



MINI-BUS

These guidelines are designed to make journeys in a minibus as safe as possible. It is recognised that no matter how safe the procedures, accidents are still possible.

These procedures are mandatory on any person using a minibus who is directly accountable to the Headteacher and to the Governing Body. It is a condition of using a self-drive minibus on behalf of Cumberland School Specialist Sports and Applied Learning College that the driver follows all the procedures applicable to him/her.

A. DRIVERS

1. Ms Raynor Dougan is the school's Minibus Keeper. Any decision taken by her concerning a minibus is binding.
2. Any person wishing to drive on behalf of the School must have satisfactorily completed an approved assessment and training course through MIDAS (Minibus Driver Awareness Scheme) as operated by The Borough of Newham.
3. Each potential driver must be over 25 and employed by Cumberland School. Each potential driver must hold a current Category B Driving License which is free from endorsements relating to moving traffic offences. These documents must be given to Ms Raynor Dougan for approval. It is the duty of any driver to inform Ms Raynor Dougan if there are any changes to that driving license as soon as that happens. If these conditions have not been fulfilled, the driver will be uninsured and driving illegally.
4. Once familiarisation approval and insurance requirements have been met, the driver will be added to the list of current drivers authorised to drive on behalf of this school.
5. Four years after a driver has been on this list, his/her name will be submitted for a short refresher familiarisation course for the driver to remain on the list. After each period of one year, Ms Raynor Dougan will check all current drivers to see that insurance requirements are still being met.

B. JOURNEYS

Once a minibus has been booked through the normal channels and the procedures for ANY school journey whether in a minibus or hired vehicle or on foot have been followed, no further permission is needed by an authorised driver for journey. If there are abnormal circumstances such as:

- * exceptional road or weather conditions
- * the load is exceptional
- * there are concerns about the passengers
- * the activity undertaken at the end of the journey poses significant risk for the driver or where there could be any other cause for concern then advice from Ms Raynor Dougan or the Headteacher should be sought, thus ensuring a shared responsibility of any perceived risk if such a journey still goes ahead. It is incumbent on the driver to seek advice when in the least bit unsure.

C. DRIVERS' RESPONSIBILITIES

1. Before driving a vehicle, the driver must ensure that it is in a fit and serviceable condition, by carrying out the safety routines specified, and certifying on the Driver's checklist or vehicle log book that it has been done.

N.B. The driver is legally responsible for the condition of the vehicle.

In the event of an incident due to failure by the driver to carry out the safety routines prior to using the vehicle, then it is likely that the driver would be prosecuted, if it were shown beyond all reasonable doubt that the incident was due to this failure. If an incident was due to mechanical failure which was outside the control of the driver, the driver may escape prosecution.

2. During the journey the driver must ensure that passengers do not move around, that they wear their seatbelts at all times, and that their behaviour is up to the high standards expected. The driver is totally responsible for all his/her passengers en route.
3. At the end of each journey, the driver must complete the vehicle's log-book recording for example, mileage must ensure the bus is clean and tidy, and write down any vehicle faults experienced. However in addition, the driver must report to Ms Raynor Dougan any vehicle faults or problems in handling which have given rise to any concern.
4. The minibus should not be left low or without petrol, as this would present problems for the next driver.

It is greatly appreciated that staff are willing to take on the considerable responsibility for driving a minibus, and it is hoped that staff understand why the procedures need to be so carefully determined and adhered to and that by doing so it helps to protect the driver too. The safety of the passengers and the protection of the driver are paramount, and Governors know and expect that drivers will appreciate the need to adhere to the spirit of the document as well as to the letter.

SAFETY ROUTINES (in line with MIDAS Training)

All drivers MUST complete the following checks, and sign the journey log book to confirm checks have been completed.

- Have you signed the journey log book?
- Check water, oil, petrol levels and tyre pressures before you start your journey
- Check all windows and mirrors are clear
- Check the fire extinguisher is intact
- Check first aid kit is present and intact
- Ensure embarkation of minibus is supervised
- Check all passengers are wearing seat belts
- Check gangways and exits are clear
- Check number of passengers present
- Warn pupils of the behaviour expected on the journey
- Check the minibus is clear of rubbish at the end of the journey
- Ensure that disembarkation of the minibus is supervised
- At the end of the journey close all windows and doors
- Ensure school gates are closed and locked when leaving the minibus

Please **DO NOT** drive the minibus if you suspect a **SERIOUS DEFECT**.

NEVER lock the doors of the minibus when traveling.

Please remember the responsibility that you are undertaking when you drive the school minibus.

PLEASE CHECK THAT YOUR NAME IS ON THE LIST OF CERTIFIED DRIVERS.

D. ADDITIONAL GUIDANCE FOR DRIVERS IN THE CASE OF AN ACCIDENT, BREAKDOWN OR DISASTER ON AN EXCURSION OR TRIP

ACCIDENTS: In the event of an accident/incident inform the school immediately you are able. To assist you in the possible confusion after an accident a checklist has been prepared:

1. Stop - it is an offence not to stop after an accident.
2. Switch off the vehicle engine. Ask others involved to do the same.
3. Ensure your passengers are safe from other hazards. If passengers are uninjured get them to leave the vehicle and go to a place of safety. Ensure children are supervised.
Do not leave children unattended after an accident.
4. Make sure no one smokes near the accident site.
5. Warn other road users of the danger.
6. If anyone is injured contact police and emergency services by dialling 999.
7. Administer First Aid if required and if you are able.
8. Do not move casualties unless absolutely necessary.
9. Do not move the vehicles involved (unless they are a danger to traffic) until the police arrive or if they are not attending, until an independent person has noted their position.
10. Give your name and address, the registration number and in case of personal injury, insurance particulars, to any person having reasonable grounds for requiring them.

Should, for any reason, the particulars not be given at the time of the accident then the circumstances must be reported to a police constable or at a police station as soon as possible and in any case within 24 hours. The police will require to see the certificate or evidence of insurance and this must be produced at a specified police station within seven days of the accident or as soon as possible thereafter.

11. Obtain from the other person(s) involved in the accident/incident their name, address and registration number of their vehicle and insurance details.
12. If there are any witnesses to the accident, obtain their name(s) and address(es).
13. **UNDER NO CIRCUMSTANCES ADMIT LIABILITY FOR THE ACCIDENT/INCIDENT.**

BREAKDOWNS:

The driver's first responsibility is to minimise any disruption, discomfort, to his/her passengers. This is particularly important if any passengers are disabled. Drivers are also responsible for taking all reasonable steps to ensure the safety and security of the vehicle and having reported the breakdown should remain with the vehicle until assistance arrives.

There is a recovery card and number housed with the tax disk in each bus.

IN THE EVENT OF A DISASTER ON AN EXCURSION OR TRIP

This written guidance should be held by each adult member of the party.

1. Establish the nature and extent of the emergency.
2. Make sure all other members of the party are accounted for and are safe (i.e. carry out a head count). Remember you must carry with you a list of the members of your party.
3. Call the appropriate emergency services. If there are injuries, establish their extent and administer appropriate first aid if you have been trained and feel capable. Be aware of consequences that might follow were you to give incorrect treatment. Have regard to your own safety vis a vis blood contact.
4. Advise other party staff of the incident and of actions taken. Decide, if appropriate, who is in charge and responsibilities to be undertaken by each adult member of the group.
5. Ensure that an adult accompanies any casualties to hospital. If only one adult is available in the circumstances a decision will have to be reached as to the best course of action.
6. Ensure that remaining pupils are adequately supervised and arrange for an early return to base.
7. Arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over and all pupils are accounted for.
8. Contact the senior members of staff on call:

Control access to telephones until the senior member of staff has contacted parents/others directly involved. Give full details of the incident including:

- *nature, date, location and time of incident*
- *details of injuries, etc.*
- *names and home telephone numbers of those involved*
- *action taken so far*
- *telephone numbers for future communication*

9. Do not discuss matters with the media.
10. The senior member of staff should contact the Head and establish who will take charge of the situation and what immediate action will be taken. The Head will advise the Chair of Governors (and the LA/area office).
11. The party leader should, at the first opportunity, make notes on the incident, as should other people involved. A record should be kept of the names and addresses of any witnesses or people involved.
12. Do not discuss legal liability.
13. Ensure accident forms are completed as soon as possible.
14. Inform parents of any delays that will be necessitated.



Cumberland School Mini-Bus

Procedure for use

In law the Headteacher is considered the operator.

All **MINI-BUS** drivers are reminded of the grave responsibility they undertake when driving with passengers. The driver will be in charge of the vehicle at all times.

All drivers MUST complete the following:

Cumberland Minibus Journey Log Book

- Check water, oil, petrol levels and tyre pressures before you start your journey
- Check all windows and mirrors are clear
- Check the fire extinguisher is intact
- Check first aid kit is present and intact
- Ensure embarkation of minibus is supervised
- Check all passengers are wearing seat belts
- Check gangways and exits are clear
- Check number of passengers present
- Warn pupils of the behaviour expected on the journey
- Check the minibus is clear of rubbish at the end of the journey
- Ensure that disembarkation of the minibus is supervised
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PLEASE CHECK THAT YOUR NAME IS ON THE LIST OF CERTIFIED DRIVERS

LISTED DRIVERS

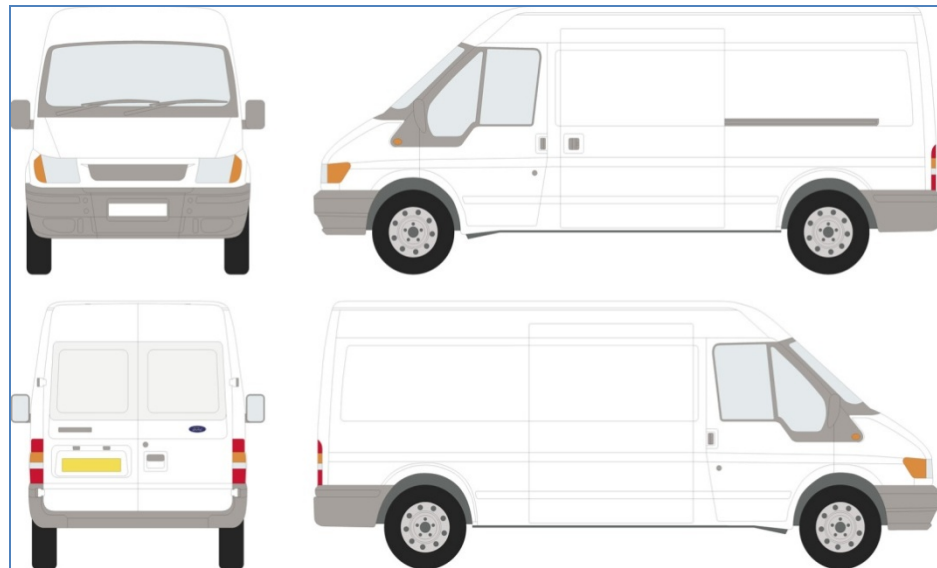
PLEASE CHECK THAT YOUR NAME IS ON THE LIST OF CERTIFIED DRIVERS

Anthony Bailey (MiDAS expiry date 01.04.2014)
Lisa Brodie-Browne (MiDAS expiry date 1.07.12)
Sandra Cottey (MiDAS expiry date 01.10.2013)
Raynor Dougan (MiDAS expiry date 01.07.12)
Dee Graham (MiDAS expiry date 01.07.2013)
Ricardo Green (MiDAS expiry date 01.10.11)
Kelsey Jenkins (MiDAS expiry date 01.04.13)
Simone Laidlow (MiDAS expiry date 01.04.2014)
Jeff Lastiotis (MiDAS expiry date 01.04.2014)
Virginia Lowe (MiDAS expiry date 01.04.2014)
Elizabeth Millward (MiDAS expiry date 01.07.13)
Coral Nourrice (MiDAS expiry date 01.10.2013)

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Group:	
Driver:	
Date:	Time Out:
	Time In:
Vehicle Registration:	EJ60 XPM <input type="checkbox"/> EJ60 XRL <input type="checkbox"/>
Start Mileage:	End Mileage:
No of passengers:	Driver hours:

Lights	
Wipers	
Fire Extinguisher	
First Aid Kit	
Spare Wheel	
Horn	
Water	
Oil	
Mirrors	
Tyres	
Breakdown info	
Tax Disc	
Fuel Bought	



Please mark any damage to the vehicle with an X

Conditions of use for drivers:

- All drivers must be over 25 and under 70 years of age, unless by arrangement.**
- All drivers must hold a full UK driving licence, which must have a D1 entitlement.**
- All drivers must have a valid MIDAS qualification.**
- All drivers are responsible for any driving or parking fines whilst in their care.**
- All drivers must inform the school of any changes to their licence (points etc) immediately.**

Driver Declaration:

- I must inspect the vehicle before and after use and note any damage or defect.**
- I am aware that it is an offense to drive a vehicle on which any of the lights do not work or on which the tyres do not meet the legal minimum depth.**
- I must comply with the Blue Badge regulations for proper use.**
- I understand that I am responsible for the vehicle and all the persons on board.**

Signature of driver:.....

(This sheet must be returned with the keys at the end of every journey)