

ST.OSMUND'S CE VA MIDDLE SCHOOL

MINIBUS POLICY

Dated January 2008

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1. Introduction

St Osmunds Middle School has adopted the advice of Dorset County Council and their 'Notes and Guidance on the use of minibuses' booklet as the basis for this policy. The Head teacher has overall responsibility, which is delegated to a nominated member of staff as a coordinator.

2. Role of Coordinator

The coordinator will oversee the Day-to-Day use of the school minibus this will include the following:

- Provide and maintain a booking system for the minibus.
- Monitor and arrange necessary maintenance, repairs, MOT's and inspections in line with legal requirements and guidance.
- Monitor and arrange necessary paperwork including, Road fund license, Permits, Insurance and driver log books.
- Monitor and arrange for Driver Training, drivers license checks and medical requirements, following guidance within the DCC booklet.
- Monitor and advice on guidance from DCC or Government regarding minibus use or any changes in relevant laws.

3. Responsibilities of Drivers

All authorised drivers have completed a DCC approved driver improvement course, hold the correct license and meet the necessary medical requirements. Where necessary the Head Teacher will make any decision as to the suitability of any driver. The Driver is responsible to:

- Carry out safety checks and fill in logbooks as necessary before driving the minibus.
- Ensure necessary paperwork is carried on the bus, this may include a list of children and emergency contact list, Trip risk assessments and relevant documentation.
- Ensure that the school office is informed of who is on the bus, departure times and return times.
- Drive within the law and the guidance found within the DCC booklet.
- Ensure passengers remain seated with seatbelts on (Where appropriate a second member of staff may be available to assist).
- Ensure the schools good name is upheld at all times.
- Complete logbook at end of journey.

The driver will also be responsible for any driving offenses, speeding tickets or parking fines received while in control of the minibus.

4. Using the bus

The Booking form is located in the school office along with information of drivers and alternative arrangements. We recommend bookings to be made in advance to avoid disappointment and confusion. When booking the minibus please arrange with a driver if necessary. A list of drivers is available in the school office and at the end of this policy.

a) Fuel

Regular checks of the minibus will be made with respect to fuel, water and oil. It is always advisable to check the fuel before beginning a journey. A fuel card is assigned to the minibus and can be used to purchase fuel. Should it be necessary to purchase fuel a receipt should be obtained and signed by the person presenting the card at the garage and then given to the coordinator soon as possible after the journey is completed.

PLEASE NOTE THAT ONLY DEISEL SHOULD BE USED.

b) Mileage

All journeys must be entered on the log sheet, which is to be found at the front of the bus.

The following details must be entered on the log sheet

- Date used
- Starting mileage
- Finishing mileage
- Distance completed
- Departure point of the journey – usually school
- Destination
- Purpose of journey
- Signature of user/driver

c) Safety

It is important that due care is taken at all times by all users. Passengers must wear seat belts provided and be seated when the bus is in motion. The minibus is fitted with height adjustable seatbelts for children. If a long journey is being undertaken, an extra driver should be available to allow sufficient rest time during the journey.

The Driver is required to carry out a safety inspection and fill out the relevant logbook with details of any faults or with No faults as necessary. A check sheet is located with in the minibus to aid the driver.

d) Return of the vehicle

The user should return the vehicle to the rear of the school and make sure that all the doors are locked. The key should be returned to the school office.

5. Faults and Accidental Damage

If a fault is found during the Driver Safety Inspection, the driver must fill in the report book in the minibus. It will then be necessary to assess whether it is safe to use the minibus or whether a repair needs to be done first. Assistance in marking this decision is available from the Head Teacher, coordinator or from Dorset Works Organisation (Contact Details below).

6. Repair & Maintenance

The school has appointed Dorset Works organization to carry out necessary repairs, servicing, inspections and MOT's in line with DCC guidance. The contract also gives breakdown assistance and recovery where necessary; further information is available within the minibus.

7. Insurance, Road Fund & MOT

a) Insurance. The vehicle is insured through the County Council. The PTA pays the premium, which will need to be renewed annually. The school's Finance Officer will arrange for this to be paid to the Treasures Department.

b) Road Fund

This will require to be renewed annually. DVLA will send a renewal notice to the school within the previous month. The school's Finance Officer will arrange payment; a copy of DCC insurance policy will be required along with a valid MOT certificate. These will need to be presented at the main post office in Dorchester or other issuing institution.

c) M.O.T.

Dorset Works Organisation will carry out the MOT as part of the service agreement.

8. Funding

The Initial cost of running the minibus will be paid from the school budget. It is hoped that a large proportion of the fund will be recouped by departmental contributions and outside lettings, the remaining costs will normally be met by the PTA.

9. Useful Contacts / Telephone Numbers

Dorset Works Organisation. Workshop	228172
DCC Insurance services	224075
Procurement & Contracts Management	221250

Additional contact numbers can be located within the minibus.

10. Cost of use of Minibus

In order to calculate costs of minibus usage, it is recommended to use the calculation of £0.40 per mile, this would include fuel and an allowance for running cost's and depreciation.

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Approved drivers.

Mr Jenkinson

Miss Harris

Mr Fitzgerald

Mr Bagwell

Mrs Lawrence

Mrs Hammick

Mr Pontin

Mr Bourne

Mrs Tutton

Mr Boyce

Mr Absolom