

The Newman Catholic Collegiate



“Growing Together for life”

Vehicles Policy

Policy Adopted	Next Review	Author
July 2024	July 2026	K Davies

Document Control

Date	Revision/Amendment/Addition	Author
25.06.2024	Daily safety checks	K Davies
25.06.2024	Passengers/Student responsibility	K Davies
25.06.2024	Vehicle Security & Safeguarding	K Davies
25.06.2024	Cleaning – New addition	K Davies
25.06.2024	Breakdown & Recovery	K Davies
25.06.2024	Purchase of fuel	K Davies
25.06.2024	Incorrect use of the minibuses	K Davies
25.06.2024	Appendix 1 – New addition	K Davies
25.06.2024	Appendix 3	K Davies

Responsibilities

The Board of Directors are responsible for ensuring any vehicles operated on behalf of the collegiate fully comply in every respect, with all legal transport and health and safety requirements. This responsibility is delegated to the principal and central team to ensure its appropriate implementation.

The policy covers all vehicles owned by the collegiate and / or hired by the collegiate.

This policy details the safe operating procedures for the vehicles and the checks that should be carried out.

Legal Requirements

The law requires that a minibus must:

- Be adequately insured.
- Be well maintained.
- Have a valid MOT certificate (if more than one year old).
- Have the correct seating with correctly fitted seat belts.
- Carry an appropriate fire extinguisher and first aid kit.
- All collegiate minibuses require a Section 19 Permit, which must be displayed prominently. In the absence of a permit, drivers of minibuses require a Passenger Carrying Vehicle (PCV) licence.

Management System

The principal and central team (where applicable) will ensure the following:

- All staff use the proper procedures for use of the minibuses and other vehicles.
- All drivers are familiar with, and adhere to, this policy.
- Insurance cover, MOT and tax are up to date.
- Vehicle registration documents are held securely.
- All minibus drivers undergo MiDAS (Minibus Driver Awareness Scheme) training and refresher assessments.
- All drivers should provide a copy of their licence which should be held on file.
- Ensure that vehicle checks are completed, and that maintenance and service requirements are completed at appropriate intervals.
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- All minibuses are fitted with an internal camera.

Permitted Drivers

- All minibus drivers must have undergone training and assessment to the Midas standard.
- Regular refresher training is a significant element of MiDAS and in order to retain their MiDAS Certificate, drivers must attend refresher training every four years.
- The Licences of all drivers must be checked to ensure that they are permitted to drive a minibus. This should be recorded, and copies of the licenses will be kept on file.
- The legal requirements are that any person who is aged 21 or over, and obtained a car licence prior to 1 January 1997, may drive a minibus, provided the vehicle is not being operated for hire or reward. Anyone who passed a car driving test after 1 January 1997 will be licensed to drive category B vehicles only, which will cover vehicles up to 3.5 tonnes with not more than 8 passengers. An additional test and medical report will be required to gain a D1 licence, which covers minibuses. Drivers who passed the test before 1 January 1997 are automatically granted the right to drive Category D1 vehicles and will not need to take the new test.
- Drivers must inform the collegiate if they receive any penalty points. This information will be recorded.
- Drivers must notify DVLA Swansea and the collegiate about any medical condition or defect that might affect their driving and restrictions applied by DVLA, including courses of prescribed medicine and eyesight.
- The line manager should monitor the performance and safety record of all who drive minibuses. If there is any doubt about a driver's competence, regardless of the type of licence they hold and their previous record, steps must be taken to investigate. The driver should not be allowed to drive collegiate vehicles until any doubts have been satisfactorily resolved.

Offences / Disqualification

Drivers must inform their line manager immediately if charged with any motoring offence, regardless of whether the offence was committed in their own vehicle, a collegiate vehicle, or any other vehicle. Similarly, any previous convictions should be made known to the principal before a new/prospective minibus driver is allowed to drive a minibus.

If a driver is convicted, with the licence endorsed and penalty points imposed, the principal must consider whether the nature and severity of the offence pose any risk to minibus passengers.

If, on conviction, a driver is disqualified from driving then clearly, they must desist from all driving with immediate effect.

On disqualification of up to six months duration, drivers will be banned from driving a collegiate vehicle for a period of two years from the end of the disqualification period. They must undergo minibus driver training and risk assessment before driving a collegiate minibus again.

Before a disqualified driver is allowed to drive a minibus again, take care to ensure that there are not restrictions on the category of vehicle they are allowed to drive after the offence.

Where a disqualification is for a period of more than six months, the driver will not be allowed to drive a collegiate vehicle again. Given the enormous responsibility of conveying passengers in a minibus, the collegiates prime concern must be passenger safety.

Driver's Hours & Breaks

- Frequent breaks are required on long journeys and no driver should drive continuously for more than two hours without a break away from the vehicle of a minimum of 15 minutes.
- Longer journeys must be considered as they arise, a risk assessment should be completed considering the length and time of the journey, the number of drivers on longer trips, safe driving hours, and regular breaks for passenger and driver comfort.
- If the trip takes place after the usual working day, special attention must be given to the issue of driver fatigue.

Alcohol

Everyone driving collegiate vehicles will adhere to the following:

- No alcohol to be consumed during the working day.
- 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.

Daily Safety Checks

- All collegiate vehicles will carry a vehicle information file containing safety checklist forms. These forms must be completed by the driver prior to any journey being undertaken. Completed forms should be signed and placed back into the file. **At the end of the week the forms must be given to the Academy Manager. Drivers must only use the safety checklist provided (Appendix 1)**
The forms must be retained for a period of 2 years. In the event of a hire vehicle being used, the same safety checks must be carried out and recorded.
- All collegiate vehicles will always carry a First Aid Box and a Fire Extinguisher. The fire extinguisher must be a British Standard fire extinguisher. Contents of the First Aid Box are listed in Appendix 2.
- The vehicle information file will also contain emergency contact phone numbers for the academy/collegiate, along with details of breakdown and accident procedures and phone numbers. Copies of current insurance certificates should also be kept in this file.

Size/capacity of minibuses

- The capacities of vehicles must not be exceeded.
- The height and passenger capacity of each vehicle should be clearly stated in the vehicle.

Seatbelts

- Seatbelts must be worn at all times. It is the driver's responsibility to ensure that all passengers are wearing seatbelts properly before a journey commences.
- The Motor Vehicles (Wearing of Seat Belts) (Amendment) Regulations (England, Scotland, Wales) 2006 and (Wearing of Seat Belts) (Amendment No.2) Regulations (Northern Ireland) 2007 require children to wear a seatbelt where provided, and if a suitable child seat is provided then this must be used.

Passengers / Student Responsibility

- Should wear seat belts and always remain in their seats until instructed otherwise
- Should never distract the driver by shouting, etc.
- Students should not eat or drink in the vehicle
- Must make sure that escape routes are not blocked by bags etc
- **No personal calls should be taken whilst on the minibus.**
- Students are ambassadors of the collegiate and must never bring its name into disrepute by gesturing etc.
- Passengers found to have vandalised the minibus may face a ban from using it again and be required to pay for damages.

Section 19 Permits

All collegiate minibuses must clearly display a valid Section 19 Permit.

Section 19 permits allow certain organisations to operate minibuses and make a charge without having to comply with the full passenger carrying vehicle entitlement (PCV) operator licensing requirements and without the need for their drivers to have PCV entitlement. An example of such organisations would be volunteer groups concerned with education, religion, social welfare, recreations and other activities that are beneficial to the community.

The minibus permit is for a vehicle that can carry between nine and sixteen passengers and can be obtained from the Traffic Commissioners or designated bodies such as a local authority and various national charities or church organisations.

The service provided must be for their own members or for groups of people whom the organisation serves. The service must not be provided to members of the general public and the charges made must be on a non-profit basis.

Permits are issued under the Transport Act 1985 Section 19. This Act must be strictly adhered to, the disc displayed and the vehicle equipped with a fire extinguisher and first aid kit marked as to comply with the Road Vehicles Construction and Use Regulations 1986.

Vehicle Security & Safeguarding

- Drivers should ensure that collegiate vehicles are securely parked and the keys held securely.
- Under no circumstances should a vehicle be left unlocked whilst unattended.
- **Drivers must ensure that the cameras in the minibus are filming at all times. These must not be switched off or removed from the bus, whilst the bus is in use. Cameras should never be taken offsite.**
- **Memory cards/SD cards should never be removed from the bus and taken off-site. This could result in disciplinary action.**
- **Minibus keys should be returned to the school office, however if the office has closed for the day, drivers are permitted to take the keys home with them for safe keeping. On the rare occasions that the office is closed, keys should be returned the following day or on a Monday morning if returning on a Friday.**

Maintenance of Vehicles

- Staff members must not attempt any repair and maintenance which needs specialist equipment or where there is a risk of physical harm (e.g., changing tyres and wheels).
- The Academy Manager is responsible for ensuring that all vehicle documents are kept and stored for a period of 24 months.
- The Academy Manager and Central Team will ensure that the collegiate vehicles are booked in for MOTs in a timely manner and that insurance and tax discs are kept up to date.
- All repairs and maintenance will be carried out by a professional garage.
- If a staff member becomes aware of a defect or fault, they must inform the Academy Manager or Central Team as soon as possible, who must ensure that the fault or defect is repaired. The vehicle must not be used until the repair has been completed satisfactorily.
- All vehicles will receive a full service by a professional contractor.
- Oil and other consumables must be kept on the academy premises.

Cleaning

It is the school's responsibility to ensure that the minibus is kept clean and tidy, this includes washing the bus. All users of the bus must be encouraged to take litter with them and respect the bus. We do expect the bus to be cleaned onsite, however, where drivers have time between drop offs/collections, and in agreement with the school, then the minibus can be taken to a third party for cleaning.

Where expenses are incurred for the cleaning of the minibus then these will be re-imbursed in accordance with the collegiate expenses policy. Receipts must be provided, along with a signed expenses form.

Children in the front seats

- Children are permitted to sit in the front seats if they are over 135cm high.

Accident Procedures

- If an accident occurs and any personal injury or damage to third part property is involved, then the driver must stop. He / She must be prepared to give his name and address and details of the owner of the vehicle to a Police Officer or any other person having reasonable grounds to ask.
- Report the accident immediately to the Principal & Academy Manager who will let you have the necessary paperwork to complete.

Breakdown and Recovery

- The Academy covers their minibus for breakdown and recovery. Details of how to contact them are contained in appendix 3. Any issues should be reported to the School/Central Team, telephones numbers are within appendix 3.
- Remember that the passengers are more important than the vehicle.
- Unless on a motorway, keep the passengers on board unless they are at risk.
- If on a motorway, evacuate the vehicle unless the dangers are greater.
- Inform the Academy of the breakdown and parents / carers will be made aware of the delay.

Purchase of Fuel

- The minibus has a fuel card which enables fuel to be purchased for that minibus.
- The minibus should be re-filled once used, so that it ready for the following day. It is the responsibility of the driver to ensure the minibus is re-fuelled.
- The fuel card should be taken by the driver and used if needed during long journeys.
- The fuel card and the receipt should be passed back to the Academy Manager on returning to the academy site.

Incorrect Use of the Minibuses

- A driver who breaks the speed limit will be responsible for paying his / her own fines. Similarly fines imposed for incorrect car parking or negligent driving will be the responsibility of the driver. Any damage caused to the minibus through incorrect use, may result in the driver being asked to contribute fully or partially to any excess payable by the Academy.
- Under no circumstances should mobile phones or blue tooth be used by the driver when the vehicle is running. For pupils and other staff use, please see the schools mobile phone policy.

Personal Use of Minibuses

Collegiate minibuses should not be used for personal use. This includes during breaks e.g., travelling home or elsewhere in the minibus for lunch or breaks. Collegiate minibuses are insured for collegiate business only, anything outside of collegiate business does void the collegiate insurance. **Personal use of the minibus could result in disciplinary action.**

Vehicles - Occasional Business Use (Insurance)

Employees who are employed solely for driving purposes, 'drivers' are not covered under this insurance and would need their own business insurance to drive their own vehicles on Collegiate business.

The next review will take place in July 2026 or when new regulations regarding transport or health and safety come into effect.

Policy Reviewed:	02.07.2024
Next Review:	02.07.2026
Signature of Chair (Board of Directors):	Signature of CSEL:

Driver Record

To be completed for all Academy/Collegiate vehicle drivers by the Academy Manager/Central Team and kept in the Drivers personnel file.

Driver's Name:		
Date:	Licence Number:	
Copy of Driving Licence attached (photo card)	Yes	No
Name and address on licence correct?	Yes	No
Number of points on licence (0-12)		
Are there 6 points or less?	Yes	No
Details of offences/endorsements. If none, state none.		
Does the driver have D1 entitlement to drive minibuses?	Yes	No
Has the driver declared they have no health problems that affect their driving?	Yes	No
Has the driver completed Midas training?	Yes	No
Date of Midas training or last Midas refresher course.		
Is this date within the last 4 years?	Yes	No
Midas card number:		
Has the driver read and understood the Collegiate Vehicle Policy?	Yes	No

If the answer to any of the above questions is no, then this driver is not permitted to drive collegiate minibuses.

Notes:	
Completed by:	Signature:
Date:	

Appendix 1

Appendix 2

FIRST AID BOX CONTENTS

- 10 antiseptic wipes, foil packed;
- 1 conforming disposable bandage (not less than 7.5cm wide);
- 2 triangular bandages;
- 1 packet of assorted adhesive dressings;
- 3 large sterile unmedicated ambulance dressings (not less than 15cmx20cm);
- 2 sterile eye pads with attachments;
- 12 assorted safety pins;
- 1 pair blunt-ended scissors.

Appendix 3

Bentley walker minibuses

On-Site servicing, MOT, Safety Checks - 01625 865 642 Fleet Complete

Service Maintenance & Tyres- 0345 2665228 - Arval

In Life Customer Services- 02476 933765

Breakdown assistance 1st year – Ford Assist 0800 111 234

Remainder of contract- 0345 2665228

Newman Central Team – 01782 821995

Our Lady of Grace Catholic Academy - 01782 512644

Our Lady & St Benedict Catholic Academy - 01782 234646

St George & St Martin Catholic Academy - 01782 234384

St John the Evangelist Catholic Academy – 01782 367267

St Joseph's Catholic Academy – 01782 235393

St Margaret Ward Catholic Academy (Secondary) – 01782 883000

St Mary's Catholic Academy – 01782 234820

St Peter's Catholic Academy – 01782 235040

St Wilfrid's Catholic Academy – 01782 235676