

Educational Visits Minibus Policy



Scope

This policy applies to educational visits on school business and relates to the transport of pupils by minibus or other hired vehicles. The policy applies from the time that the school takes responsibility for pupils, until the pupils have all left the care of the school.

Policies

1. TEACHER in CHARGE OF THE TRIP

- 1.1. Ensure that safe practices are adhered to regarding pedestrians and vehicles in the car park, or other meeting point.
- 1.2. Check that all pupils getting on the bus and on the list have permission from their parent/s, i.e., a completed, signed Parental Consent form, before they leave school premises.
- 1.3. Keep an accurate list of all pupils on the trip.
- 1.4. Check all pupils, staff and helpers on arrival and departure at every stopping point on the journey, to ensure that they are all present and OK.
- 1.5. Confirm that the minibus driver has 'D1' category on their licence and has been assessed, by an organisation approved by the school, as suitable to drive.
- 1.6. Check that the school has a photocopy of the paper part of each minibus driver's driving licence and this has been sent to the minibus hire company.
- 1.7. Confirm that the driver is safe to drive with any trailer attached to the minibus.
- 1.8. *Additionally on the journey:*
 - 1.8.1. Ensure that school rules are adhered to.
 - 1.8.2. Passengers to sit on a seat and wear three-point seat belts.
 - 1.8.3. Passengers do not lean out of the windows whilst it is moving.
 - 1.8.4. Ensure staff assisting and any other helper are capable of assisting and supervising pupils adequately.
 - 1.8.5. Adhere to minibus speed limits (where a lower limit is not signposted):
 - 1.8.5.1. Motorways - 70 mph

1.8.5.2. Dual carriageway - 60 mph

1.8.5.3. Other roads - 50 mph

2. THE DRIVER

- 2.1. Is responsible for ensuring the roadworthiness of the vehicle, including:
- 2.2. Mirrors / Lights & Indicators / Tyres / Seat belts / Brake pedal is firm / Wheel brace & Jack / A properly stocked first aid kit / A suitable fire extinguisher is on board / Making sure a current tax disc is properly displayed / There is a red warning triangle in the vehicle / There is a Hi-vis jacket in the vehicle / They have a mobile phone or change for using a public telephone / That any luggage is contained and secure.
- 2.3. Checks whether any particular pupil has special needs and that these can be met whilst in the vehicle.
- 2.4. Knows the emergency/accident plan and has a copy of the school's policy.
- 2.5. If taking sole charge, then also responsible for ON THE JOURNEY matters - see above.
- 2.6. Carries suitable identification.
- 2.7. Follows recommendations regarding driver hours, namely:
 - 2.7.1. Daily driving limit: 9 hours
 - 2.7.2. Maximum time driving without a break: 4 1/2 hours
 - 2.7.3. Minimum length of break: 45 minutes

3. SUPERVISION LEVELS

- 3.1. Accompanying adults minimum levels:
- 3.2. Driver plus adult for Classes 1 to 8.
- 3.3. Driver only Classes 9 and above, unless on a journey expected to exceed two hours, or it is assessed that a passenger carries extra risk, in which case another adult must accompany.

4. IN THE EVENT OF AN ACCIDENT

- 4.1. Follow the school procedure: 'What to do in the event of a vehicle accident'.

- 4.2. In the case of a vehicle that was hired with a driver, most of the responsibilities will be theirs. However, being aware of the what to do and not to do and what records need to be taken at the scene of an accident, might prove to be of use to the school should any issues arise out of such an incident.

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