

**Ratified by Oasis Community  
Learning Executive:  
7<sup>th</sup> July 2009**



# Minibus and use of Private Transport Policy

Implementation: July 2009  
Review: July 2011

## 1 Aims

The aims of this policy are:

- to set out the various responsibilities;
- to explain the policy for purchasing and managing the Academy transport;
- to confirm who is allowed to drive Academy transport; and
- to set out the policy on use of private transport for Academy activities.

## 2 Responsibilities

### 2.1 Oasis Community Learning is responsible for:

- making and reviewing the generic policy for the Academies;
- requesting and receiving periodic reports from the Academy Council.

### 2.2 The Academy Council is responsible for:

- ensuring that Oasis Community Learning's policy is being followed;
- approving the purchase of a minibus;
- approving a maintenance garage;
- receiving reports from the Principal on the working of the policy; and
- making periodic reports to Oasis Community Learning as required.

### 2.3 The Principal is responsible for:

- Organising the purchase of minibuses; this should be done in cooperation with the Oasis Community Learning Director of Finance;
- Ensuring that regular maintenance of vehicles is carried out as required and that an up to date maintenance log is made available;
- appointing an Academy Transport Manager (ATM)
- ensuring that the ATM is appropriately trained and/or experienced;
- ensuring that the Academy policy is known by:
  - Academy Council members
  - Staff
  - Parents
  - Students
- ensuring that the policy is implemented;
- agreeing with the ATM appropriate management and booking systems;
- receiving reports from the ATM on the progress of the policies and arrangements;
- formally agreeing which employees are allowed to drive Academy transport; and
- reporting to the Academy Council.

### 2.4 The Academy Transport Manager (ATM) is responsible for:

- making appropriate policies and procedures as required by the Principal;
- setting up and maintaining appropriate vehicle management and booking systems including:
  - the checking of licences
  - maintenance of vehicle logs
  - liaising with persons booking the transport
  - making and recording Journey Report forms.
- ensuring that the servicing and maintenance schedules are completed satisfactorily as per the manufacturer's guidance and on time;
- ensuring that vehicle licences, tax and insurance is in place at the right time;
- ensuring that all drivers hold appropriate and 'clean' driving licences for the type of vehicle they will be driving, that all drivers have held a full driving licence for at least three years, and that they have sufficient driving experience;

- All drivers should have an appropriate minibus-driving certificate and know the Academy's policies on:
  - pre-use checks
  - vehicle and driver logs
  - load carrying for the particular vehicle
  - driving limits

### **3 Academy Drivers**

- 3.1 It is Academy policy that all approved drivers of Academy transport, as far as is reasonably practicable, will be appointed to drive Academy vehicles as part of their contract. No member of staff may drive Academy transport who are not contracted to do so.
- 3.2 All Academy drivers will be under the line management of the ATM, and must abide by the policies and rules laid down by the Academy.
- 3.3 There must be no 'casual' driving (i.e. drivers who are not on the approved list) of Academy vehicles except as exceptionally approved by the Principal.
- 3.4 **Academy drivers** are responsible for:
- following the Academy's policies and systems;
  - liaising with the person who has booked the vehicle and the ATM as appropriate;
  - maintaining the vehicle journey and driver log (Appendices 2 and 3) (and tachograph if fitted) as required;
  - making the required pre-use checks and initialling the checklist (appendix 4);
  - ensuring that the loading capacity and passenger numbers are not exceeded;
  - knowing and following the Academy's policy on driving times and limits;
  - ensuring that all passengers know and abide with the safety requirements (e.g. seat belts) and required behaviour en route;
  - ensuring that the passenger list and contact details are left with the appropriate person in the Academy;
  - ensuring that the appropriate person in the Academy knows the destination and, if possible, the route and the timings;
  - ensuring that the person booking the vehicle signs the Journey Report form at the end of the journey;
  - any parking tickets resulting from unauthorised parking; and
  - any traffic violation tickets received during the period they were driving

### **4 Other accompanying adults**

For journeys over 20 miles, or where the Principal considers it appropriate, there should be at least one other accompanying adult in addition to the driver who is qualified to supervise students.

### **5 Persons Booking the Vehicle are responsible for:**

- following the Academy policy;
- liaising as appropriate with the ATM and driver;
- making a Journey Report on the Academy form at the end of the journey; and
- reporting any incidents or any other useful information to the ATM.

## **6 Purchasing Academy Vehicles**

Before the approving the purchase of an Academy vehicle, the Principal must consult with Oasis Community Learning's Director of Finance.

The vehicle being purchased must be relatively new and should if possible have some of the manufacturers guarantee/warranty still to run.

## **7 Servicing and Maintenance**

- 7.1 All Academy vehicles must be serviced and maintained strictly according to the manufacturer's service and maintenance schedule.
- 7.2 The servicing and maintenance must be carried out by garages approved by the Academy Council. The Academy Council will review the selection annually, taking into account the Academy Transport Manager's advice.
- 7.3 Daily and Weekly Maintenance checks will be carried out by a named and member of the Academy staff competent to do so, or an external contractor approved by the Academy Council.
- 7.4 The Academy Transport Manager will keep an up-to-date vehicle maintenance log (appendix 1).
- 7.5 Pre-Use checks must be made before each journey under arrangements made by the Transport Manager.
- 7.6 The driver must initial the checklist on completion of each pre-use check.
- 7.8 The checklist will be scrutinised at least once weekly by the Academy Transport Manager.
- 7.9 All Academy drivers are reminded that the driver is responsible in law for ensuring that the vehicle is roadworthy before starting the journey.

## **8 Who may drive Academy vehicles**

It is Academy policy that all drivers of Academy vehicles must have an appropriate minibus driver's certificate, and if they are not employed members of staff they must be approved by the Principal. In addition, all drivers should:

- have held a full driving licence for three years or more, and have relevant driving experience;
- hold a clean driving licence appropriate for the type of vehicle they are driving (up to 6 penalty points may be accepted by authority of the Principal);
- have satisfied the ATM that he/she is competent on the Academy's own vehicle;
- have satisfied the ATM that he/she has full knowledge of the Academy's policies and procedures for vehicle management, booking and driving; and
- have been given an induction to the vehicle by the ATM.

## **9 Fitness to Drive (Based on the EEC regulations on PSV driving hours)**

- 9.1 For journeys over 1 hour, no driver may drive an Academy vehicle carrying students or adults unless they have had a minimum of a two hour rest period immediately prior to driving the vehicle.

- 9.2 No driver of an Academy vehicle or adult responsible for the supervision of students may drink alcohol whilst driving or in charge of an Academy vehicle and he/she must not be over the permitted alcohol limit prior to driving.
- 9.3 On all journeys drivers must take a break of at least 30 minutes after every three hours of driving.
- 9.4 Where the journey is more than 24 hours Academy drivers must take a daily continuous rest period of not less than 12 hours in addition to the 30 minutes after every three hours.
- 9.5 The Principal in liaison with the ATM will determine whether a particular journey requires two drivers.
- 9.6 Vehicle and driver logs must be up-to-date and will be checked by the ATM who has the authority to stop a driver from driving for any reason until the Principal has made a decision on his/her fitness to continue driving.

## **10 Equal Opportunities**

- 10.1 As soon as possible arrangements must be made for at least one of the Academy vehicles to be fitted appropriately for wheelchairs.
- 10.2 The Academy will take account of other needs of disabled passengers (e.g. vision and hearing impaired and other physically impaired passengers). Reasonable adjustments will be made by authority of the Principal to ensure that disabled passengers are able as far as is reasonably practicable, to have the benefits of using the transport provided.

## **11 Private Use/ loan of minibuses**

Any requests for use of Academy vehicles by other users must be approved at the discretion of the Principal who will ensure that the requirements of this policy will be covered.

## **12 Private Cars**

- 12.1 The Academy accepts that there may be times when it is necessary for students to travel in staff/ parent/ or other student vehicles, and possibly for some senior students to drive their own vehicles on their own or carrying other students, for officially designated visits.
- 12.2 On each of these occasions the Principal or another senior member of staff must give his/her personal approval for the arrangement, having satisfied him/herself that the vehicle is properly taxed, and is comprehensively insured for carrying passengers on Academy business, and that the driver holds an appropriate, full and clean driving licence.
- 12.3 The Principal must ensure that:
- child protection rules and guidance are followed;
  - the owner of the car has given consent to it being used for the purpose and with the named driver;
  - the car is taxed and insured appropriately;
  - the parents of any passengers know the details of the arrangement and have given consent to their son/daughter being a passenger in the vehicle.

### **13 Monitoring and Review**

13.1 The Principal with the aid of the ATM will monitor the policy and arrangements and will report on progress annually to the Academy Council.

13.2 This policy will be part of Oasis Community Learning's regular auditing process, and will be reviewed alongside the Academy's Off-site Activities and Educational Visits policy at least every two years.

Next Review: July 2011

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Chair of the Academy Council

### **Appendices**

1. Vehicle Maintenance Log
2. Vehicle journey log
3. Driver Log
4. Pre- Journey Checklist

## Appendix 1 - Vehicle Maintenance Log

<b>Registration Number:</b>	
<b>Make and Model:</b>	
<b>Date of Purchase:</b>	
<b>Where Purchased:</b>	
<b>Vehicle Tax Date:</b>	
<b>MOT Date:</b>	
<b>Insurance Renewal:</b>	
<b>Name of Insurer:</b>	
<b>Tax/Insurance checked:</b>	
<b>Servicing Dates:</b>	
<b>Date Replaced</b>	

<b>Date</b>	<b>Service</b>	<b>Mileage</b>	<b>Garage</b>	<b>POL</b>	<b>Comments</b>

## Appendix 2 - Vehicle Journey Log

Vehicle Registration Number: \_\_\_\_\_

Date Journey	Driver	Staff i/c	Group	Destination	Mileage at start	Mileage at end	Stops	Fuel

## Appendix 3 - Driver Log

<b>Name:</b>	<b>Position:</b>
<b>Licence Details Checked (Copy of Licence kept in secure file):</b>	<b>By whom:</b>
<b>Minibus Test Passed/Renewed:</b>	

Date	Vehicle	Journey	Group	Destination	Miles	Time Out	Time In	Stops

**Appendix 4 - VEHICLE PRE-JOURNEY CHECK LIST**

**Date:** ..... **Vehicle Registration:**.....

**Driver:** ..... **Destination:** .....

**Mileage Depart:** ..... **Mileage Return:**.....

**Fuel Status on Departure:**

Empty:  Quarter:  Half:  Three Quarters:  Full:

**The Following have been checked and any problems reported:**

**Any Damage to the vehicle must be reported immediately and logged on this form**

**Outside the vehicle**

- Fuel
- Fuel Cap
- Lights
- Reversing Lights
- Rear Fog Lights
- Door Locks
- Tyre Condition
- Mirrors
- Reversing Lens

**Passenger Safety**

- Seat belts
- Door Locks

**Emergency Kit**

- First aid Kit
- Fire Extinguisher
- Emergency Exits
- Mobile Phone/radio

**Paperwork**

- Tax Disc
- Permit Disc

**EXTRA MILAGE**

**Status Indicators**

- Fuel
- Oil
- Handbrake
- Direction Indicators
- Hazard Warning

**Driver's Seat**

- Seat adjustment controls
- Mirrors
- Ventilation/Heating

**Breakdown**

- Breakdown/Recovery service Doc

**The Controls**

- Rear fog lights
- Foot Pedals
- Lights (side/dip/full beam)
- Horn
- Indicators
- Hazard Warning
- Reversing Bleeper
- Windscreen Wipers
- Windscreen Washers
- Choke/starting procedure

**Start** ..... **Finish**..... **Initials:**.....