



THE **GREETLAND** ACADEMY

Minibus Policy

Approved by:	Local Governing Body		
Responsible department:	Greetland Academy		
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RATIONALE

The Academy's minibuses are an important asset, expanding opportunities for pupils to access school trips and a wide range of extra-curricular activities. It is vital that all users understand the legal and procedural responsibilities involved in their operation.

Transporting passengers in a minibus carries significant responsibility. Whether the journey spans many miles or simply crosses town, it is our duty to ensure it is completed as safely as possible. The guidance in the following pages is designed to support everyone with this responsibility in making sound decisions. While it cannot replace good judgement, it offers clear rules and a framework that promotes good practice and responsible conduct.

AIMS

- To ensure the safety and wellbeing of all passengers.
- To ensure that all users are aware of their legal responsibilities.
- To comply fully with all legal and regulatory requirements.
- To maintain all vehicles in excellent working condition.
- To support educational enrichment.
- To ensure responsible and competent vehicle operation.
- To promote efficient and effective use of Academy resources.
- To maintain clear procedures and guidance for all users.
- To safeguard pupils, staff and the public.

1 Eligibility to Drive a Minibus

Individuals authorised to drive the Academy's minibuses must be between 21 and 65 years of age and hold a full, valid UK driving licence with the appropriate entitlement for the vehicle being driven.

Drivers must have held a full driving licence for a minimum of two years and have fewer than three penalty points. Drivers must not have any driving related convictions. The Academy will undertake annual licence checks and reserves the right to withdraw driving authorisation where it considers there to be any safeguarding or safety risk.

The Academy operates a fleet of 'lite' minibuses, which have been chosen to provide more flexibility on who can drive them, while still meeting all legal and safety requirements. These vehicles may be driven in one of two ways: either by staff who hold a valid D1 licence, or by staff with a standard Category B driving licence, provided the vehicle does not exceed 3.5 tonnes Maximum Authorised Mass (MAM), or up to 4.25 tonnes MAM when carrying specialist equipment for passengers with disabilities.

All staff must complete Appendix 2, on an annual basis, to confirm that they are medically fit to drive and that they have read and understood the Minibus Policy.

1.1 Driver Competence

ALL drivers must undergo MiDAS minibus driver training and assessment, organised by the school, before they can be allowed to drive the minibuses. Minibus drivers must be re-assessed every **4 years**, or after any accident deemed their fault.

MiDAS is the Minibus Driver Awareness Scheme which promotes a nationally recognised standard for the assessment and training of minibus drivers. It is a membership based scheme that is designed to enhance minibus driving standards and promote the safe operation of minibuses.

2 Day to Day Minibus Operation

2.1 Managers' Responsibilities

There is a responsibility on those who manage drivers of minibuses to ensure that the driver is assessed in their competence to drive, meets appropriate health standards and conforms with the Academy's insurance requirements. Managers must complete an annual DVLA licence check for all minibus drivers to check for penalty points, disqualification or limitations on current licenses. Managers must also retain a copy of all driving licenses centrally.

2.2 Drivers' Responsibilities

Drivers must complete a minibus vehicle check/log sheet prior to every journey (Appendix 1). If the checks give cause for concern about the vehicles safety, they must not take it on the road and should seek guidance from the School Business Manager immediately. **The driver is legally responsible for the condition of the vehicle.**

Drivers must carry their driving licence **on all** journeys.

The Minibus should be collected from and returned to its designated parking bay and the keys returned to the office at the end of the journey.

Any defects noted should be reported to the Site Manager and School Business Manager as soon as possible. More serious defects **MUST** be reported **IMMEDIATELY**.

The 'swimming drivers' will, in most cases, manage the refilling of fuel. However, if you are going on a long journey a fuel card can be obtained from the office.

The Site Manager will carry out regular inspections/maintenance checks and cleaning/valeting. However staff are expected to do a full vehicle sweep on return from every journey and clear any litter/lost property.

Drivers must notify DVLA Swansea and the School Business Manager immediately about any medical condition or defect that might affect their driving and restrictions applied by DVLA, including courses of prescribed medicine and eyesight. Drivers should immediately inform the School Business Manager if charged with any motoring offence, even if in their own car, motorcycle, or any other vehicle.

2.3 Passengers' Responsibilities

Drivers should expect responsible behaviour from passengers. For example, passengers are expected to remain in their seat, wear the seat belt, not cause any disturbance or distract the driver, and follow reasonable instructions from the driver to ensure the safety and comfort of themselves and other passengers. Where passengers behaviour repeatedly causes problems for drivers and escorts, the driver's Manager must be informed and consideration given to whether the passenger should be conveyed by minibus in the future, or whether special supervision arrangements are needed. Passengers, such as young children or people with learning disabilities, can only be expected to have a limited understanding of their responsibilities as a passenger. Whilst an escort must be travelling with such passengers, it should be explained to them, so far as possible, what their responsibilities are as a passenger.

2.4 Conditions of Use

The minibus is to be used solely for authorised school-related purposes. Permitted use includes, but is not limited to, transporting pupils to swimming lessons, external trips and sports events, as well as moving school resources, equipment or materials between sites.

The minibus must not be used for personal travel, non-school activities or any unauthorised commercial or private business.

All drivers and users are responsible for ensuring that the minibus is operated in full compliance with school policies, current road traffic laws and all applicable health and safety regulations.

2.5 Vehicle Log Sheet

A log must be maintained for each minibus giving details of the driver, journey and mileage. This enables Managers to monitor vehicle use, and provide drivers with a clear record of their driving activities. An example of a vehicle log is given at Appendix 1. A log entry should be completed for every journey.

2.6 Vehicle Checks and Maintenance

In order to ensure that vehicles are safely used on the highway it is imperative that they are maintained to the very highest standards. Wessex Fleet Ltd will undertake 10 weekly on site safety inspections and annual MOTs.

2.7 Fire Prevention and First Aid Kit

Each vehicle is equipped with a first aid bag and a 1 litre foam fire extinguisher. The extinguisher is located under the passenger seat so it can be accessed easily in an emergency. The minibus must not be used if a fire extinguisher is not fitted. Any items used from the first aid kit must be reported so that stock can be replenished.

2.8 Vehicle Load

Passengers

No vehicle must carry more than one passenger per seat, irrespective of the age of the passengers. The stated passenger capacity of the vehicle must not be exceeded, and standing passengers are not permitted. Passenger seats must be forward facing with an appropriate seat belt.

Luggage

There are many recorded cases of passengers being injured by unsecured luggage in the event of sudden braking, an emergency stop or an accident. All luggage and authorised equipment must therefore be stored safely and securely. Care must also be taken to ensure that luggage does not block the vehicle gangways, hindering emergency evacuation. If luggage or equipment is to be carried regularly, the following options should be considered.

- Reduce the seating capacity to create a luggage area within the vehicle with appropriate fixings for securing luggage equipment. It is strongly advised that where seating is removed to facilitate dedicated luggage space, seats from the extreme rear of the vehicle are removed, as this is a recognised 'crush area' where body shell intrusion is more likely in the event of a rear end accident.

2.9 Reversing Vehicles

The reversing of vehicles is an important part of driving a vehicle and is potentially the most hazardous. In order to protect the driver from unnecessary accidents and for the protection of any person in the vicinity of the vehicle the following procedures must be adopted:-

- All vehicles are fitted with reversing beepers.
- When an escort is working with a driver the escort must act as a reversing assistant.
- When reversing ensure that the escort stands outside the vehicle at the rear and in view of the driver.
- The driver should wind down his/her window in order to be able to hear the person outside the vehicle.

2.10 Parking on a Slope

Drivers should always apply the handbrake. Additionally drivers should engage a forward gear when facing uphill with the wheels turned away from the kerb, and reverse gear facing downhill with wheels turned towards the kerb.

2.11 Speed Limits

- Motorway	62 mph
- dual carriageway	60 mph
- single carriageway	50 mph
- restricted roads	30 mph

2.12 Motorway Driving

Minibuses are not allowed in the outside lane of motorways (3rd Lane of 3, 4th Lane of 4).

2.13 Bus Lanes

Bus lanes can be used by minibus drivers unless the signage states local.

2.14 Insurance Cover

Comprehensive insurance cover has been obtained through Marsh Insurance for all vehicles.

Any queries on vehicle insurance can be discussed with the School Business Manager.

2.14 Loan of Vehicles to Other Organisations

Our insurance states:

The insured vehicle may be lent to other non profit making organisations for the use of carriage of non-fare paying passengers.

Organisations must complete an 'other users' booking form prior to the booking being approved – see appendix 4

2 Drivers, Escorts & Passengers

3.1 Alcohol/Drugs Policy

Alcohol, illegal drugs and certain prescription drugs plus some over the counter drugs, pain killers, hay fever and cold remedies etc, will affect driver ability, putting their safety and that of their passengers and other road users at risk.

Therefore, everyone driving Academy vehicles will adhere to the following:

Alcohol

- (a) No alcohol to be consumed during the working day.
- (b) No alcohol to be present in your system when driving. Be careful about alcohol consumed during the previous evening. IF IN DOUBT, DON'T DRIVE. YOU COULD PUT YOURSELF AND OTHERS AT RISK AND LOSE YOUR LICENCE.

Smoking

Smoking is prohibited in or around any vehicle.

Drugs

- (a) The possession and use of illegal/controlled drugs is a criminal offence. No one should drive if under the influence of drugs or if drugs remain in the system.
- (b) Certain prescribed and over the counter drugs can affect driver performance. Check with your doctor if you are unsure and obtain clearance to drive in writing.

Failure to adhere to this policy will result in disciplinary action being taken.

3.2 Supervision of Passengers and the Use of Passenger Assistants (Escorts)

The Academy owes a duty of care to all passengers conveyed in the minibuses it operates. Children require a greater than normal level of supervision to ensure that they do not become a danger to themselves or others when travelling in a minibus. In most cases a passenger assistant will always accompany journeys. There may be rare occasions when staff feel that an additional adult is not required. Permission from the Executive Principal **MUST BE** sought for all such journeys and the following points assessed:

- Are there any children aged under 5?
- Will passengers require assistance in boarding or alighting ?
- Is there the possibility of them vacating their seat or releasing their restraint during the journey?
- Are any of the passengers likely to upset or annoy others?
- Are any passengers likely to require assistance with health problems or medication?
- Are any of the passengers prone to unpredictable behaviour?
- Might the driver be distracted from their task without a Passenger Assistant?
- Is there any reason to believe that an escort is required to ensure passenger comfort and safety?

As part of a risk assessment, Passenger Assistants (Escorts) must be provided if any of the answers to the above questions are “YES” and if any of the criteria below is met:-

- (a) Passengers are likely to fit whilst travelling in the minibus.
- (b) Passengers with mobility problems are travelling on the minibus, either in or out of a wheelchair.

- (c) Passengers who exhibit a degree of challenging behaviour that could be a risk to other travelling on the minibus.

If there is room Passenger Assistants should be seated in the rear of the vehicle during transit to provide the best view of all passengers. If the minibus is at full capacity the Passenger Assistant may sit in the front. They must be familiar with passengers who have specific medical needs or challenging behaviour.

4 Planning for regular journeys and special trips

4.1 Approval

Approval of minibus use, whether for regular journeys such as Swimming, or for “one off” use, such as a school visit, must be given by the appropriate level of management. This management responsibility must be consciously and consistently exercised, as an error in judgement could lead to severe consequences. Where minibuses are used on regular routes e.g. swimming, regular reviews of usage should be instituted. Points that managers must consider in approving and reviewing minibus use are shown in the following checklist:

- Is a safer/cheaper/more appropriate alternative to the minibus available?
- How will luggage/equipment be carried?
- Have driver’s hours and rest periods been taken into account?
- Is approval required from any other source, e.g. appropriate Manager, school governors, parents, carers?
- Prior to approval being given a visits form must be completed.

4.2 Regular Short Journeys

The shortest safe route should be taken which takes in all necessary stopping points. Consideration should be given to short term hazards such as road works which may justify a route change or detour. If possible (and necessary) take note of useful facilities en-route such as public toilets, doctor’s surgery, public telephones for use in emergency. It would be advisable for the driver to drive the route without passengers first, both to become familiar with it and identify landmarks, facilities and potential hazards and to time the journey.

4.3 Longer Journeys and “One Off” Trips

In planning for longer journeys a preliminary visit and proper route planning are vital. The length of the journey (and thus the need for breaks/second drivers) can be assessed, stopping points with toilets identified for comfort breaks, parking locations found and alternatives listed. Potential problems or dangers can also be identified. For short or long journeys, regular or otherwise, a list of passengers with the name of the driver/escorts should be made and retained off the vehicle, with a copy for the driver. For both short and long journeys sufficient time should be allowed so the driver is not tempted to rush. **Where journeys are likely to last longer than 2 hours, or the working day including driving time exceeds 8 hours, a second driver MUST be taken to share the work and reduce the risk of driver fatigue.**

4.4 Comfort Breaks

Where journeys of more than 2 hours are undertaken, a comfort break of at least 15 minutes should be planned to allow passengers and driver to use toilets, take refreshments and simply get out of the vehicle for a short term. The venue(s) should be identified when planning the trip. Where passengers have special needs, extra care should be taken in identifying suitable facilities, e.g. a disabled toilet, parking facilities which allow sufficient room for a passenger lift to be used etc. Passengers needs may dictate that a break is necessary on a shorter journey, and this should be considered at the planning stage.

4.5 Expect the Unexpected

It is worthwhile to anticipate the worst and plan your procedures for dealing with problems large and small. The risk management approach will help you with this, whether your journey is short or long, regular or a “one off”. (Some suggested scenarios you may wish to plan for are listed below.

- Ensure your mobile phone is fully charged
- Do you have change for parking?
- What will you do if the driver is unwell? (longer journeys)
- Have you sufficient funds to pay for an alternative means of transport or accommodation in the event of breakdown or driver illness? (longer journeys)
- Do you know where the nearest hospital/medical facilities are located?
- In the event of problems, whom should you contact at home? (longer journeys)
- What if a passenger’s medication is lost?
- A passenger cannot be found when it is time to depart.
- The keys of the vehicle are lost.
- A passenger suffers a major asthma attack.
- A passenger suffers an epileptic fit.
- Do you know how to obtain emergency help for the vehicle?
- Do you carry a warning triangle?

4.6 Comfort Kit

The following items may be useful on longer journeys (in addition to a first aid kit)

- Disinfectant
- Packet of peppermints
- Sick bags
- Cloth & towel
- Tissues
- Rug/Thermal wrap
- Plastic gloves and apron
- Container/bottle of fresh water
- Pen and paper
- Torch
- Reflective waistcoat*
- Plastic bucket
- Mobile phone, phonecard or change
- Spare packed lunch
- Spare clothing

* in each vehicle there is a set of child high viz waistcoats which can be used in the event of a breakdown or accident.

5 **Breakdown and Accident**

An Incident Checklist can be found at Appendix 3.

A mobile telephone can save a great deal of difficulty in the event of a breakdown or accident by providing immediate access to emergency services, allowing you to quickly call for help or roadside assistance without leaving the scene. It enables you to share your precise location, helping emergency responders or assistance teams find you more easily, especially in unfamiliar or isolated areas. Additionally, your phone allows you to contact a member of senior management to report an accident or breakdown, access helpful information like troubleshooting tips or maps and document the incident with photos for insurance or legal purposes.

5.1 Breakdown on Ordinary Carriageways

- (a) Move the vehicle as far to the left as possible. Switch on the hazard lights.
- (b) If you attempt to find a telephone, do not leave passengers alone in the vehicle. If you are transporting clients that cannot go with you, i.e. due to their physical or behavioural problems, you must be travelling with an escort.
- (c) If you break down, contact a member of the Senior Management Team. Inform them of the situation (i.e. female driver alone etc.).
- (d) If you are nowhere near a telephone, display a PLEASE CALL POLICE sign in the back window. Wait in the vehicle with the windows and doors locked until help arrives.
- (e) If someone stops to offer help, stay inside the vehicle with the doors locked. Open the window sufficiently to ask them to go to the nearest telephone and notify the police or rescue service for you. Do not get into the car with a stranger or attempt to hitch a lift.
- (f) If a mechanic or the police arrive and are not in uniform or are in an unmarked vehicle, ask to see some form of identification before getting out of the vehicle.
- (g) Deploy warning triangles or cones if it is safe to do so.

5.2 Breakdown on the Motorways

The general procedures are the same as the guidelines for ordinary carriageways. However, extra hazards exist on the motorway.

If the vehicle breaks down on the motorway, or a serious fault develops, put your hazard warning lights on and pull over to the hard shoulder as quickly and as far off the carriageway as possible. If possible, angle the front of your vehicle slightly inwards, which helps to indicate you have broken down. Once on the hard shoulder, try to coast to a telephone box. These are one mile apart along all stretches of motorway. Never reverse on the hard shoulder or attempt to cross the central reservation. This is illegal, highly dangerous and pointless, as the telephones on motorways should be in the same position on either side.

Make it clear to the person you are calling whether you are alone or with passengers when making a call for help. If alone stand behind the telephone facing oncoming traffic. You will see anyone approaching and it will be less obvious if you are a woman on your own.

Afterwards, return to the vehicle, lock all doors except for the front passenger door and wait by the side of your vehicle on the embankment. If an unidentified vehicle draws up, quickly get into the passenger seat and lock the door. This is safer and gives the illusion of having company. If not alone, all people should wait by the side of the vehicle on the embankment, well away from the roadway. Make sure of

the high viz waistcoats available in the vehicle. If you are carrying potentially vulnerable passengers, e.g. wheelchair users, inform the emergency services immediately.

5.3 Guidelines in the Event of an Accident

If you are involved in an accident and you are not injured, see whether anybody is badly injured. If medical attention is required, ensure help is summoned immediately. Do not remove injured people from the car unless they are in danger. Loosen tight clothing, especially around the neck and make sure they are warm. Do not give them anything to eat or drink.

Try to reduce the risk of further collisions if possible by moving the vehicle/s off the road or warning on coming traffic of a hazard. Do not put yourself at risk by standing on the carriageway.

Emergency Breakdown Details:

The Academy has 24hr breakdown recovery with Wessex Fleet:

Helpline: 0800 917 7402

You will be required to provide the vehicle registration number and current mileage.

Insurance Information: Marsh Insurance

Reg: OW74 GUO

Policy No: 00025280MBP

Reg: OW74 BGV

Policy No: 00025278MBP

Tyres, Battery & Exhaust: 01722 322 888 (between 8am and 5pm Monday to Friday)

Glass Replacement: 01722 322 888 (between 8am and 5pm Monday to Friday)

Any requirement to view insurance documents should be channelled through the Academy. If the police are in attendance you must obtain the police incident number and the police officer's number.

You are legally obliged to stop after a collision with a person, vehicle, dog, livestock or property. Please take all necessary details of other drivers involved, i.e. make and registration of the vehicle, name and address of the driver, name of insurers and certificate number if known. You must, if required to do so by a person having reasonable grounds, provide the same information. If, having stopped, the exchange of information is not completed for any reason, the driver should report the accident to the police as soon as possible. If possible, obtain names and addresses of witnesses, sketch plans or even photographs, may be of value. **Do not admit liability.** If you are involved in an accident with an unoccupied car, leave a note on the car with your work telephone number. If you are in any doubt as to whether any incident should be reported to the police, please contact The Senior Management Team.

Drivers must not continue to drive a vehicle after an accident resulting in damage to the construction of the vehicle until the vehicle has been inspected. If in doubt, do not drive.

Immediate inspection is required if the damage is thought to have affected the steering, suspension, brake components, lights or passenger/driver safety. An inspection as soon as is operationally feasible must be arranged for any other damage, no matter how slight the problems may appear. If in doubt, do not drive.

If the vehicle cannot be driven, follow the guidelines – In the event of a breakdown.

All accidents, however minor, must be reported to the appropriate manager immediately. An accident report form should be completed as soon as possible, including police incident numbers and police officers' details. Failure to report an accident may prejudice the position of the Academy and affect its right to claim under its motor insurance policy.

5.4 Notification of Delays

If as a result of any unforeseen circumstances, such as accident or breakdown, there will be a significant delay before passengers reach their destination, then arrangements must be made to inform those awaiting their arrival. These may be spouses, parents, carers or friends. The driver or escort should contact the Senior Management Team with as much information as possible including the new projected arrival time.

6 Avoiding Dangerous Situations

The following list of 'dos and don'ts' is intended to assist you, not so much in your role as a driver, but as an individual who may be at risk of assault or theft, particularly when driving a minibus without passengers or a second person.

- (a) Do not leave handbags or valuables in view.
- (b) Always lock the vehicle before leaving it.
- (c) Never give lifts to strangers; even a lone woman may have a male partner hiding nearby.
- (d) Beware of other drivers signalling faults on the vehicle to you. This may be a ploy to get you to pull over. Drive on slowly until it is safe to stop and check yourself.
- (e) Keep the driver and passenger doors locked in town, especially when travelling alone. When on open roads, unlock these doors so that in the event of an accident, it would be easier for helpers to get into the vehicle if you were unable to open the door.
- (f) If you see another driver in difficulty, do not stop. Drive to the nearest telephone and report what you have seen to the police.
- (g) Road rage has become an increasingly common phenomenon in recent years. If another road user acts in an intimidatory fashion, continue the journey as calmly as possible and only pull over if there is a danger of loss of control of the vehicle. If one has to pull over try to do so only when there are plenty of people around. Mobile phones are a useful ally to road users in such circumstances and the Police should be notified as soon as possible when they occur. Emergency Services from a mobile is 999.

The Greetland Academy - Minibus Safety Checklist and Journey Form

Name of Driver _____ Date of Journey _____

Brief details of route _____

Start time _____ End Time _____

All safety routines must be checked (ticked) and where necessary comments to be added.

Action	√ Tick	Comments
Trip documentation completed, approved and filed with Educational Visits Co-Ordinator		
Passengers briefed on what to do in the event of an enforced stop or an accident.		
Engine checks: oil; washer fluid, power steering; break fluid		
Is the AdBlue message showing – IF IT IS INFORM T Dowie		
Fuel level		
Tyres – visual check		
Brakes are operational		
Mirrors/windscreen wipers/windows are operational		
Horn works		
Driving lights are operational		
Spare wheel/Fire extinguisher in place		
First Aid Kit/Tool Kit in place		
Latches, safety belts/straps in place and in use		
Interior lights are off after all doors are closed.		
Bus is locked at all times when not in use.		
Are all headrests locked in lowest position		
Are all arm rests are in the upright position		

Any other comments

Speedometer Readings

Start (miles) _____ End (miles) _____

Total Journey (miles) _____ Fuel Purchased £ _____

Accident/Incident

I can confirm no accident/incident took place during the journey

Or

Accident/incident took place and full report is attached.

Please √ relevant box

Signature of Driver _____

Date _____

APPENDIX 2

The Greetland Academy - Certificate of Authorised Drivers

Please fill out the information requested below to confirm your eligibility to drive in line with the Academy's Minibus Policy to ensure compliance with all safety and operational guidelines outlined for authorised drivers.

I can confirm that I have a suitable driving licence, no more than 3 penalty points and do not have any driving prosecutions pending.

I can confirm that I am medically fit to drive and I have no medical declarations to make in consideration of:

- Epilepsy
- Diabetes
- Cardiac or coronary disease
- Blood pressure
- Alcohol or drug dependency

I can confirm that I am able to comply with the Highway Code in terms of eyesight (i.e. must be able to read a vehicle number plate from a distance of 20.5m/67 feet – about 5 car lengths).

I have read the Minibus Policy detailing the rules and regulations for using the Academy's minibuses and agree to abide by them at all times.

I agree to notify The Academy immediately if I am charged with any motoring offence.

Name _____ (Please Print)

Signed _____

Date _____

Please return this form to The School Business Manager.

Office Use Only

Copy of driving licence provided Date _____

DVLA driving licence check completed Date _____

MiDAS training completed Date _____ Expires _____

By submitting this form, you consent to The Greetland Academy processing your personal data in accordance with the Academy Trust's Data Protection Policy for the purpose of verifying your eligibility to drive. Your information will be stored securely and used solely for this purpose.

APPENDIX 3

Minibus Accident/Incident Checklist

In the event of an accident/incident inform the Academy immediately you are able.
To assist you in the possible confusion a checklist is provided below.

	Action	√Tick
1	STOP – it is an offence not to stop after an accident	
2	Switch on the Hazard Lights	
3	Switch off the mini bus engine	
3	Ensure your passengers are safe from other hazards	
4	Do not leave students unattended	
5	Make sure no one smokes near the accident site	
6	If anyone is injured contact the emergency services and the police. 999 or 112 from any mobile.	
7	Administer first aid if required and you are able	
8	Do not remove casualties unless absolutely necessary	
9	Do not move vehicles involved until the police arrive	
10	Give your name, address, the registration number and in case of personal injury, insurance particulars to any person having reasonable grounds for requiring them – these can be found on the sheet in the glove box.	
11	Obtain from the other person involved in the accident/incident their name, address and registration number of their vehicle and insurance details	
12	If there are any witnesses to the accident obtain their name(s) and address(es)	
13	Under no circumstances admit liability for the accident/incident	
14	If the police are not called to the scene of the incident make sure the incident is reported to the police within 24 hours	
15	Make a plan to show what happened – if a road accident include road layouts, weather conditions, road conditions (sharp bend, gradient, hedge obstructing view) where your vehicle was in relation to others both before and after the incident.	
16	Accident form(s) completed, where necessary – these will need to be completed at school.	

Emergency Breakdown Details:

The Academy has 24hr breakdown recovery with Wessex Fleet:

Helpline: 0800 917 7402

You will be required to provide the vehicle registration number and current mileage.

Insurance Information: Marsh Insurance

Reg: OW74 GUO

Policy No: 00025280MBP

Reg: OW74 BGV

Policy No: 00025278MBP

Tyres, Battery & Exhaust: 01722 322 888 (between 8am and 5pm Monday to Friday)

Glass Replacement: 01722 322 888 (between 8am and 5pm Monday to Friday)

APPENDIX 4



Vehicle Accident Report Form

SECTION 1: GENERAL INFORMATION

Date of Accident: ____ / ____ / _____

Time of Accident: _____ AM / PM

Location of Accident:

Route / Trip Purpose:

School Pick-up School Drop-off Field Trip Sports Event

Other: _____

SECTION 2: VEHICLE INFORMATION

Vehicle Registration Number: _____

Make / Model: _____

Seating Capacity: _____

Did the driver check the vehicle was roadworthy before departure?

Yes No Unknown

SECTION 3: DRIVER INFORMATION

Driver's Full Name: _____

Driver's License Number: _____

License Class: _____

Years of Driving Experience: _____

Any injuries to the driver?

No

Yes (describe):

SECTION 4: PASSENGERS

Number of Staff on Board: _____

Number of Students on Board: _____

Injuries Reported:

No injuries Minor injuries Serious injuries

If injuries occurred, provide details below:

Name	Student / Staff	Nature of Injury	First Aid Given	Hospital (Y/N)

SECTION 5: ACCIDENT DETAILS

Type of Accident:

- Collision with another vehicle
- Pedestrian involved
- Object / obstacle
- Skid
- Other: _____

Weather Conditions:

- Clear Rainy Foggy Other: _____

Road Conditions:

- Dry Wet Damaged Under construction

Description of the Accident (continue on separate sheet if necessary):

SECTION 8: WITNESSES

Name	Contact Number	Statement Provided (Y/N)

*Please attach a copy of any witness statements to this report.

SECTION 9: REPORTING STAFF MEMBER

Name: _____

Position: _____

Signature: _____

Date: ____ / ____ / _____

SECTION 10: LEADERSHIP REVIEW

Reviewed by: _____

Position: _____

Remarks / Follow-up Required:

Signature: _____

Date: ____ / ____ / _____



APPENDIX 5

Non-Greetland Academy Users Minibus Booking Form

Under the Academy’s insurance policy the minibus can be used by another educational establishment or charitable organisation providing the following considerations are met.

Conditions for using the minibus.

- 1. A standard Section 19 Minibus Permit MUST be held by the hiring organisation and the original copy of this MUST be provided prior to the hiring date.
2. Drivers MUST hold a valid UK manual Category B licence, a copy of this must be provided prior to the hiring date.
3. A DVLA driving licence check will be carried out by the Academy for all individuals who will be driving the minibus. The driver MUST provide a valid DVLA driving licence check code prior to the hiring date so that any licence points or convictions can be verified.
4. Drivers MUST have successfully completed MiDAS (Minibus Driver Awareness Scheme) training, evidence of certification MUST be provided prior to the hiring date.
5. All drivers must be at least 21 years of age and under 65 years of age, and have held a full licence for at least 2 years prior to the hiring date.
6. Any driver who has more than 3 penalty points, for any reason, cannot drive the minibus. This also includes drivers who have driving prosecutions pending.
7. The driver must have read The Greetland Academy Minibus Policy and ensure you understand the document and fulfil any relevant requirements.
8. Complete a checklist form which can be found on the clipboard in the cabin for each journey.
9. The organisation hiring the minibus agrees to pay for repair of any damage caused to the minibus. Where any damage is covered by the insurance policy, the maximum amount payable will be the excess amount on the policy.
10. The minibus must be returned in the same standard of cleanliness as it is received.

The minibus takes DIESEL ONLY, and must be refilled to the level it was received at before returning.

USER DECLARATION

I agree to the conditions above and would like to use the minibus on the following dates:

Date/s: Time/s:

Signed: Date:

Name and address of organisation:

..... Tel No :

Name of Driver: (original driving licence to be provided)

Minibus Permit 19 Number:

Office Use Only

Copy of driving licence provided [] Date
Copy of MIDAS certificate provided [] Date
DVLA driving licence check completed [] Date

By submitting this form, you consent to The Greetland Academy processing your personal data in accordance with the Academy Trust’s Data Protection Policy for the purpose of verifying your eligibility to drive. Your information will be stored securely and used solely for this purpose.

APPENDIX 5

General Risk Assessment for use of the minibus.

HAZARD	CONTROL MEASURES
<p>Setting off</p> <p>Potential risk of colliding with pupils or members of the public who are unaware of the vehicle's movement, particularly when manoeuvring in areas with high pedestrian traffic (such as school grounds).</p>	<p>Driver Awareness: Drivers must maintain full awareness of their surroundings, particularly in school zones, ensuring there are no pedestrians in the path of travel.</p> <p>Vigilance: Only reverse the vehicle when it is absolutely safe to do so. Ideally, reversing should be avoided in high-risk areas, and alternatives should be considered, such as reversing into parking spaces and using reversing beepers, where available.</p> <p>Use of a Guide: When necessary, a trained guide or assistant should be used to direct the vehicle during manoeuvring. The guide must be positioned where the driver has clear visibility, but not directly behind the vehicle. The guide should use hand signals and communication to direct the driver.</p> <p>Safety Equipment: The vehicle is fitted with safety equipment such as reversing sensors.</p>
<p>Collecting from Agreed Drop-Off Points</p> <p>Risk of accidents or injuries while students are boarding or alighting, particularly in areas with poor visibility or high vehicle and pedestrian traffic.</p>	<p>Designated Drop-Off Zones: Drivers should use designated, marked drop-off zones, which are designed to minimize traffic flow disruptions and ensure safety for both the driver and pupils.</p> <p>Passenger Safety: Ensure pupils do not exit the vehicle into live traffic. Drivers should position the vehicle as close as possible to the curb or designated drop-off point to minimise exposure to moving traffic.</p> <p>Offside Drop-Off: When collecting or dropping off passengers on the offside of a one-way street, the vehicle should pull over to the nearside (driver's side) of the road to avoid pupils crossing in front of the vehicle.</p> <p>Pedestrian Escort: Pupils should always be escorted across the road when exiting on the offside or crossing a road. The escort should wait until it is safe, using pedestrian crossings where possible, and ensure no vehicles are approaching before allowing pupils to cross.</p> <p>Communication with School: Drivers should confirm drop-off times and locations with the school beforehand to avoid confusion and ensure pupils are waiting in a safe, orderly manner.</p>
<p>Movement While Passengers Board/Leave</p> <p>The risk of injury to students or others if the vehicle moves while passengers are not fully inside or secured.</p>	<p>Complete Standstill: The vehicle must be brought to a complete standstill, with the engine turned off, before passengers board or alight the vehicle. This ensures the vehicle will not inadvertently move if the driver is distracted.</p> <p>Seatbelt Safety: Before the vehicle starts moving, the driver should ensure that all passengers are seated, facing forward, and wearing seatbelts that are correctly adjusted. It is the driver's responsibility to check that seatbelts are in use for all passengers.</p> <p>Driver's Responsibility: The driver should wait until all passengers are safely on board and have taken their seats before the vehicle begins moving. They must ensure there are no students attempting to board or alight in unsafe conditions (e.g., on the road, while the vehicle is moving).</p> <p>Supervision: Ensure there is sufficient adult supervision to help manage the boarding and alighting process, particularly when young children are involved. Supervising staff should guide students and assist with any mobility challenges.</p> <p>Clear Signalling: Drivers should use hazard lights if they are temporarily stopped in an area to indicate that the vehicle is stationary while passengers are boarding or leaving.</p>
<p>Unexpected Movement or Loss of Control</p> <p>Accidents or injuries from the</p>	<p>Vehicle Maintenance: Regularly inspect the vehicle to ensure that all safety features (brakes, parking brake, tires, etc.) are fully functional. A well-maintained vehicle is essential for safe operation.</p> <p>Driver Training: All drivers undergo a MiDAS minibus assessment to ensure they can handle school vehicle manoeuvres, including reversing and parking in confined spaces and managing large vehicles in busy school areas.</p>

<p>vehicle inadvertently moving or the driver losing control, especially in high-traffic or confined spaces on school grounds.</p>	<p>Parking Brake Use: Ensure that the vehicle’s parking brake is applied when stationary, especially on an incline or when there is no immediate driver oversight (e.g., unloading or loading students).</p> <p>Speed Limits: Drivers must adhere to any posted speed limits on school grounds and reduce speed in areas where children are present or visibility is restricted.</p>
<p>Poor Visibility and Confusion in High Traffic Areas</p> <p>The vehicle's limited visibility due to crowds or other vehicles, increasing the risk of a collision with pupils or pedestrians.</p>	<p>Clear Visibility: Ensure that the vehicle’s windows, mirrors, and cameras are clean and unobstructed. In areas of high pedestrian traffic, drivers should proceed with extra caution, even when they have the right of way.</p> <p>Pedestrian Awareness: Encourage pedestrians (students and staff) to always be aware of their surroundings and to avoid using phones or other distractions while moving through school zones.</p> <p>School Signage: Clear signage is placed to warn both drivers and pedestrians of high-risk areas where vehicle movement is common.</p> <p>Timed Movement: Vehicles should only enter or leave school grounds during designated times, avoiding peak arrival and departure times whenever possible. This reduces congestion and the likelihood of accidents.</p>
<p>Unanticipated Road or Weather Conditions</p> <p>Slippery or wet roads, poor weather visibility, or sudden environmental changes (e.g., fog, rain) that reduce the driver’s ability to see pedestrians or respond quickly.</p>	<p>Weather Considerations: Monitor weather forecasts before entering school grounds. If conditions are expected to be hazardous (heavy rain, snow, fog), consider adjusting travel times or temporarily suspending services.</p> <p>Slippery Conditions: In adverse weather conditions, such as rain, ice, or snow, vehicles should travel at reduced speeds, and drivers should increase following distances to account for longer stopping distances.</p> <p>Driver Response: Drivers should remain aware of the road conditions, especially when manoeuvring in school areas. In poor visibility, they should use hazard lights and ensure that their vehicle is clearly visible to pedestrians and other vehicles.</p>
<p>Emergency Situations (e.g., Medical, Mechanical Failure)</p> <p>Emergencies that involve the vehicle, potentially causing disruption and harm to students or staff.</p>	<p>First Aid: A first aid kit is available on the minibus.</p> <p>Fire: A fire extinguisher is available on the minibus.</p> <p>Communication Protocol: Establish a clear communication protocol with the school to notify them of any incidents or emergencies. Ensure that emergency contact numbers for school staff and emergency services are readily available.</p> <p>Breakdowns: In the event of a vehicle breakdown, ensure that the vehicle is safely pulled over to a designated area. Put on hazard lights immediately and make arrangements for assistance with the breakdown service.</p>