

Minibus Policy & Procedure

Expansive Learning Group

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Version 2

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1. Scope

All employees of Expanse Learning

2. The Aims of this Policy

- To ensure that Expanse Learning complies with current legislation and guidance concerning the maintenance and driving of the company minibuses.
- To ensure that the safety of minibus users (both drivers and passengers) and other road users and pedestrians is paramount at all times.
- To ensure that Expanse Learning is meeting its health and safety and safeguarding obligations towards all members of Expanse Learning's community.

3. Policy Statements

- Expanse Learning follows guidance contained within Driving School Minibuses – Advice for Schools and Local Authorities (September 2013) which was published jointly by the Department for Education, Department for Transport and Association of Chief Police Officers.
- 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 Expanse Learning with the necessary knowledge and information in the light of growing legislation regarding the qualifications, insurance, operating, servicing and inspection requirements to safely operate our minibuses and carry passengers.
- The behaviour and competence of the minibus drivers will be fully assessed to ensure the safe operation of the minibuses and to keep employees and others free of harm.
- This policy extends to the use of hired vehicles that are used by Expanse Learning.
- A copy of this policy will be provided to all minibus drivers and will be kept within National College platform.
- This policy and the procedures contained within it will be reviewed regularly as part of the Expanse Learning's Health and Safety review.

4. Roles and Responsibilities

Executive Leadership Team (Directors):

- The Executive Leadership Team at Expanse Learning is responsible for ensuring that minibuses operated on behalf of the company fully comply, in every respect, with all legal transport and health and safety requirements. This responsibility is delegated to the respective Head of Department for example Headteacher & Head of Education etc (Hereafter referred to as Head of Department) to ensure its appropriate implementation.
- To monitor the implementation of this policy and review it on a regular basis (Annually)

Head of Department:

- The Heads of Department will ensure that their provisions follow the appropriate safety procedures for the minibus that are set out in this policy. This policy has been based on the ROSPA Advice for Minibus Safety and their code of practice (in addition to the DfE guidance).

The Head of Shared Services will:

- Ensure that mini checks (fuel, water, oil and battery levels, tyre pressures and lights) are conducted on a weekly basis. Any issues identified should be brought to the attention of the Head of Shared Services immediately.
- Review weekly the 'Vehicle Check Lists' returned by drivers, identify any issues and act accordingly.
- Arrange for appropriate insurance cover and for the payment of annual road tax.
- Ensure that servicing of the minibuses is performed at the correct mileage and that the service book kept is ready for inspection at any time.
- Ensure that the annual MOT is carried out within the necessary timeframes.

Minibus Drivers

- Follow and comply fully with the requirements outlined in 'Procedures and Practices' section below.
- Ensure that pre-use checks of the vehicle are conducted and pass the completed Vehicle Check List to the reception when returning vehicles keys (see Appendix One). Any damage that is identified on the vehicle as it is being checked out, MUST be emailed to the Head of Shared Services before the vehicle prior to departure. **Failure to email pre-existing damage to the HoSS will result in the driver being held liable upon return of the vehicle.**

- Report any concerns about the safety and/or condition of the minibus to the Head of Shared Services immediately.
- Familiarise themselves with the relevant ROSPA guidance
- Understand the personal legal implications if procedures are not adhered to. For example, 'It is the driver's licence that will suffer if the vehicle is found to be defective. It is also the driver's responsibility to ensure the safety (including the use of seat belts) and welfare of all passengers. (ROSPA, August 2015)
- Comply fully with all road traffic laws, respecting speed limits and ensuring use of seatbelts at all times. For longer journeys, frequent rest breaks are to be taken.
- Inform the Head of Shared Services immediately if unfit to undertake a journey in order for alternative arrangements to 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. Making genuine emergency 999 or 112 calls whilst driving is legal.

5. Procedures and Practices Driver Eligibility

Persons Entitled to Drive the Minibus

- Only those named on the approved drivers list (a copy of which is held on DatabridgeMIS) will be eligible to drive the company minibus. Minibus drivers must meet the driver licence requirements set out in Driving School Minibuses – Advice for Schools and Local Authorities (September 2013).
- Drivers must be medically fit, legally qualified to drive a minibus and are required to complete and sign a driver declaration form to that effect before driving the company minibus. The form will be kept on file in the ELWS office.
- Staff with a medical condition that needs to be declared to insurers or have any changes to their driving licence must advise Business Officer and the Head of Shared Services accordingly.
- Drivers will be required to give consent for their licence to be checked every 12 months via the online 'Check someone's driving licence information' tool on the DVLA website. The driver will need to obtain the code at View Your Driving Licence Information on the DVLA website (<https://www.gov.uk/view-driving-licence>). The code must be provided to the Business Officer within 21 days. The Business Officer will use this code to check the driver's eligibility to drive.
- Before transporting passengers in a wheelchair, staff must undergo a Minibus Driver Awareness Scheme (MIDAS) training course and pass an assessment. The assessment and training will be carried out by an external MIDAS Driver Assessor Trainer.
- Additionally, staff will have MIDAS refresher training every four years to ensure that they maintain the necessary level of proficiency to drive the company minibus safely.
- Drivers will be required to report any changes to their licence (including the acquisition of penalty points) to the Head of Shared Services and the Business Officer.

6. Persons who use their own vehicle for Occasional Business Use

- Staff who wish to use their own vehicle for 'Occasional Business Use' for general company business or to transport students, parents, or other staff, must inform their Line Manager two days prior to the travel date, providing the purpose of use, who will be transported and where. The staff member's vehicle will be insured during this period of travel and a copy of the vehicle's MOT certificate, service history and insurance documents (confirming business cover) should be provided to HR, along with the dates of use, person(s) driving the vehicle and confirmation of the make, model, and vehicle registration. These details will be securely updated to DatabridgeMIS. If the use is due to an emergency, then you must inform your Line Manager as soon as is reasonably possible.
- Drivers must be medically fit, legally qualified to drive and are required to complete and sign a driver declaration form to that effect before driving their own vehicle for occasional company business use. The form will be kept on file in DatabridgeMIS.
- Staff with a medical condition that needs to be declared to insurers must advise the Head of Shared Services accordingly.
- Drivers will be required to give consent for their licence to be checked via the online 'Check someone's driving licence information' tool on the DVLA website. The driver will need to obtain the code at View Your Driving Licence Information on the DVLA website (<https://www.gov.uk/view-driving-licence>). The code must be provided to the Business Officer who will use this code to check the driver's eligibility to drive.

7. Penalty Points on Driving Licences

Where a driver informs Expanse Learning that he/she has acquired penalty points on his/her licence the Head of Shared Services will determine whether he/she is permitted to drive the company minibus. This will also apply to use of the driver's own vehicle, or a vehicle owned by another organisation for business purposes.

8. 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.
- The Head of Shared Services will conduct weekly mini checks on fuel, water, oil and battery levels, tyre pressures and lights. A signed record will be maintained to demonstrate that these checks have been undertaken.

Minibus Bookings and Administration

- All bookings should be made using the booking the employee intranet
- A list of students and staff on the journey, and journey details (to include departure and return times) is to be completed in DatabridgeMIS (off site forms). The office should be provided with relevant contact numbers for staff using the vehicle(s).
- Drivers must complete and sign the 'Minibus Checklist Record' when collecting the minibus keys from the Wigan School (failure to do so may render the journey unauthorised for insurance purposes), and collect the Minibus File, which contains a copy of the Highway Code, the Minibus Policy, spare checklists, a notepad and pen.
- If leaving or returning out of hours the Head of Shared Services should be informed in advance to ensure access to the site if required.
- Drivers must return the vehicle's keys and the Minibus File to the Wigan School on returning to the school along with the Vehicle Check List. If the minibus is being returned out of hours, the keys, and minibus file should be brought to the school first thing in the morning.

Pre-Use Vehicle Checks

- The company minibus must be maintained to high levels. As well as MOT, servicing and half termly 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.
- Pre-use checks are to be recorded on the Vehicle Check List found in the Minibus File which must be signed for on collection and return of keys from the Wigan School. Completed Vehicle Check Lists are to be given to the School Business Officer on return of the minibus who will take any action necessary. These lists will be retained by Expanse Learning.
- Pre-use checks must include lights (headlights, hazards, brakes, reversing, side and indicators), horn, mirrors, doors (open, close and lock correctly), steering, seatbelts and windscreen wipers (including windscreen wiper wash). A walk around the vehicle should occur to check for damage / defects and to assess tyre condition.
- If the driver has concerns about the condition of the vehicle, it must not be used, and these concerns must be reported to the Head of Shared Services.
- Mileage records should be used to help monitor fuel consumption.
- Prior to the start of each journey, the driver is to go through a brief talk with students regarding the wearing of seatbelts, journey time, being seated at all times, behaviour, noise levels and escape procedures. The journey is not to commence unless the requirements of the driver are complied with.

9. Fuel

- It is the driver's responsibility to check there is sufficient fuel for the intended journey.

10. Equipment

- It is recommended that the following equipment is carried on board the Minibus. If items are used during a journey, please inform the Head of Shared Services who will replenish supplies:
 - The Company Minibuses has a fuel card that enables fuel to be purchased and charged to Expanse Learnings account.

- The Head of Shared Services will regularly check the company minibuses to ensure that the vehicles are fully replenished for the intended known journeys each day. It may, however, be necessary for the minibus driver to refuel whilst on a journey.
- The diesel level should not go below a quarter and would preferably be filled up when it is half full. This helps prevent primer damage and fuel tank sediment entering the engine.
- First Aid Box containing:
 - 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 - At least one fire extinguisher (which complies with BS 5432 or equivalent and has a minimum test rating of 8A or 21B) that contains foam.
- Warning Triangle - This should be used in the event of breakdown and carefully positioned 50m behind the vehicle to warn other road users of the broken-down vehicle.
- Hi-Visibility Vest

11. Tidiness

- The Minibus should be left 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.

12. Vehicle Operation

Capacity

- No more than 16 passengers and a driver may be carried in the company minibus.

Seat Belts/Luggage

- Before setting off, the driver and/or driver's assistant must ensure that passengers are wearing seat belts and any luggage is securely stowed. Students are to be informed that seatbelts are to be worn at all times when the vehicle is in motion.

Driving Rules

- Drivers are responsible for driving within the law and in accordance with the Highway Code (a copy is held in the Reception Office). Expanse Learning will not refund fines or other costs incurred by drivers as a result of any road traffic or parking offence. Drivers must inform the Head of Shared Services of any penalty points received whilst using the minibus; failure to do so will result in disciplinary action.
- National speed limits apply to the minibus.
- It is Expanse Learning policy that under normal road conditions, a minibus should not 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, whether or not they cause injury to persons or damage to property, are to be reported to the Head of Shared Services as soon as possible after they occur.
- 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.
- Smoking is prohibited on the minibus at any time.

Driver's Assistant

- With the exception of short journeys, a second member of staff or an adult volunteer will normally be on every journey as the driver's assistant.
- For short journeys of less than thirty minutes duration an assistant should not be needed unless circumstances require one – the minibus risk assessment will determine if a driver's assistant is needed.
- This person should be positioned near the back of the minibus to observe behaviour and maintain good order. They can also make and receive phone calls, so the driver does not have to. They should also help with reversing and need to be visible at all times to the reversing driver. They should assist in a breakdown or accident and can act as a relief driver if they are trained and authorised to do so.

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.
- The vehicle is fitted with a reversing camera and should be used at all times.
- Always check behind your vehicle before reversing – if necessary, ask someone to watch the area into which you will be reversing.
- If you use a guide, ensure they can be seen at all times whilst manoeuvring – if two members of staff are present, one must at all times be the guide when reversing.
- Ensure rear view mirrors are clean and properly adjusted at all times. Distraction during driving
- The use of mobile phones is strictly prohibited whilst operating the vehicle. There are other similar activities, which can be unsafe and thus may attract the attention of the police, such as drinking (soft drinks), eating, smoking, or even changing a radio channel. To this end, any action whilst driving, which could cause distraction must be avoided.

Tiredness

- Driving when tired greatly increases the risk of an accident. The Highway Code recommends that a driver takes 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. Bags can go on spare seats and under seats.
- If a trailer is used, the back doors of the minibus need to be able to open fully to help students escape safely if necessary.
- 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
 - 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.
- Unsafe situations: 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 Expanse Learning.

Security

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

13. Accident and Breakdown Procedures

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 and exercise extreme caution at all times.
- 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 the vehicle can be seen by other road users.
- In the event of breakdown contact Head of Shared Services
 - RAC = 0333 2000 999
 - Policy Number = Vehicle Registration
- It is best to use a roadside emergency telephone if possible as this will pinpoint your location.
- Expanse Learning should also be contacted, when practical, in the event of a breakdown.
- Staff should not change a tyre or attempt repairs. This should be carried out by a breakdown team.

Accident

In the event of an accident:

- Deal with any injured persons.
- Ensure the safety of everyone involved.
- 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 File (carried on all journeys).

Expanse Contacts are:

- Mr Richard King (Director of Schools) – 07715 681 248
- Mr Karl Wane (Director of College) – 07738 104 279
- Mr Scott Roberts (Head of Shared Services) – 07921 888 300

14. General

Any member of staff who has queries relating to the driving of the company minibus or the condition of the vehicle should bring them to the attention of the Head of Shared Services.

15. Monitoring and Review

The effectiveness of this policy will be reviewed every 24 months.

Impact of non-compliance

Staff:	Disciplinary action, Support, Action Plan
Student:	Not applicable
Legislation/organisational:	statutory and non-regulated compliance. Prosecution, Staff Retention, Poor employee performance etc
Compliance lead:	Shared Services
Policy Reference:	ELGR-POL-ORGN-0018
Version:	2
Agreed policy location:	Intranet, website and National Online Safety
Review Schedule:	24 months
Does the policy require Governor approval?	No

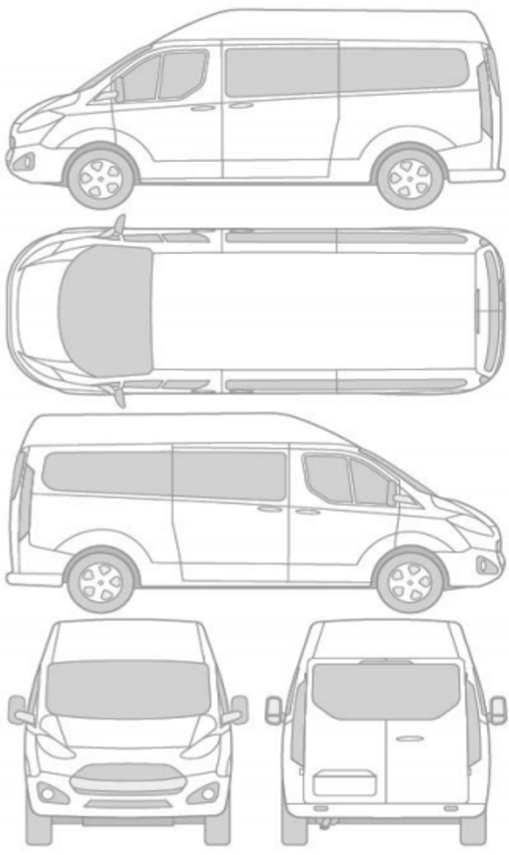
Approval

<p>Prepared by Scott Roberts 10/10/2022</p>  <p>Head of Shared Services</p>	<p>Approved by Tony Brown 10/10/2022</p>  <p>CEO</p>	<p>Counter Signatory Karl Wane 10/10/2022</p> <p>K Wane</p> <p>Director of College</p>
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Version Control

Version	Date	Revision	Review Date
1	10/06/2021	Policy reviewed	09/06/2022
2	10/10/2022	Policy reviewed, job titles updated and booking process amended	09/10/2024
3			

Minibus Checklist

Registration Number:		Vehicle Make & Model:	
Pick Up		Drop Off	
Date:		Date:	
Time:		Time:	
Start Mileage:	Finish Mileage:	Total Mileage:	
✓ = Satisfactory		✗ = Defected	
Vehicle Interior	Comments	Condition of Vehicle Body	
Cleanliness: <input type="checkbox"/> Safety Belts: <input type="checkbox"/> Head Restraints: <input type="checkbox"/> Fire Extinguisher: <input type="checkbox"/> First Aid Kit: <input type="checkbox"/> Internal Lights: <input type="checkbox"/> Seats/Upholstery: <input type="checkbox"/> AC, Heaters & Fans: <input type="checkbox"/> Reversing Cameras: <input type="checkbox"/> Breakdown Triangle: <input type="checkbox"/> Horn: <input type="checkbox"/> Brakes including H/Break: <input type="checkbox"/> Fuel: <input type="checkbox"/>			
Vehicle Exterior	Comments		
Cleanliness: <input type="checkbox"/> Windscreen: <input type="checkbox"/> Wipers & Washers: <input type="checkbox"/> Head & Tail-Lights: <input type="checkbox"/> Indicators: <input type="checkbox"/> Hazard/Reversing Lights: <input type="checkbox"/> Mirrors: <input type="checkbox"/> Wheels & Rims: <input type="checkbox"/> Spare Tyre: <input type="checkbox"/> Jack: <input type="checkbox"/>		D = Dent, S = Scratch, C = Crack, R = Rust, P = Chip	
Tyre Conditions incl. tread	Comments	Comments:	
NS Front (Passenger): <input type="checkbox"/> OS Front (Driver): <input type="checkbox"/> NS Rear (Passenger): <input type="checkbox"/> OS Rear (Driver): <input type="checkbox"/>			
Declaration:			
○ I certify that the information provided above is correct to the best of my knowledge. ○ I declare myself as medically fit to drive. ○ I agree to take responsibility for any fines in respect of traffic, parking or speeding offences incurred whilst I am a driver of the vehicle. ○ I also undertake to notify Expanse Group Ltd of any accident that occurs whilst I am responsible for one of the company's vehicles ○ I hereby declare that I have read and am fully conversant with the Expanse Learning's Driving at Work Code of Practice and agree to abide by its terms.			
Print Name:		Signature:	
Job Title:		Date:	

Appendix 2 - Mini-Bus Driver Declaration Form

Annual Driver Declaration Form

This form must be completed by any member of staff who wishes to drive on Expanse Learnings business. This includes staff who are required to drive Expanse Learning's vehicles as an essential part of their work (e.g. Estates, Health and Safety, Student Support and Well-being and Campus Support staff) and those who either hire a vehicle or choose to use their own private vehicle on Expanse Learning business.

Expanse Learnings business shall be defined as all journeys to and from premises other than your usual place of work, for example, to attend seminars, conferences, meetings, training courses, placements etc. Please note that journeys between your home and your permanent place of work are considered to be private journeys.

Please complete this form and return via email to HR@expansgroup.co.uk together with the following:

1. A photocopy or scan of your Photocard Driving Licence (both sides), and
2. A DVLA Licence Summary¹ (available from <https://www.gov.uk/view-driving-licence>)²

Your Name:		
Department:		
Driving Licence Number:		
Country of Issue: (e.g., UK, IRL):		
Date B Licence Test Passed:		
Age at time of test (if you are under 25):		
Please mark 'X' in the relevant box.	I am a member of staff	<input type="checkbox"/>
	Other (please state)	<input type="checkbox"/>
Are you applying to drive? (Please mark 'X' in the relevant box.)	A University owned or leased vehicle	<input type="checkbox"/>
	A hire car (on either a short- or long-term basis)	<input type="checkbox"/>
	A minibus	<input type="checkbox"/>
	Your own private vehicle	<input type="checkbox"/>

If you answer 'YES' to any of the questions below, full details must be supplied and submitted with this form for approval:	YES	NO
1. Have you resided in the British Isles for less than three years?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you been involved in any motor accidents, losses or claims (other than windscreen claims) during the last 3 years irrespective of blame?	<input type="checkbox"/>	<input type="checkbox"/>
3. During the last 11 years, have you been disqualified from driving?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you been convicted of any motoring offences (including fixed penalty offences) during the last 5 years?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is any prosecution pending?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you suffer from diabetes, epilepsy, defective hearing or vision, heart condition, or any other physical or mental disability, infirmity or disease?	<input type="checkbox"/>	<input type="checkbox"/>
7. Have you ever had any motor vehicle insurance you hold or have held, declined, cancelled or refused at normal terms?	<input type="checkbox"/>	<input type="checkbox"/>
If you are applying to drive a minibus, please confirm the following:		
8. Do you hold a full D1 (or D) PCV entitlement licence?	<input type="checkbox"/>	<input type="checkbox"/>
9. Have you undertaken the Midas (Minibus Driver Awareness Scheme) Training for Minibus Drivers?	<input type="checkbox"/>	<input type="checkbox"/>

10. Date training was undertaken:	<input type="checkbox"/>	<input type="checkbox"/>
Declaration		
<ul style="list-style-type: none"> <input type="radio"/> I certify that the information provided above is correct to the best of my knowledge. <input type="radio"/> I declare myself as medically fit to drive. <input type="radio"/> I hereby declare that if I use my own vehicle for Expanse Learnings business, I will ensure that the vehicle is taxed, has a current MOT certificate, is serviced regularly and is roadworthy, and that insurance is in place which includes 'for business use'. <input type="radio"/> I agree to take responsibility for any fines in respect of traffic, parking or speeding offences incurred whilst I am a driver of the vehicle. <input type="radio"/> I also undertake to notify Expanse Learning of any accident that occurs whilst I am responsible for one of the Expanse Learnings vehicles ASAP. <input type="radio"/> I hereby declare that I have read and am fully conversant with Expanse Learnings Driving at Work Code of Practice and agree to abide by its terms. <input type="radio"/> I agree that I am duty bound to notify immediately my Line Manager should any details change, that would prevent me from driving. <input type="radio"/> I accept that my information may need to be shared with Expanse Learnings insurers. I understand that this data will only be used for the purposes of motor insurance and will be held in accordance with the EU General Data Protection Regulations and the Data Protection Act 2018. 		
Print Name:	Signature:	Date:
Line Manager's Approval		
I approve the named driver to drive on University Business.		
Print Name:	Signature:	Date:

Valid for 12 months from this date

¹ This service is only available for those licences issued by England, Scotland and Wales. For all other, please contact the Insurance Section.

² Following the abolition of the paper counterpart to the British driving licence on 8th June 2015 the online system was introduced as the way for driving licence details to be checked and verified. To provide your DVLA Licence Summary you will need, your driving licence number, your National Insurance number and the postcode on your driving licence. You will need to click on 'Share your licence information'. You can save the Licence Summary as a pdf and attach to this form.

Appendix 3 – Accident Reporting Form

Accident Reporting Form

Name:	
Minibus Reg:	
Date:	
Time:	
Weather Conditions:	
Road Conditions:	
Description of Accident:	
Photos Taken:	
Other Driver Details:	
Other Information:	
Print Name:	
Signature:	

WHAT TO DO IN THE EVENT OF AN ACCIDENT

In the event of an accident the driver must:

- Take steps to ensure the safety of the passengers. These will include moving the vehicle (if possible) to a place of safety, administering first aid and summoning medical help if necessary.
- If the crashed vehicle causes an obstruction or traffic hazard, the police should be notified. Other motorists should be warned (e.g., using triangle and hazard lights). The vehicle should be evacuated, and the passengers kept well away.
- The crash position should be noted carefully, and photos taken - for insurance and police enquiries.
- All details must be reported to the HSM immediately on return.
- A person involved in an accident that causes:
 - a) injury to another person
 - b) injury to certain animals (including dogs, sheep, horses, pigs, goats but not cats)
 - c) damage to another vehicle
 - d) damage to fixed property e.g., bollard, lamp post

must stop and give their:

- a) name and address,
- b) the name and address of Expanse Learning and the vehicle's registration number to anyone reasonably requiring the information.

AT NO TIME SHOULD YOU ADMIT LIABILITY FOR THE ACCIDENT OR DAMAGE AS THIS MAY INVALIDATE THE INSURANCE.

- If for any reason this is not possible, e.g., the accident involves a parked car and the owner cannot be found, the accident must be reported to the police as soon as practicable and in any event within 24 hours.

Appendix 4 – What to do in the event of a Minibus Fire

- Stop immediately and switch off the engine.
- Engage handbrake
- Put gear stick into HIGH GEAR
- Carry out a head count
- Engage fuel cut-off switch, if fitted.
- Get the passengers out and away from the vehicle, closing the vehicle doors behind them.
- Call the emergency services.
- If you have time, remove the ignition key, engage battery isolation switch if fitted, close all windows and, if you think there may be an engine fire, release the bonnet catch. Do not open the bonnet.
- Tackle the fire **ONLY IF YOU FEEL CONFIDENT AND IT IS SAFE TO DO SO**, i.e. not near any inflammable substances or areas, i.e. garage forecourt
- When the emergency services arrive, inform them if there is a hazardous load on board, for example gas canisters.

Appendix 5 – Summary of best practice

- Risk Assessment – Risk assessments should be conducted at regular intervals and detailed records should be kept.
- Minibus (Section 19 and Section 22) Permits – Operators should comply with all the requirements of section 19 and section 22 permit schemes.
- Vehicle Excise Duty – Operators should ensure that the Minibus is correctly registered and taxed.
- Insurance – Operators should obtain written confirmation that their insurance policy applies to all the people using the minibus and all the activities and journeys that are conducted.
- Maintenance – All minibuses should be serviced and maintained in accordance with a set schedule. A pre-drive safety check should be conducted every day the vehicle is used and repeated whenever another driver takes over.
- Records – Appropriate written records should be kept, regularly reviewed and updated. Recommendations from reviews should be implemented.
- Minibus Drivers – Operators should set minimum criteria for their minibus drivers and ensure all their drivers conform to it.
- Driver Licence Requirements – Ensure that all drivers have the appropriate entitlement on their driving licence.
- Driver Assessment and Training – Ensure that all drivers receive induction training and are regularly re-assessed, and re-trained as necessary, to maintain their driving skills and standards.
- Authorisation of ‘Approved’ Drivers – Organisations should nominate a suitably qualified person to decide who is authorised to drive the minibus. Only authorised drivers should drive the minibus.
- Vetting Drivers and Passenger Assistants – Operators should ensure that they are aware of and comply with the latest Disclosure and Barring Service (DBS) requirements and that drivers and passenger assistants are vetted as necessary before appointment. They should follow the policies of their parent organisation and/or insurers (if applicable).
- Safe Drivers’ Hours – Clear rules on drivers’ hours should be set and enforced.
- Journey Planning – All journeys should be properly planned.
- Second Driver – A second driver should be provided on appropriate journeys.
- Speed Limits – Drivers should understand, and comply with, speed limits that apply to minibuses.
- After the Journey – Drivers and/or passenger assistants should ensure that all passengers who need to be met on their return have been safely met. A post-trip vehicle check should be conducted and recorded.
- Passenger Assistants – Passenger Assistants should be provided wherever necessary, according to the needs of the passengers being carried, and be aware of their duties and responsibilities.
- Breakdown Procedures – Clear accident and emergency procedures should be in place and should be included in driver and passenger assistant training.
- Passenger Care – Passengers should only be carried in a minibus that is suitable for their needs.
- Supervision – Passengers should be adequately supervised.
- Pick-ups and Drop-offs – Drivers should only use suitable, agreed pick-up and drop-off places.
- Passenger Briefing – Passengers should be aware of their expected behaviour, and the need to wear seat belts.
- Passenger Illness – Procedures for passenger illness should be in place.
- Seats and Seat Belts – Seat belts should be provided on all seats and all passengers should wear their seat belt. Operators must display seat belt signs in the minibus.
- Tachographs – Minibuses must be fitted with tachographs as required by law.
- Speed Limiters – Minibuses must be fitted with speed limiters as required by law. Drivers must understand how this affects the way the vehicle can be safely driven, and especially the implications when driving on motorways.
- Wheelchairs – Passengers in wheelchairs should be afforded the same level of safety as all other passengers. Drivers and passenger assistants should be trained in the care of passengers in wheelchairs.
- Passenger Lifts and Ramps – Persons operating lifts must be trained to use them and should be aware of, and follow, the latest guidance for lifts and ramps on minibuses.
- Accessibility – Operators should ensure that all passengers are transported in a minibus suitable for their needs.
- Emergency Equipment – Appropriate emergency equipment should be provided in the minibus, and drivers and passenger assistants trained in its use.
- Fire Hazards – Appropriate fire hazard procedures should be in place.
- Luggage – All luggage must be securely stowed, and not impede access to the gangways or to the doors. Drivers must be trained in the use of roof racks and trailers, if used.
- Weight Limits – The maximum weight limit of the minibus should never be exceeded.
- Journeys Abroad – Operators should ensure that they are aware of, and follow all necessary rules and regulations for international journeys and for all the countries in which they travel.

Appendix 6 – Definition for Head of Department

The following roles are classed as Heads of department in this policy:

- Head of College
- Headteacher
- Head of Student Support Services