



Date	Review Date	Coordinator	Nominated Governor
October 2017	October 2020	Midas Trainer	Chair of Resources

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Transport Act 1985
- Public Passenger Vehicles Act 1981
- Motor Vehicles (Test Regulations) 1988
- Road Traffic Act 1991
- Road Vehicles (Construction and Use) Regulations 1996
- Motor Vehicles (Driving Licences) Regulations 1999
- Road Vehicles (Construction and Use) (Amendment) (No. 2) Regulations 2001
- Local Authority guidelines on the recommended conditions of minibus use in schools
- Motor Vehicles (Wearing of Seat Belts) (Amendment) Regulations 2006
- Motor Vehicles (Wearing of Seat Belts by Children in Front Seats) (Amendment) Regulations 2006
- Royal Society for the Prevention of Accidents document 'Minibus Safety – A Code of Practice 2008'

The following documentation is also related to this policy:

- Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Headteachers, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE)
- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
- Minibus Driver Awareness Scheme Training

We are legally responsible for the school minibus to be fully licensed, insured, maintained and driven by suitably qualified and vetted drivers. The minibus will be used for transporting small groups of up to 16 pupils to sporting events and educational visits.

We encourage educational visits as we believe they 'offer an invaluable opportunity to enrich young peoples' learning, raise their self esteem, increase their motivation and appetite for learning and raise levels of achievement in many aspects of their life and education.' (Welsh Assembly Government 2008)

An educational visit could be a short term visit in the local community, a day visit further afield, a visit lasting several days at a residential educational centre or an educational visit involving overseas travel.

We have decided that only named and approved drivers will drive the minibus for school purposes and no other persons will drive the minibus under any circumstances.

Northern Parade Schools - Minibus

We will ensure all named and approved drivers have undertaken MIDAS training (Minibus Driver Awareness Scheme Training) which is a nationally recognised standard for the assessment of minibus drivers. The scheme is designed to enhance driving standards and promote the safe operation of minibuses.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

Aims

- To ensure the school minibus complies with all legal requirements and is driven by competent and suitably qualified and vetted driver/s.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Executive Headteacher, Bursar and Site Manager to the management of the school minibus
- delegated powers and responsibilities to the Executive Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring all policies are made available to parents;

Role of the Executive Headteacher

The Executive Headteacher will:

- monitor the management of the school minibus to ensure we comply with all legal requirements;
- ensure risk assessments are in place before every school minibus journey;
- ensure all drivers are suitably qualified and trained;
- ensure all drivers have been Disclosure and Barring Service checks;
- work closely with the link governor and site manager;
- provide leadership and vision in respect of equality;

Role of the Site Manager

The Site Manager will ensure that:

- we meet all legal requirements;
- the school minibus is regularly inspected and maintained;
- records are kept of all inspections, maintenance and servicing programmes;

Northern Parade Schools - Minibus

- all drivers have undertaken the appropriate training;

Role of the Bursar

The Bursar will ensure that the following documents are in place:

- Purchase and registration documents
- DVLA documents
- Public Service Vehicle Licence (only if pupils are to be charged)
- Insurance
- MOT
- Service documents
- All logs such as use of the minibus and training of drivers
- Disclosure and Barring Service Checks of all name drivers

Approved Drivers

All drivers will:

- be Disclosure and Barring Service checked;
- have a clean driving licence;
- undertake safety checks before every journey;
- undertake appropriate MIDAS training;
- carry a mobile telephone on all journeys.

Training for Approved Drivers

School personnel designated as approved drivers will undertake appropriate training in:

- MIDAS
- pre-drive safety checks
- planning journeys
- dealing with a breakdown
- dealing with an accident
- basic vehicle maintenance
- recording journey logs
- First Aid
- health and safety

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- communications with home such as weekly newsletters and of end of half term newsletters

Training

All school personnel:

- receive periodic training so that they are kept up to date with new information

Northern Parade Schools - Minibus

- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Linked Policies

- Accidents and Emergencies
- Health and Safety
- Medical and First Aid
- Risk Assessment
- School Visits

Headteacher:		Date:	
Chair of Governing Body:		Date:	