

## Minibus Policy

A minibus is a motor vehicle that has been constructed or adapted to carry between 9 and 16 seated passengers in addition to the driver.

The school minibus provides pupils at Heritage with access to a wide range of educational visits, as well as to various extra-curricular activities. It is essential that all users of the school minibus are aware of the legal and procedural responsibilities pertaining to its use.

The aims of this policy are firstly, to ensure that the school complies with current legislation and guidance concerning the maintenance and driving of the school minibus. Secondly, to ensure that the safety of minibus users (both drivers and passengers), other road users and pedestrians is paramount at all times. Thirdly, to ensure that the school meets its health and safety and safeguarding obligations towards all members of the school community.

This policy applies to all drivers of the school minibus including Heritage staff and volunteers. All drivers are required to read this policy and sign the declaration found in Appendix A before driving the minibus. This policy extends to the use of hired minibuses that are used by the school.

The relevant legislation for school minibus use is [Part 3 of the Road Traffic Act 1988](#) and the [Motor vehicles \(driving licences\) regulations 1999 \(SI 1999/2864\)](#). The content of this policy has been shaped by the ISBA's Transport Policy template (11/2019) and UK Gov's [Driving school minibuses advice: schools and local authorities](#) and [Section 19 and 22 permits: not for profit passenger transport](#).

### Overview

The Trustees are responsible for ensuring that the school minibus fully complies in every respect with all legal transport and health and safety requirements. This responsibility is delegated to the Head to ensure its appropriate implementation. The Head has in turn delegated responsibility as follows:

#### *Site Manager*

The Site Manager has completed Castle Minibus' Online Minibus Compliance Course. He arranges and oversees the following H&S inspections and servicing for the minibus:

#### In-school:

All minibuses (whether owned or hired by the school) are subject to pre-use driver checks (by the driver) using the school's Minibus Pre-trip Driver Checks online form (equivalent to STRIDA app checklist). The Site Manager trains new drivers in this and provides an annual refresher for all approved drivers. The Site Manager also carries out monthly checks on the school minibus using the school's Minibus Monthly Checks online form (equivalent to STRIDA app checklist)

Monthly checks are carried out on the school minibus either by internal staff (Site Manager or other suitably trained staff) or by contracted assessors (eg. Castle Minibus).

#### Contracted services:

- Vehicle safety inspections and routine maintenance checks are carried out on the school minibus at the DVSA recommended interval of 10 weeks by Castle Minibus or equivalent (every 6 weeks if the vehicle is over 12 years old).

- regular maintenance of the school minibus, i.e. services and MOTs as required are carried out by Marshalls or equivalent.

The Site Manager ensures that all new drivers carry out a minibus driver assessment, either online using Castle Minibus' CODA system or in person (CAMDAS or similar). All regular minibus drivers must carry out the CAMDAS training, or similar, at least every 5 years.

The Site Manager is also responsible for ensuring that the minibus contains the minibus folder, the First Aid kit, the Fire Extinguisher and other emergency equipment (eg. warning triangle and Hi-Vis vest).

The contents of the minibus First Aid kit are managed in keeping with the responsibilities and procedures as stated in our First Aid Policy.

### ***Bursar***

The Bursar ensures that insurance cover, breakdown cover and road tax (Vehicle Excise Duty) are kept up to date and is responsible for the renewal of the Section 19 Permit(s). The Bursar ensures that necessary safeguarding checks are met. The Bursar also arranges the hire of all minibuses and carries out compliance checks to ensure that the hire vehicle is fit to be driven under a Section 19 permit.

### ***Compliance Administrator***

The Compliance Administrator maintains a list of approved drivers, verifying all driver's licence details and ensuring that all declarations and assessments are up-to-date. Any queries regarding driver eligibility are discussed with the Bursar, the Compliance Officer and the Site Manager as necessary.

### ***Minibus Drivers***

Before driving for the School, all minibus drivers must:

- read [RoSPA's Minibus Driver's Handbook](#);
- sign an annual Driver's Declaration Form (Appendix A);
- complete a minibus driver assessment, either online using Castle Minibus' CODA system or in person (MiDAS or similar)
- be fully inducted by the Site Manager in how to carry out pre-use driver checks as well as rules for driving and procedures to follow in the case of a breakdown or accident.

There is a refresher session for all existing drivers provided by the Site Manager in the spring of each academic year.

In addition to this, those who drive the minibus more regularly undergo in-person driver training, i.e. CAMDAS or similar, at least every 5 years.

Before the start of each journey all minibus drivers must carry out pre-use checks of the vehicle and record the results on the school's Minibus Pre-trip Driver Checks google form (equivalent to STRIDA app checklist). If faults that might affect the vehicle or passengers' safety are found, they must be reported immediately to the Site Manager and the vehicle must not be used until fixed and/or the Site Manager has approved its use.

### ***Approved Drivers List***

Only drivers on the Approved Drivers List may drive a minibus for the school. The Compliance Administrator administers the Approved Drivers List and is responsible for adding, removing and checking the ongoing eligibility of those already on the list.

### ***Applying to become a School Minibus Driver***

Anyone interested in becoming a minibus driver for the school must contact the Compliance Administrator who will follow this process to add a New Driver to the Approved Drivers List.

### **New Drivers**

| Check  | How?   | Why?   | Who?                     |
|--|--|--|--------------------------|
| <b>1. Initial Qualifying Checks</b>                                      |  |  |                          |
| <b>Driver Declaration Form (Appendix A)</b>                              | Google Form provided to driver.  | To ensure drivers are medically fit and legally qualified to drive a minibus   | Compliance Administrator |
| <b>Driver reads RoSPA guidance and completes Driver Declaration Form</b> | RoSPA Guidance <a href="#">Minibus Driver's Handbook</a> and Google Form   | To ensure drivers know what is expected of a minibus driver and to declare fitness and legal eligibility   | New Driver               |
| <b>DVLA Licence Check</b>  | DVLA code shared by New Driver on Driver Declaration Form  | To verify licence details (Drivers must hold a Passenger Carrying Vehicle (PCV) D1 entitlement or a D1 (101) restricted licence) and to check points (see Appendix C)<br><br>If driver has more than 6 points on their driving licence or if the driving offence was serious (e.g. dangerous driving) they will not be allowed to drive the minibus                    | Compliance Administrator |
| <b>Safeguarding</b>  | All employed staff are involved in regulated activity and appropriate checks will have already been carried out.<br><br>If the minibus driver is a volunteer the Bursar must determine whether or not they will be engaged in regulated activity. If yes, an Enhanced DBS with Barred List Check must be obtained. | If the volunteer is not supervised when driving they are involved in regulated activity.<br><br>Even if a volunteer is supervised, if they drive regularly (as defined by KCSIE) for the school, this will count as regulated activity.  | Bursar                   |
| <b>2. New Driver Assessment</b>  |  |  |                          |
| <b>Driving Assessment carried out</b>                                    | Online via CODA - Castle Minibus Online Driver Assessment OR CAMDAS (or another MiDAS equivalent course)   | If online option taken: New Driver must pass to be allowed to drive the minibus.<br>Overall Low risk - may proceed to induction<br>Overall Medium risk - Site Manager reviews results and decides if targeted training must be completed and online assessment carried out again with low risk results before proceeding to induction.<br>CAMDAS may also be required. | Site Manager             |

|   |  |   |              |
|---|--|---|--------------|
|   |  | Overall High risk - Site Manager reviews results and targeted training must be completed. Reassessment using CODA can then take place. CAMDAS may also be required. |              |
| <b>Targeted training in line with their risk profile completed</b>                      | Via CODA - Castle Minibus Online Driver Assessment   | Depending on level of risk, see above   | Site Manager |
| <b>3. Induction Programme</b>   |  |   |              |
| <b>Rules for Drivers and Passengers, including procedures for breakdown or accident</b> | Site Manager   | To ensure drivers know what is expected of them, and what rules to enforce with passengers  | Site Manager |
| <b>Pre-journey checks and minibus maintenance issues</b>                                | Site Manager - Minibus Pre-trip Driver Checks google form (equivalent to STRIDA app checklist) Train drivers in the walk-around check        | To ensure drivers know how to carry out pre-journey checks  | Site Manager |
| <b>4. Additional Training?</b>  |  |   |              |
| <b>CAMDAS, or equivalent training</b>   | If it is anticipated that the driver will drive the minibus regularly, they must be booked onto the next session of CAMDAS minibus training. | While not mandatory, CAMDAS training is highly recommended  | Site Manager |
| <b>5. Add driver to Approved Drivers List</b>   |  |   |              |

### *Checking ongoing eligibility of drivers*

Each year the Compliance Administrator will do a check of all drivers on the Approved Drivers List to ensure ongoing eligibility. Any drivers who are no longer eligible will be removed from the Approved Drivers List.

For each driver the following process will be carried out:

### **Annual checks to be carried out on Existing Drivers**

| Check                                       | How?                            | Why?   | Who?                     |
|---|---------------------------------|--|--------------------------|
| <b>1. Ongoing Qualifying Checks</b>         |                                 |  |                          |
| <b>Driver Declaration Form (Appendix A)</b> | Google Form provided to driver. | To check if there has been any change of circumstances and to ensure drivers are still medically fit and legally | Compliance Administrator |

|  |   |   |                          |
|--|---|---|--------------------------|
|  |   | qualified to drive a minibus  |                          |
| <b>DVLA Licence Check</b>                                | DVLA code shared by drivers on Driver Declaration Form  | To verify licence details and penalty points (see Appendix C)<br><br>If driver has more than 6 points on their driving licence or if the driving offence was serious (e.g. dangerous driving) they will not be allowed to drive the minibus | Compliance Administrator |
| <b>Safeguarding</b>                                      | Check if there are any changes to volunteer driving activity with regards supervision or regularity of driving.                           | To ensure that volunteers are not engaging in regulated activity.   | Bursar                   |
| <b>2. Reminder Session - Spring Term</b>                 |   |   |                          |
| <b>Pre-journey checks and minibus maintenance issues</b> | Site Manager - Minibus Pre-trip Driver Checks google form (equivalent to STRIDA app checklist).<br>Train drivers in the walk-around check | To ensure drivers know how to carry out pre-journey checks  | Site Manager             |

## Procedures for Drivers

### *Pre-use checks*

All drivers of any minibus used by the school will conduct pre-use checks before the start of each journey to satisfy themselves that the vehicle is safe to drive:

- Pre-use checks of the vehicle are recorded on the school's Minibus Pre-trip Driver Checks google form (equivalent to STRIDA app checklist) provided by the Site Manager.
- If faults that might affect the vehicle or passengers' safety are found, they must be reported immediately to the Site Manager and the vehicle must not be used until they are all remedied.
- Check weather conditions in advance of the journey and in the event of extreme weather conditions, avoid making the journey.
- Drivers will plan their route and will ensure that adequate rest stops are included. For those who are paid to drive, domestic drivers' hours rules apply, in which case a driver **must** take a break of at least 30 minutes after 5 and a half hours of driving before recommencing driving. Volunteer drivers (i.e. those who are not required to drive as part of their job description for the school) are not subject to any drivers' hours rules, but should aim to take a break from driving for 15 minutes every two to three hours (see Appendix C).
- Drivers should use common sense to ascertain their suitability to drive at a given time (consider tiredness, illness etc.). Drivers should not be tempted to carry on when it would be safer for everyone not to drive until they are feeling better.

### *Vehicle Operation*

Seat Belts/Luggage:

- Before setting off, the driver must ensure that both they, and the 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 not obstructing passageways so as to prevent safe evacuation of the vehicle.

Driving Rules:

- Drivers are responsible for driving within the law and in accordance with the Highway Code.
- The School will not refund fines or other costs incurred by drivers as a result of any road traffic or parking offence. Drivers must inform the Bursar and the Compliance Officer of any penalty points received whilst using the school minibus; failure to do so may result in disciplinary action.
- Speed limits for minibuses are lower than for cars on some roads:

|                     |  |
|---------------------|--|
| Built-up Roads      | 30 mph (unless signed otherwise)           |
| Single-carriageways | 50 mph (unless signed otherwise)           |
| Dual Carriageways   | 60 mph (unless signed otherwise)           |
| Motorway            | 70 mph (unless signed otherwise)           |
| Motorway            | 60 mph (if the minibus is longer than 12m) |

- Under normal road conditions, a minibus is not permitted to be driven in the third lane of a motorway.
- All accidents and Near Misses, whether or not they cause injury to persons or damage to property, are to be reported to the Bursar as soon as possible after they occur using the Vehicle Accident Reporting Form provided in Appendix B.
- Vehicles must not be driven at any time with more than the legal limit of passengers - limit for school owned minibus is 16 plus the driver.

#### Distraction During Driving:

- Drivers should never use a hand-held or hands-free mobile phone while driving the minibus. However, if absolutely required, making genuine emergency calls whilst driving is legal.
- Noisy or boisterous behaviour is not permitted.

#### Safety:

- Whilst driving the minibus, drivers should ensure that all doors are unlocked to assist with emergency exit if the need arises.
- Internal minibus lights should be turned off to prevent the driver's vision being impaired.
- Do not leave children unattended in the minibus.
- In the event of a fire do not attempt to extinguish. The priority is for the safe evacuation of all passengers.

#### Security:

- Whenever the vehicle is left unattended, all windows are to be closed and doors locked.
- Keys must not be left inside the minibus when it is unattended.

### **Accident and Breakdown Procedures**

#### *Breakdown Procedures*

Standard breakdown procedures are to be followed where necessary

- Move the minibus off the road (onto the hard shoulder or emergency refuge if on a motorway). If this is not possible, move it as far away from moving traffic as possible
- Switch on the hazard warning lights.
- If you use a warning triangle, place it on the same side of the road at least 45 metres from the minibus. Take great care when placing and retrieving it and never use it on a motorway.
- Move the passengers out of the nearside of the minibus and as far away from traffic as possible. Don't let anyone stand behind the minibus.
- If it is necessary to use the rear exit, take care about approaching traffic.
- Help passengers who need assistance to exit the minibus.
- Don't let anyone stand between the minibus and oncoming traffic.
- On motorways or other busy roads, take the passengers onto the embankment or grass margin and as far from the traffic as possible.
- Keep passengers together in one group and under supervision.

- In some circumstances, it is safer to leave passengers in the minibus. For example, if it seems too dangerous to unload passengers in wheelchairs or if there is not a safe waiting area. You will need to assess the situation and decide whether or not to unload passengers.
- If necessary, go for help, leaving the passengers with the passenger assistant, but if you are the only adult present, do not leave children alone. Give the police or breakdown service accurate details of the location, and whether children or passengers with mobility problems are being carried.
- Telephone your contact person to tell them what has happened and ask them to relay messages to parents and others.
- If the breakdown occurs on a motorway, use the roadside emergency telephone as this will help the Police to pinpoint your location. The nearest one is shown by arrows and numbers on small marker posts at the edge of the hard shoulder. If on a public road, get out of the vehicle on the safe side – nearest the path or verge.

### **Accident**

In the event of an accident:

- Follow the procedure for breakdowns above.
- Do not move injured passengers unless they are in immediate danger of further injury.
- Call the emergency services with information about the situation and any special circumstances (e.g., passengers with special needs.)
- Stay at the scene until the emergency services (and anyone else with reasonable cause) have taken all the details. If possible, obtain the names, addresses and telephone numbers of people involved, including independent witnesses.
- If there is any injury or the names of people involved are not exchanged or there is damage to property (including street furniture) other than the minibus, you must report the collision to the Police as soon as possible or in any case within 24 hours.
- Take photos of the accident scene from various angles if possible.
- Complete the Vehicle Accident Reporting Form provided at Appendix B.
- If the collision is 'damage only', ensure the minibus is roadworthy before continuing the journey.
- Do not allow child passengers to assist with repairing or re-starting the minibus and never allow them to push the minibus.

### **Insurance and Breakdown Cover**

Details of the School's insurance and breakdown cover, including contact details, can be found in the minibus folder which is in the minibus. The insurance is specific to the minibus with registration GU12 HFW. Any questions regarding insurance should be brought to the Bursar.

Insurance for hire vehicles must be put in place before the school takes possession of the hire vehicle.

### **Records**

Records must be retained for at least 15 months, but preferably longer, particularly if there is a risk of litigation following an incident. The following records are kept:

- All documents relating to the ownership/hire/lease of the vehicle;
- Maintenance and safety checks,
- An Accident/Incident book, including fault reported and rectified;
- A list of approved drivers;
- Training and refresher training records;
- Medical details for drivers eg. whether or not they wear glasses;
- Contact names and details (including out of hours details);

### **Use of Hire Vehicles**

In certain circumstances it will be necessary to hire a vehicle. All hired minibuses (9 to 16 passenger seats) are to be treated as school vehicles and will require a Section 19 permit disc to be displayed. Hired vehicles are subject to the same legislation and policies and procedures as vehicles owned by the school.

The hire process will be overseen by the Bursar who will ensure that the vehicle is fit to be driven under a Section 19 permit.

Rental and leasing companies who are members of the British Vehicle Rental and Leasing Association are regularly inspected under the BVRLA's Quality Assurance Programme, where the maintenance records, branches and vehicles are inspected by an independent UKAS accredited inspector. As such, the school will have a preference for using a hire company that is a member of the British Vehicle Rental and Leasing Association.

Before proceeding with a hire, the hire Company must provide prior written assurance to the school that:

- all minibuses are examined annually and have a current MOT certificate; have been maintained and serviced regularly and that records are available if requested ;
- all minibuses are fitted with fully operational seat belts, BSI approved fire extinguishers and a fully maintained first aid kit.
- the minibus being provided is insured for use under a Section 19 permit.

It is the school's responsibility to be able to provide maintenance records covering the period of use. Hired vehicles should be inspected by a member of staff from the rental company prior to being made available for each rental. This pre-rental inspection should include all major mechanical parts, exterior and interior condition and electronic equipment, fluids, tyre condition and pressure. The school will keep a copy of this checklist as proof that the rental company has carried out a pre-rental inspection. SEE DVSA **Guide to maintaining roadworthiness: commercial goods and passenger carrying vehicles** p36).

As the user of the vehicle, it is ultimately the driver's responsibility to ensure that any hired, leased or borrowed vehicle is in a roadworthy condition. Therefore it is essential that the driver carries out a daily walkaround check (as is required before use of the school owned minibus), and records it on the school's Minibus Pre-trip Driver Checks google form (equivalent to STRIDA app checklist), before any hire vehicle is driven.

|               |                |
|---------------|----------------|
| Authorised by | Jason Fletcher |
| Date          | Jan 2024       |

|             |                               |
|-------------|-------------------------------|
| Review date | Jan 2025                      |
| Circulation | Staff and parents via website |



## Appendix A: Driver Declaration Form

To be completed by new minibus drivers and at least annually by existing drivers.

This form can be completed electronically via this link: [Driver Declaration Form](#)

|                      |  |
|----------------------|--|
| Full Name of Driver: |  |
|----------------------|--|

|   |            |           |
|---|------------|-----------|
| Have you been involved in any accidents in the last 5 years (whether or not you were responsible for the accident)? | <b>Yes</b> | <b>No</b> |
| If yes, please provide further details:   |            |           |
| Do you have any medical conditions to declare? (see note 1 below)   | <b>Yes</b> | <b>No</b> |
| If yes, please provide further details:   |            |           |
| Do you take any medication that might cause drowsiness or affects your ability to drive? (see notes 1 and 3 below)  | <b>Yes</b> | <b>No</b> |
| If yes, please provide further details:   |            |           |
| Do you wear glasses or contact lenses to drive? (see note 2 below)  | <b>Yes</b> | <b>No</b> |
| If yes, please provide further details:   |            |           |

|  |
|--|
| <b>As the person named above I confirm that:</b>   |
| <ol style="list-style-type: none"> <li>1. I am between the age of 25 and 70 and have been driving for more than 2 years.</li> <li>2. Medical Conditions: I have declared all medical conditions that could impair my ability to operate the school minibus in a safe and controlled manner</li> <li>3. I am not on any medication that might cause drowsiness or impair my ability to drive.</li> <li>4. I will be very careful to ensure that I have negligible blood alcohol levels whenever I drive the minibus (see note 3 below)</li> <li>5. Vision: I am able to read a car registration plate at a distance of 20 metres in good daylight (with the aid of glasses or contact lenses if worn). If I require glasses or contact lenses I will ensure that I will always wear them while driving the school minibus (see note 2 below)</li> <li>6. I will inform the Compliance Administrator if my health changes or if I start to take medication that might impair my ability to drive</li> <li>7. I will inform the Compliance Administrator if I receive any penalty points on my licence or changes are otherwise made to it (see note 4 below)</li> <li>8. I will inform the Compliance Administrator if I'm involved in an accident at any time (ie whether or not I'm driving for the school) - whether or not I'm responsible.</li> <li>9. I have read ROSPA's Minibus Driver's Handbook.</li> <li>10. I have read, understood and agree to abide by the terms in the school's minibus policy</li> <li>11. I understand that it is a criminal offence to make a false declaration.</li> </ol> |

**I consent to the Compliance Administrator and the school viewing my driving licence information as specified below and retaining this information as required.**

Please follow this link - [View or share your driving licence information](#) - to create a licence 'check code' to share your driving record.

The check code will be valid for 21 days.

You'll need:

- your driving licence number
- your National Insurance number - find your National Insurance number if you've lost it
- the postcode on your driving licence

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

Licence Number: \_\_\_\_\_

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

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

**Confirmation by the Compliance Administrator**

Please attach evidence of online DVLA checks and sign below to confirm that the driver named above has permission to drive the minibus on behalf of the school

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

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

## Notes

### 1. Medical Conditions

The DVLA website lists almost 200 conditions in alphabetical order for which people MAY need to notify them. If you have any medical condition please check to see if it is listed here:

<https://www.gov.uk/health-conditions-and-driving/find-condition-online>

Some of the more common examples for which the DVLA states that it must be informed include:

- An epileptic event (seizure or fit).
- Sudden attacks of disabling giddiness, fainting or blackouts.
- Severe learning difficulties.
- A pacemaker or implanted defibrillator device fitted.
- Diabetes controlled by insulin or tablets that have a high risk of causing hypoglycaemia - eg, sulfonylureas.
- Parkinson's disease.
- Any other chronic neurological condition.
- Dementia or a serious problem with memory.
- A major or minor cerebrovascular event (only if there is residual neurological or cognitive deficit one month after the event).
- Multiple transient ischaemic attacks (TIAs) over a short period but not a single TIA.
- Any type of brain surgery, brain tumour or severe head injury involving inpatient treatment at hospital.
- Any severe psychiatric illness or mental disorder including acute psychotic disorder, unstable mania or hypomania, severe depressive illness if there are features which affect risk to drive safely or suicidal thoughts.
- Continuing/permanent difficulty in the use of arms or legs which affects your ability to control a vehicle.
- Drug or alcohol misuse (including illegal use of prescription drugs).
- Any visual disability which affects both eyes or loss of sight in one eye. Do not declare short/long sight or colour blindness.
- Narcolepsy or other primary hypersomnia.

**If you have any of the conditions listed above, or know of any other medical conditions which could impair your ability to drive the school minibus, you must inform the school. If in doubt, you must consult your doctor before signing this form.**

### 2. Vision

The DVLA states that:

*a licence holder or applicant must be able to meet the prescribed eyesight requirements, ie to read in good daylight (with the aid of glasses or contact lenses if worn) a registration mark fixed to a motor vehicle and containing letters and figures 79 millimetres high and 50 millimetres wide (ie post 1-9-2001 font) at a distance of 20 metres, or at a distance of 20.5 metres where the characters are 79 millimetres high and 57 millimetres wide (ie pre 1-9-2001 font). In addition, the visual acuity (with the aid of glasses or contact lenses if needed) must be at least Snellen 6/12 with both eyes open or in the only eye if monocular.*

**If you have been prescribed glasses or contact lenses for driving these must be worn.**

### 3. Drugs or Alcohol

Driving, or being in charge of a vehicle when under the influence (including any side-effect) of alcohol or another drug affecting fitness to drive, is an offence under the Road Traffic Act 1988. This applies to legal and illegal drugs. Police can stop drivers to check levels of alcohol, cannabis and cocaine.

Many people who drink alcohol are still over the legal limit the morning after they have been drinking. As it takes several hours for alcohol to disappear from the body, someone who was drinking late the previous

evening is very likely to still be over the limit when they drive a vehicle the next morning. Even if they are under the limit, their driving ability will still be affected by the alcohol in their body. Many drugs affect alertness and driving ability - if you are taking any medication check the data sheets to see if this is the case.

**You must not drive**

- **if your medication affects your alertness or driving ability**
- **under the influence of alcohol or any illegal drug**
- **if feeling unwell**
- **within 24 hours of a general anaesthetic**

**4. Penalty Points**

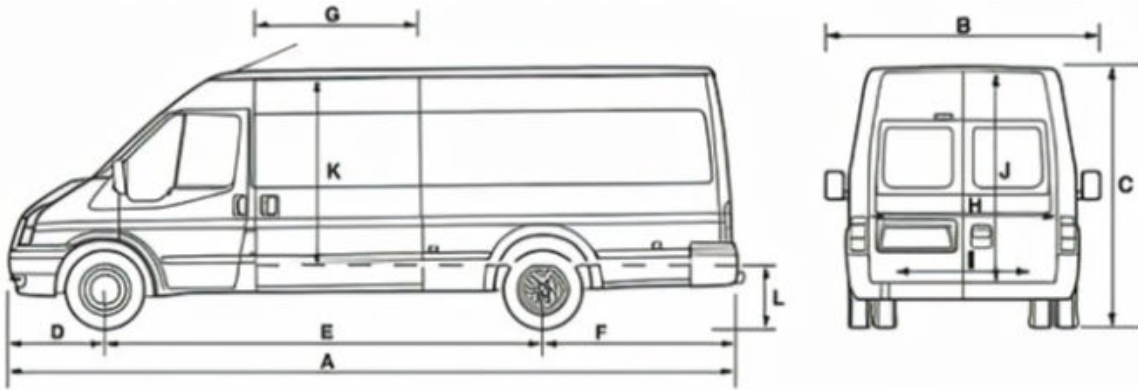
If you have more than 6 points on your driving licence or if your driving offence was serious (e.g. dangerous driving) you will not be allowed to drive the minibus.

## Appendix B: Minibus Accident/Near-miss Reporting Form

The driver of the minibus involved in the accident should complete this form. It must be completed as soon as reasonably practicable after the accident and provided to the Compliance Officer.

|   |                               |                             |
|---|-------------------------------|-----------------------------|
| Driver name:  |                               |                             |
| Number of people in the minibus (including driver):                                   |                               |                             |
| Date and time of the incident/Near-miss: __/__/20__ : _____ am/pm                     |                               |                             |
| Purpose of the trip:  |                               |                             |
| Was a trailer attached: Yes / No  |                               |                             |
| Incident/Near-miss location: (provide address/coordinates):                           |                               |                             |
| Estimated speed (at the time of incident):  |                               |                             |
| Weather conditions (e.g. consider visibility):  | Condition of road surface:    |                             |
| Name and contact details of any independent witnesses:                                |                               |                             |
| Were the police involved/called?  | Provide details:              |                             |
| Was there any damage to other vehicles / property?<br>(other than the school minibus) |                               |                             |
| Name and address of other parties involved in the incident (if any):                  |                               |                             |
| Their insurance provider:   | Their vehicle make and model: | Their vehicle registration: |

Summary of damage to the school minibus:



Description of any injuries sustained:  
(give details of the injury, names and addresses):

The information provided above is for use by the School (i.e. not for the other party).

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

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

If you have any questions in relation to completing this form, contact the Compliance Officer.

## Appendix C: Guidance on licence requirements and Section 19 Use

### Standard & Restricted PSV operator licence holder

Employees (whether teachers or other post holders) who intend to drive a School vehicle which carries between 9 and 16 passengers must hold a full PCV drivers' licence which is either a D1 licence (unrestricted) or a D licence for minibuses and larger passenger carrying vehicles. Employees (whether teachers or other post holders) who intend to drive a School vehicle which carries more than 17 passengers must hold a full D licence. These drivers can be paid for driving these vehicles.

### Eligibility to drive – Section 19 permit holder

Any employees (whether teachers or other post holders) who hold a D1 (101) licence may drive a School vehicle which carries between 9 and 16 passengers and may also be paid to drive.

Any employees who passed their car licence test on or after 1st January 1997 may drive a School vehicle which carries between 9 and 16 passengers **provided only that:**

- they have held a full category B (car) licence for at least 2 years,
- they do not receive payment or other consideration for driving other than out of pocket expenses,
- the vehicle has a maximum gross weight not exceeding 3.5 tonnes (4.25 tonnes including specialised equipment for the carriage of disabled passengers),
- no trailer is towed.

### Driver Certificate of Professional Competence (DCPC)

All drivers who drive any vehicle authorised by a standard or restricted PSV operator licence must have a Driver Certificate of Professional Competence (DCPC) and they must carry their driver qualification card (DQC) with them at all times when driving. All drivers who drive a category D1, D1 & E (trailer), D or D & E (trailer) vehicle or vehicle combination authorised by a section 19 permit must have a DCPC, unless one of the exemptions applies. If this driving is required as part of the staff member's contract of employment a DCPC is required but if the staff member drives the vehicle/s of their own free will and not as part of their employment contract they may be considered to be a volunteer and so will not need a DCPC. If the DCPC is required for section 19 permit operations the driver must carry the DQC with them at all times when driving.

### Rest break and limits on hours spent driving

Employees who drive school vehicles are subject to domestic drivers' hours rules, as set out in the Transport Act 1968.

A summary of the Domestic Driver's Hours' Rules is below

Maximum length of the working day – 16 hours

Maximum daily driving period – 10 hours

Minimum daily rest period – 10 hours

Continuous driving – 5 ½ hours driving followed by an immediate break of 30 minutes before recommencing driving.