School Minibus Policy and Procedures

Hampton College

Policy last reviewed:	**September 2026**
Next review due:	**September 2027**
Ratified by:	**Local Governing Body**

Aims

To ensure that Hampton College comply with current legislation and guidance in relation to the maintenance and driving of the school minibus.

To ensure that the safety of minibus users (drivers and passengers) and other road users and pedestrians is always paramount.

To ensure that Hampton College is meeting its health and safety and safeguarding obligations.

Roles and Responsibilities

The local governing body of Hampton College is responsible for ensuring the minibus operating on behalf of the school complies in every respect with all legal transport and health and safety requirements.

This responsibility is delegated to the Head of School. The law requires the minibus to be:

- Adequately insured
- Well maintained
- Have a valid MOT certificate (if more than one year old)
- Have road tax
- Have correct seating with correctly fitted seatbelts.

The school should hold a Section 19 Permit and adhere to the conditions of the permit.

Site Team

Undertake a weekly check of the minibus to check fuel, water, oil, tyre pressures and AdBlue. The minibus will be refuelled (including AdBlue top-up as necessary) and cleaned as necessary as part of these checks.

Finance Department

The Finance Department are responsible for:

- Arranging for appropriate insurance cover and annual road tax
- Providing a mobile phone and school credit card for use by the minibus driver. These will be stored in the main office and collected with the minibus keys prior to each trip. On return these will be returned to the main office.

Administration Team

The Administration Team is responsible for:

- Arranging for the servicing, MOT and Safety Inspection Checks with the service provider, Fleet Complete Limited.
- Reporting any faults or damage to the vehicle to Sophie Chegwidden and arranging for appropriate repairs.

Minibus Drivers

Minibus drivers must:

- Meet the requirements outlined in the Minibus Driver Conditions (Appendix A) to enable them to drive the minibus.
- Understand the personal legal implications of driving the minibus and sign the Driver's Penalty Responsibility Statement (Appendix B).
- Complete a brief Minibus Driver Competency test (Appendix C).
- Ensure prechecks (via My Minibus Manager app on minibus mobile phone) are conducted before the vehicle is used and report any concerns about the safety and/or condition of the minibus to Sophie Chegwidden.
- Comply fully with all road traffic laws, respecting speed limits and always ensuring use of seatbelts. For longer journeys, frequent rest breaks are to be taken.

Before using the minibus the driver must:

1. Ensure that that they have provided HR with a copy of their driving licence and completed a Driving Licence Check View or share your driving licence information - GOV.UK

   Please note that the minibus has a manual gearbox therefore if you have an **automatic only licence**, you will not be permitted to drive the minibus.
2. Complete the Driver Conditions form (Appendix B) and provide a copy to HR.
3. Undertake the Minibus Driver Competency Test (Appendix C). This can be arranged by contacting Stephen Ebdell, Trust Estates Manager.
4. Book the minibus by contacting the Trips Administrator or Sophie Chegwidden.
5. Collect the minibus phone which will include:
   i. An app (My Minibus Manager) to complete the pre-drive safety checks.
   ii. A navigation app
6. Undertake the pre-drive safety checks and record these using the My Minibus Manager app.
7. Ensure that the fire extinguisher and first aid and other equipment (Appendix D) are in the minibus.

On return of the minibus the driver must:

Inform Sophie Chegwidden or the site team if:

1. The fuel level is low.
2. Any maintenance or warning lights are on.
3. Any damage or concerns about the minibus.

The driver must ensure that that the minibus is left clean and tidy after use.

Minibus Lease

The vehicle is a Citroen Relay 35 L4 H2 Flexlite 17 seat Minibus, 2.2 BlueHDi 140 H2 Enterprise. Registration Number: SB25 HXU

The minibus is leased from Rivervale Minibus Limited.

Under the lease we must meet the following general responsibilities:

1. **Vehicle Maintenance** – we are required to keep the vehicle in good condition. Regular serving and maintenance must be carried out in line with the manufacturer's service intervals, warranty conditions, and terms. **The school has purchased a comprehensive service plan. Please see Service, Maintenance and Repair Plan.**
2. **Insurance** – We must provide fully comprehensive insurance for the duration of the contract. **The school has purchased comprehensive insurance, please see Insurance Cover.**
3. **Fuel -** we are responsible for all fuel costs, including fuel required for collection and delivery the vehicle is serviced. **The minibus is diesel and requires AdBlue to be added to reduce harmful nitrogen oxide (NOx) emissions. It is a legal requirement to use AdBlue in the school minibus.**
4. **Oil, Water and AdBlue Top-Ups -** We are responsible for regularly checking and topping up oil, water and AdBlue between services. See **Weekly Checks.**
5. **Anti-Freeze -** to ensure the vehicle is adequately protected during the winter months, the level of anti-freeze in the minibus must be checked before 1st October each year, and after any instance where the radiator is drained.
6. **Accidental Damage** – we are responsible for the cost of any damage resulting from accidents, including impact damage to windscreens, lights, tyres, door mirrors, and similar components. **See Insurance Cover**.
7. **Breakdown Related Expenses** – any additional costs, such as travel expenses or fares incurred due to a breakdown, are the responsibility of the school. **Breakdown assistance including Home Start (UK only) is provided within the Service, Maintenance and Repair Plan. Please see Breakdown cover.**
8. **Replacement Vehicle Hire** – Costs for hiring a temporary replacement vehicle, including any associated collection and deliver charges are your responsibility unless otherwise stated in your agreement.
9. Parking and Traffic Violations – we are fully responsible for any fines or penalties incurred due to parking or traffic offenses. **The driver of the minibus is directly responsible for fines, penalties or violations.**
10. **Damage from Neglect or Misuse** – any repairs needed due to neglect, misuse, or vandalism will be charged to the school.
11. **Replacement Vehicle** – A replacement vehicle is not included in our contract. The school is responsible for arranging and covering the cost of one, if needed.

Section 19 Permit

The school holds a Section 19 permit for the minibus and will operate the vehicle in accordance with all applicable permit requirements.

There are four basic requirements for holding a Section 19 Permit

1. Each of the school's minibus services is non-commercial and not-for-profit. A Section 19 Permit holder can not carry members of the public.
2. The vehicle is not driven for 'hire or reward'.
3. Vehicles must meet the requirements for initial fitness and be well maintained. This includes regular inspections of the vehicle taking place. This includes daily/before use checks and 10-week minibus safety inspections as well as regular services and MOTs.
4. Drivers must be at least 21 years old, be properly trained, hold the correct licences, and take appropriate breaks.

Minibus Maintenance

Service, Maintenance and Repair Plan

The minibus is covered by a Service, Maintenance and Repair Plan provided by Rivervale Limited.

Included in Plan

- Maintenance and repairs
- All scheduled servicing
- Tyre replacement due to fair wear and tear
- Full puncture coverage
- Roadside tyre assistance (where possible)
- MOT's
- Replacement wear and tear items including wiper blades, batteries, exhausts and brakes
- Breakdown assistance including Home Start (UK only)
- Warranty assistance

Not Included in Plan

- Glass / windscreens
- Vehicle bodywork damage
- Accident damage
- Driver abuse items
- Damage and replacement as a result of neglect
- Shoulder and sidewall tyre damage
- Tyre replacements caused by reckless driving
- Misfuelling
- Lost or damaged locking wheel nuts, keys, compressors or charging leads
- Consumable fluid top ups (E.G. Oil, water, AdBlue) required between scheduled services

10 Weekly Safety Inspection Checks

As part of the requirements of the Section 19 Permit, we are required by the Driver and Vehicle Standards Agency (DVSA) to carry out Minibus Safety Inspections every 10 weeks. Inspections must be complete by qualified engineers.

The school has a Service Inspection Maintenance Agreement with Rivervale Minibus Limited to provide on-site 10-weekly safety inspections via their chosen partner Fleet Complete Limited. The agreement also provides a Pre-MOT Inspection and a MOT collection and return service.

The 10-weekly inspections and MOT are booked yearly in advance by the Finance department.

Insurance Cover

The school's minibuses are insured through Zurich under Certificate Number KSC-242051-5143-52. All insurance claims, incidents, and related enquiries should be reported to Sophie Chegwidden, who will coordinate with Peterborough City Council's Insurance Department. The department manages all correspondence with Zurich on the school's behalf.

Breakdown Cover

Breakdown cover is provided by Riverdale who will arrange for the RAC to attend as appropriate. The 24/7 service can be reached on 01273 101904 and there is a card is in the minibus with theses contact details. Minibus drivers must ensure that the card remains in the vehicle to ensure that it is available for all users.

Breakdown Procedures

If the minibus breaks down, the driver must contact the breakdown service immediately. If the minibus cannot be repaired at the roadside, it will be recovered to the school, a garage, or another agreed location.

The driver must inform the school as soon as possible. During out-of-hours visits, the designated emergency SLT contact must be notified. The driver should provide details of their location, the nature of the breakdown and the welfare of passengers.

While waiting for assistance, staff and students should move to a safe location where possible and remain under staff supervision at all times. High-visibility jackets carried on the minibus must be worn by the driver and passengers if they leave the vehicle or are near the roadside.

If there is an immediate risk to safety, the driver should contact the emergency services by dialling 999.

Accident/Incident Procedures

MINOR Incident (the minibus is still legal, roadworthy and drivable).

If an accident occurs, the minibus drive and/or additional member of staff should ensure that the students are safe and uninjured.

The driver should ensure that the details of other vehicles at the scene are recorded e.g. type of vehicle, number plate, insurance details, the name and address of other driver(s). Where possible (and safe) photographs should be taken of the accident/incident to assist with any insurance claim. The driver should report the accident to the school as soon as practicable.

Upon returning to school, the driver should submit a report of the accident/incident to Sophie Chegwidden or a member of SLT as soon as possible.

MAJOR Incident (the minibus is not drivable and/or a member of staff or student has sustained an injury)

The driver must ensure the safety of all students and other passengers and contact the emergency services immediately where required.

The school or the designated SLT emergency contact if out of hours, must then be informed of the incident. The driver should provide the location, nature of incident, and the welfare of all passengers. The SLT member will assess the situation and provide further guidance.

Where it is safe to do so, staff and students should move to a safe location and remain under staff supervision at all times. High-visibility jackets carried on the minibus must be worn by the driver and passengers if they leave the vehicle or are near the roadside.

The driver, another member of staff, should maintain regular communication with the school or designated SLT contact and provide updates as the situation develops.

Upon returning to school, the driver should submit an accident report to Alex Ford or the appropriate SLT member. Where applicable, accident reporting forms must be completed for all injured staff, students and other passengers and drivers, regardless of severity of the injury.

Appendix A - Minibus Driver Conditions (UK)

To drive a minibus in the UK, specific conditions related to licensing, fitness, and conduct must be met:

- **Licensing:** Must have a valid driving licence with the appropriate entitlement (e.g., category D1 for commercial or specific conditions for volunteer driving under a Section 19 permit). It is the driver's responsibility to ensure their licence is current and valid.
- **Age and Experience:** For non-commercial driving under a permit, the driver must be at least 21 years old and have held a full UK licence for a minimum of 2 years.
- **Medical Fitness:** Must be medically fit to drive and legally obliged to inform the DVLA (or DVA in Northern Ireland) and Hampton Academies Trust of any health condition that may affect their driving ability.
- **Hours and Breaks:** Must ensure they are well-rested before driving and take appropriate breaks (e.g., at least 30 minutes after 5.5 hours of driving under domestic rules) to prevent fatigue.
- **Substance Use:** Must never drive under the influence of alcohol or illegal drugs, or certain medicines that advise against driving.
- **Documentation:** Must carry their driving licence and ensure all necessary paperwork (insurance, permit) is in order and valid for the vehicle's use.

Appendix B - Driver's Penalty Responsibility Statement

Drivers are personally liable for penalties and legal consequences resulting from their actions or the condition of the vehicle while in their charge. These include:

- **Road Traffic Offences:** The driver is responsible for all fines, penalty points, or prosecutions resulting from speeding, parking infringements, mobile phone use, or any other breach of the Highway Code or Road Traffic Act 1988.
- **Vehicle Roadworthiness:** As the person in charge of the vehicle, the driver is legally responsible for its condition on the road.
- **Pre-Journey Checks:** Drivers must conduct a daily walkaround check before any journey to ensure the vehicle is safe (tyres, brakes, lights, etc.) and report any defects immediately to the operator. Driving a vehicle known to be defective is an offence.
- **Insurance/Liability:** The driver may be held personally responsible for costs or damages if an accident occurs and they have made a false declaration or failed to report changes to their licence or medical condition, potentially invalidating the insurance cover.
- **Passenger Safety:** The driver is legally responsible for taking precautions for passenger safety, including ensuring that all passengers, especially children, wear seatbelts correctly.

Drivers must inform Hampton Academies Trust of any changes to their licence (e.g., new penalty points) or medical condition, as failure to do so may lead to disciplinary action or voided insurance.

I understand and accept the above statements.

Name:

Signature:

Date:

Appendix C – Minibus Driver Assessment Form

Details

Driver Name:	Date:
Driver Licence No:	Registration Number:
Time Out:	Time in:
School:	Eyesight Check Satisfactory: Yes / No

Driving Assessment Profile

		Meets Standard	Below Standard	Dangerous
Vehicle Checks				
Tail ramp Operation				
Attitude / Consideration				
Use of Vehicle Controls				
Use of gearbox				
Braking				
Use of signals				
Road positioning				
Hazard Management				
Speed				
Separation Distance				
Concentration				
Observation (Mirror use etc)				
Manoeuvring				

Assessors Overall Grade: Acceptable ☐ Training required ☐ Unacceptable ☐

Comments if other than Meets Standard ticked above:

Signed:

Assessor: Name: Signature: Date:

Driver: Name: Signature: Date:

Appendix D – First Aid Kit and Other Equipment for Minibus

First Aid Kit

- 10 antiseptic wipes, foil packed
- conforming disposable bandage (not less than 7.5 cm wide)
- triangular bandages
- packet of 24 assorted adhesive dressings
- large sterile un-medicated ambulance dressings (not less than 15 x 20 cm)
- 2 sterile eye pads with attachments
- 12 assorted safety pins
- pair of rustproof blunt-ended scissors
- Disposable gloves
- Mouth mask for resuscitation.

Make sure that even minor uses of a first aid kit are recorded and reported to reception and an accident form completed and that stock is replaced after use. Check that all items are 'in date' and replace any that have passed their expiry date.

Fire Extinguisher

- At least one fire extinguisher for accessible minibuses) which complies with BS 5432 (or an equivalent, e.g. BSEN 3) and
- has a minimum test rating of 8A or 21B, and
- contains foam (please note they must not contain Halon)

Other Equipment

It is mandatory that the following should also be carried:

- Pen and paper
- The organisation's internal instructions and contact details
- Insurance details
- Motoring breakdown policy details
- An emergency warning triangle or a flashing beacon (not fitted to the vehicle)
- A working torch
- Sterile gloves and mouth masks.
- Sick Bags
- Grab bag containing emergency contact list
- Set of 17 hi-visibility vests
- Set of 17 disposable foil blankets