years old every 10 weeks, Vehicles over 12 years old every 6 weeks.
- Ensuring that each Huish vehicle has the appropriate documentation in a folder within the vehicle. This includes, insurance details, accident forms, a copy of this policy, a copy of the Royal Society for the Prevention of Accidents (RoSPA) Advice for Minibus Safety code of practice.

### **3.4 Minibus Drivers**

- Ensure that pre-use visual checks of vehicles are conducted. If faults that might affect the vehicle or passengers' safety are found, they must be reported immediately to the Minibus Management and the vehicle must not be used until they are all rectified.
- Notifying the Minibus Management of any problems with the minibus.
- Understand the personal legal implications if procedures are not adhered to.

- Comply fully with all road traffic laws, respecting speed limits and always ensuring use of seatbelts. For longer journeys, frequent rest breaks are to be taken.
- Inform a member of the Senior Leadership Team/HR immediately if unfit to undertake a journey in order that alternative arrangements can be made.
- Never use a mobile phone (handheld 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.
- Generate a code (<https://www.gov.uk/view-driving-licence>) to share your driving licence information/provide a copy of their driving licence.
- Any change in licence status (e.g. penalty points) is reported to the Minibus Management.

## **4. Procedures and Practices**

### **4.1 Driver Eligibility**

#### **Persons Entitled to Drive the Minibus**

- Drivers with a valid D1 category licence with no restrictions provided they have a valid MiDAS (or recognised industry equivalent) certificate.
- Drivers with a D1 (101) restricted licence provided they have a valid MiDAS (or recognised industry equivalent) certificate.
- Drivers with a valid B category license provided they have a valid MiDAS (or recognised industry equivalent) certificate and will only be eligible to drive a lightweight minibus.
- Drivers must be medically fit and legally qualified to drive a minibus and are required to complete and sign a driver questionnaire form to that effect before driving the minibus. Declarations will be kept on file and completed annually.
- Staff with a medical condition that needs to be declared to the insurers should advise the Minibus Management accordingly.
- It is the licence holder's responsibility to notify the Minibus Management of any changes to their driving licence.
- Where a driver informs the academy that they have acquired penalty points on their license, have had a traffic related accident or a driving conviction, the Minibus Management will undertake a risk assessment to determine whether they are permitted to drive the minibus.
- Only those named on the approved drivers list will be eligible to drive a minibus on behalf of Huish.

### **4.2 Vehicle Readiness and Maintenance**

#### **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 Estates/Site staff, as directed by the Minibus Management, will conduct weekly checks and complete the weekly checklist. A signed record will be maintained to demonstrate that these checks have been undertaken.

### **Pre-Use Vehicle Checks**

- The 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 repaired.
- The driver, before the start of each journey should complete a pre-use Inspection. A walk around the vehicle should occur to check for damage/defects and to assess tyre condition and operation of lights etc.
- 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 Management.
- 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.

### **Fuel**

- The Huish minibuses have fuel cards that enable fuel to be purchased and charged to the relevant academy account.

## **4.3 Equipment**

It is **essential** that the following equipment be carried on board the Minibus. If items are used and need to be replaced, please inform the Minibus Management 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, which complies with BS 5432 or equivalent.
- Warning Triangle
- Hi-Visibility Vest

### **Tidiness**

- The Minibus should be left clean and tidy. Eating and drinking on it should be discouraged (exceptions can be made in circumstances of 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.

## **4.4 Vehicle Operation**

### **Capacity**

- The driver and number of passengers should not exceed the capacity of the vehicle.
- When driving a lightweight minibus, the driver must ensure the weight limit is not exceeded.

### **Seat Belts/Luggage**

- Before setting off, the driver must ensure that passengers are wearing seat belts. Students/pupils are to be instructed that seatbelts are to be always worn 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 to obstruct passageways.

### **Driving Rules**

- Drivers are responsible for driving within the law and in accordance with the Highway Code. Huih will not refund fines or other costs incurred by drivers because of any road traffic or parking offence. Drivers must inform the Minibus Management of any penalty points received whilst using the school minibus, failure to do so will result in disciplinary action.
- 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, regardless of whether they cause injury to persons or damage to property, are to be reported to the Minibus Management as soon as possible after they occur using the Vehicle Accident Reporting Form.
- 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. This is lower for a lightweight minibus.
- Smoking, including e-cigarettes, is prohibited on the minibus at any time.

### **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 always seen whilst manoeuvring and wear a hi-visibility vest- if two members of staff are present, one must always be the guide when reversing. Hand signals should be agreed in advance to avoid miscommunication.
- Ensure rear view mirrors are clean and always properly adjusted.

### **Distraction During Driving**

- It's illegal to hold and use a phone, sat nav, tablet, or any device that can send or receive data, while driving
  - The law still applies to you if you're:
  - stopped at traffic lights
  - queuing in traffic
  - supervising a learner driver

- driving a car that turns off the engine when you stop moving
- holding and using a device that's offline or in 'flight' mode
- You can use a device held in your hand if:
  - you need to call 999 or 112 in an emergency and it's unsafe or impractical to stop
  - you're safely parked
  - you're making a contactless payment in a vehicle that is not moving, for example at a drive-through restaurant
  - you're using the device to park your vehicle remotely
- Avoid any action which may cause a distraction whilst driving, such as drinking, eating, or even changing a radio channel.
- Huish 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.

### **Tiredness**

- Driving when tired greatly increases the risk of an accident. The Highway Code recommends that a driver take 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.).

### **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 safe evacuation.

### **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 Huish.

#### **4.5 Security**

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

### **5. Accident and Breakdown Procedures**

#### **5.1 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, always exercise extreme caution.
- 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 other road users can see the vehicle.
- In the event of breakdown, refer to the membership details 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 relevant academy should also be contacted, when practical, in the event of a breakdown.
- Staff should not change a tyre or attempt repairs. A breakdown team should carry this out.

#### **5.2 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.
  - 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.

### **6. Insurance and Breakdown Cover**

Details of the Huish motor vehicle insurance and breakdown cover, including contact details, are available 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 Huish
- The driver must be aged between 21 and 70
- The driver must have a valid licence and be medically fit to drive

**7. General**

Any member of staff who has queries relating to the driving of a Huish minibus or the condition of the vehicle should bring them to the attention of the Minibus Management.

**8. Drivers Questionnaire PTO**

<b>Driver's Questionnaire for <u>Huish Vehicles</u> and use of <u>Own Vehicle for Business Purposes</u></b>		
<b>Name</b>	<b>Date of Birth</b>	<b>Job Title</b>
Do you hold a current UK full driving licence? Y/N	Date of issue:	
Licence number:	Date of expiry:	

<b>I would like to drive: -</b>			
<b>Standard weight Minibus (D1 and MiDAS / equivalent test needed)</b>	<input type="checkbox"/> Y/N	<b>Light weight Minibus (MiDAS / equivalent test needed)</b>	<input type="checkbox"/> Y/N
<b>Huish Car</b> <input type="checkbox"/> Y/N			
If wanting to drive a Minibus or light weight minibus, please obtain and provide a DVLA license share code so that we can check the details of your driving license:			
Have you taken a MiDAS / equivalent minibus training course? Y/N If yes: Date of MiDAS / equivalent expiry: <b>Note: All drivers of a Huish minibus, owned, leased or hired, must take the MiDAS (or have an existing industry standard equivalent) training <u>BEFORE</u> they can drive the minibus. Please contact Minibus Management to arrange this training.</b>			
Details of Accidents <i>(during the last three years)</i>		Details of Convictions/penalty points <i>(during the last five years)</i>	
Details of any Physical Disability or Infirmary <i>(If none please state "None")</i>		Have you ever been refused insurance or had special conditions imposed?	
<b>Do you intend to drive your own vehicle for business purposes?</b> Huish Policy states that in order to use your vehicle for business purposes it must be: - – Roadworthy, taxed and have a current MOT certificate (if required) – Insured for business use. <b><u>(The Huish insurance policy does not cover the use of private vehicles for business use.)</u></b>			
<b>Please tick boxes to confirm:</b>			
<ul style="list-style-type: none"> <li>I understand and accept the above conditions: <input type="checkbox"/></li> <li>I will notify Huish immediately. if I am involved in an accident or conviction after signing this form: <input type="checkbox"/></li> </ul>			
<b>Signed:</b>		<b>Date:</b>	

**Note: Please also sign the back of this form having first read the information on Huish guidelines. Please return form to Minibus Management.**

**To ensure the safety and comfort of all passengers, it is essential that the following guidelines are adhered to:**

1. **First aid.** On every trip in the minibus with students there must be a responsible adult who is competent in first aid.
2. As a member of staff, it is your responsibility to visually inspect (within reason) the safety of the vehicle before taking it out.
3. The Vehicle Log Sheets **must** be completed in detail each time the vehicle is taken out. **Always** report any faults/damage immediately both on the vehicle log sheet and to the **Minibus Management**. This is **VITAL**, failure to do so could result in a dangerous situation.
4. Do not set off until **all** doors are closed and seat-belts are fastened.
5. No smoking in any Huish vehicle at any time - **it is illegal**.
6. No alcohol consumption whilst travelling in any Huish vehicle. Care also needs to be taken by drivers who may have been drinking the night before driving, to ensure they are not still over the limit and unsafe to drive.
7. **It is illegal to block the aisles** in the minibus. They must be kept free for the duration of **every** journey; the back and side doors have to be accessible exits.
8. **Always** stick to speed limits and be careful when parking; Huish will not pay any speeding/parking fines. Any points you acquire will be added to **YOUR** licence. Continued failure to stick to speed regulations will result in the loss of your Driver's Licence. Minibus speed limits are different to a car, please refer to minibus folder.
9. For journeys over 120 miles it is advised that two drivers make the journey. For the safety and comfort of both you and your passengers, if you are driving for more than four hours a rest of forty-five minutes is required.
10. Make sure all rubbish is removed from the vehicles at the end of the journey.
11. Please be considerate to other users and ensure there is **at least half a tank of fuel** in the vehicle before returning to Huish.

**Most of the above is common sense but it is important that everyone knows what is expected of them when driving as a representative of Huish. Failure to comply with the above guidelines may result in you being banned from driving Huish vehicles.**

I have read and understood the above guidelines and agree to comply with them at **all** times whilst driving Huish vehicles.

Signed: ..... Date: .....

Name: ..... Job Title:.....

## 9. 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 given to the Minibus Management as soon as possible.

Driver name:				
Vehicle registration:	Make:	Model:	Colour:	Huish owned or hire vehicle Huish / Hire (please circle)
Number of persons (including driver) in the Huish vehicle:				
Date and time of the incident:      __ / __ / 20 __    :    ____ am / pm				
For what purpose was the vehicle 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		Provide details:		
Was damage sustained to another person's property or vehicle: Yes / No				
Owner's name and address:				
Insurance Details:		Make:	Model:	Registration:

Description of damage sustained:

Did anyone sustain an injury: Yes / No

If **yes**, please give details (e.g. name, address, nature of injury, hospitalised)

The information provided is for internal use by Huish. No admission of liability or blame should be made to any third party.

Driver's signature: \_\_\_\_\_

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

If you have any queries regarding the completion of this form, please contact the Minibus Management.

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 whom you believe 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 Huish vehicles. Take photographs if safe and legal to do so.