

Minibus Policy Statement

Terms of Use

The Learning Partnership is bound by the 'NYCC Guidance for the Safe Use of Minibuses Document' (September 2010) and all colleagues using the minibus are expected to follow all aspects of guidance within the document. In addition, the Learning Partnership stipulates the following:

- All drivers are acting voluntarily and driving the minibus does not form part of their contract of employment.
- All drivers must have owned their own vehicle for at least 2 years before being able to drive the school's minibus. (holding a licence but not owning and regularly driving a vehicle does not qualify).
- All drivers ideally hold a clean licence. Where a driver's licence is not clean, a driver must not have more than 3 points.
- Drivers with spent driving convictions, spent points for drunk driving, dangerous driving or driving with excessive speed must declare this information to their line manager before undertaking MIDAS training.

Timetable & Bookings

The minibus is allocated as follows:

- Monday- Follifoot
- Tuesday- Goldsborough
- Wednesday- Spofforth
- Thursday- Sicklinghall
- Friday- Group Day –see specific booking information

This allocation is for school day curriculum use time. Schools can only use the bus during school day times on their allocated days. Partner schools may if they wish arrange between themselves to 'swap' or 'borrow days from each other. Staff in each school will be aware of this and moving forward should plan activities requiring the mini bus around these days. Pairs of school will have their own internal system for staff to arrange use of the bus for their classes.

At the start of each academic year both HT and PE leaders will meet to 'map' out entry into the Harrogate Sports Partnership competitions ensuring where possible the bus is available for all schools on the necessary days. Schools can enquire as to whether the bus is free outside the school day (for competitions and after school activities) on a day that is not allocated to them or their partner school. They can do this up to one month before the date of requested use. They must do this by contacting Sarah Giddings (admin@follifoot.n-yorks.sch.uk or 01423 872580). Once this booking has been confirmed it is then established. The school using the bus outside of its allocated day should liaise with the school whose allocated day it is to arrange, if necessary, handover (if they have been using it during the day).

Group Day

Booking for using the bus on group days should be made by contacting Sarah Giddings (admin@follifoot.n-yorks.sch.uk or 01423 872580). These can be made up to one month before the requested day. Booking must only be made with an identified use and not 'block booking just in case in might be needed'. Once this booking has been confirmed it is then established.

Use of the Minibus

Drivers ensure that the following is carried out whenever the vehicle is used:

- The template risk assessment is added to with journey specific details. This risk assessment is carried out by the visit leader and not necessarily always the designated driver.
- As part of the risk assessment process, the school's usual adult:pupil ratios are observed.
- Vehicle condition forms in the 'Fleet Book' are completed without exception for every visit, however short.
- The journey sheets in the 'White Folder' for calculating fuel costs are completed without exception for every visit, however short.
- The vehicle must never be left with less than $\frac{1}{4}$ of a tank of fuel. Where a journey leads to fuel dropping to a level close to $\frac{1}{4}$ of a tank, the driver for that journey is responsible for refuelling to full using the fuel card. Ideally, refuelling is done before or after a visit and not when children are in the minibus (refuelling must not take place with children in the vehicle unless another adult is present).
- The vehicle should be parked at Spa Bottom Farm, Haggs Road, HG3 1EQ when not in use. Drivers must know the code for the padlock, which is known to all schools' administrators and both Head teachers.
- A fully stocked first aid kit is kept in the bus at all times. Where items in this kit are used, the driver/visit leader ensures that all stock is replaced.

Ten week safety inspection check

- In accordance with NYCC operating policy and as a condition of the insurance policy the mini bus will undergo a thorough and detailed safety inspection every ten weeks. This will use the checklist from the NYCC operating guidance. Copies of these completed reports will be kept on record. The mini bus will remain out of operation until any necessary issues identified in the safety check have been addressed.
- Where possible safety checks will be booked
- This will be undertaken by a qualified mechanic.
- This will be arranged through the Service and Repair Group 'ARVAL BNP Paribas. Contact 0870 600 4499.
- Sarah Giddings will undertake the booking of these and arrange access to the vehicle for the mechanic .

Driver Checks – 6 monthly

- Driver responsibility to present to Sarah Giddings every 6 months (from time of first presenting licence a dated copy of their driving licence printed from DVLA website (see below) or an electronic copy (via sharing my details function on the same website.)
- Sarah Giddings responsible for updating summary record sheet and filing most recent copy
- DRIVERS CAN NOT just present the paper part of their original licence – it must be the dated version from the website to clearly show no changes have occurred e.g. points applied or changes to medical as examples.

Instructions for drivers – You will need your driving licence number (on your driving licence) and your National Insurance (NI) number (on your play slip or NI card).

Go to <https://www.gov.uk/view-driving-licence>

Enter your driving licence number, National Insurance number and post code from your driving licence.

You will then be taken to your licence information. Click on the Tab that says 'Share your licence information'. You will then have the option to save this as a PDF which you can email to Sarah Giddings (admin@follifoot.n-yorks.sch.uk) or print a copy to send to Sarah Giddings or request a code which you can give to Sarah who will be able to access your information.

Fuel

Fuel can be purchased at any Supermarket using the fuel card (kept in the glove box). The bus runs on DIESEL. Staff should not refuel the vehicle when carrying pupils unless in a 'dire' emergency and should only then do so if there is another adult with them to supervise the children while the driver is refuelling and paying. Children and the other adults should remain in the vehicle at all times during refuelling. You will need to give the cashier the current mileage when paying. The fuel card has the registration of the mini bus printed on it and can therefore only be used to fuel the mini bus.