



WESTFIELD SCHOOL

Minibus Policy

Date Produced	November 2017
Original Author	Emma Jenkins
Review Due	January 2023
Updated	January 2021
Reviewer	Emma Jenkins
Ratified by Governors	

The Driver's Responsibilities

The Westfield School has overall responsibility for ensuring a safe transport service is provided. However, every driver is personally responsible for ensuring that their vehicle is roadworthy before they take it out onto the road. Indeed it is the driver's licence that will suffer if the vehicle is found to be defective. It is also the driver's responsibility to ensure the safety (including the use of seat belts) and welfare of all passengers.

Before any journey, and every time a minibus is used, the driver must:

- Plan the journey so that it can be completed safely and comfortably in accordance with the passengers' needs
- Ensure the minibus is suitable for the passengers being carried
- Conduct a pre-drive vehicle safety check (see Appendix A)
- The driver should complete a log sheet, provided by the Administrator, to show that they have conducted the necessary checks.

Wheelchairs

Where possible, it is preferable for pupils who use wheelchairs to transfer to a fixed seat, and for the wheelchair to be securely stored during the journey. However, this is not appropriate for all wheelchair users. Pupils may remain in their wheelchairs during the journey, provided that the wheelchair is secured in a forward-facing or a rearward-facing position (never sideways), and it is securely and symmetrically fixed to the vehicle with webbing restraints.

Wheelchairs must not obstruct a door or gangway. Some wheelchairs, such as those designed for sports use, are unsuitable for travelling in.

In addition:

- The wheelchair user must be secured with seatbelts (three-point belts or harness) attached to the vehicle tracking
- The wheelchair handbrake must be applied
- The power on electric wheelchairs should be switched off and the batteries firmly attached to the wheelchair.
- Tracking for the wheelchair and occupant restraint systems should be kept clean, and free from grit, etc. at all times.
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Drivers and Teaching assistants should be trained in the care (boarding and assistance) of pupils who travel in their wheelchairs. Training is available from the Health and Safety Advisors.

Emergency Evacuation

- All loose articles including jackets, books, kits, etc. must be left on the bus.
- Pupils will remain seated until it is their turn to unload.
- When unloading using the front door, Pupils will unload from the front, beginning with the seat behind the driver, then the front seat across the aisle, moving back to second, third, etc.
- When unloading using the back door, Pupils will unload from the last seat on the driver's side, then the last seat across the aisle, and thus alternating up the aisle to the front of the bus.
- When using both front and rear doors, both of the above procedures will apply.

- Pupils will need to be supervised at a safe distance from the emergency scene, away from the traffic.
- They must remain in this fashion until further directions are given by either the driver or Teaching staff.

Evacuation of wheelchair passengers

- If the vehicle, following an accident or breakdown, is not in a safe place, or if there is a risk of fire, evacuation may need to be done speedily; and if carrying pupils in wheelchairs, evacuate all able-bodied pupils first, or let others, who are able to do so, do this while you taking those who are disabled out from the rear of the vehicle.
- In order to evacuate as speedily as possible, the lift may be positioned halfway between road and floor level and used as a step if time allows, with another person helping to lift wheelchairs down if at all possible, or else carrying the pupil from the wheelchair to safety outside the vehicle.

Fitness and entitlement to drive

All Westfield staff must take responsibility for their fitness to drive as part of their work duties. If a staff member believes they are unfit to drive a motor vehicle, either because of illness or the effects of alcohol or drugs they must inform their Line Manager or the Administrator, and not drive the Westfield vehicles.

Any changes in entitlement to drive the Westfield vehicles i.e. Interim disqualifications, disqualifications must be reported to the Administrator, who holds a photocopy of Westfield driver's licences, for insurance compliance.

First Aid

A First Aid kit is provided for Driver and Teaching staff use only and should contain:

- 20 antiseptic wipes, foil packed
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings including Melolin dressings
- Micropore Tape
- 6 sterile un-medicated ambulance dressings – various sizes
- 2 sterile eye pads with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors
- Disposable Nitrile gloves (at least 3 pairs)
- 3 Sick bags
- 3 sachets of sterile water
- 1 ice pack
- 2 foil blankets
- 2 sterile finger dressings
- 2 packs of gauze
- Mouth mask for resuscitation.

Regular checks of the content should be made and any replacement items requested from the Administrator.

Fire Evacuation and Fire Extinguishers

In the event of a fire occurring, a controlled evacuation of pupils must commence and the Fire Service called. The fire should only be tackled if safe to do so and if by doing so it will protect the means of escape for the pupils.

Fire extinguishers are provided for accessible minibuses and:

- comply with BS 5432 (or an equivalent, e.g. BSEN 3),
- have a minimum test rating of 8A or 21B, and contain either powder or foam

Extinguishers should be examined regularly to ensure they are fully charged and accessible for immediate use and will be subjected to an annual service

Breakdown Procedures

Any vehicle breakdown must be reported to the Administrator immediately who will coordinate the response, from within Herefordshire a local engineer, out of County an engineer will be sourced.

The Westfield driver must stay with the bus until it is recovered/ repaired or an alternative replacement vehicle is identified and sourced.

Useful contact details are provided in this document (Page 7).

Use of Mobile Phone Whilst Driving

On 1st December 2003 it became unlawful to use a hand-held mobile phone when driving.

The offence can be committed by the driver and also by any person causing or permitting it.

The offence will initially be subject to a fixed penalty of £200 and 6 Penalty Points or, on conviction, a fine of up to £1000 (£2500 for drivers of goods vehicles or those manufactured or adapted to carry 9 or more passengers).

NO Westfield employee whilst engaged on business will use a hand-held mobile phone whilst driving.

The only safe way to use a mobile phone in a car or minibus is to:

- Switch the phone off while driving and let it take messages OR
- Leave the phone switched on and allow it to go to voicemail
- Find a safe place to stop before picking up messages and returning calls
- Ask a passenger to deal with the call

Even when using hands-free phones driver should:

- Limit outgoing calls to emergency use and when it is safe to do so
- Use voice activation when making outgoing calls
- Tell all incoming callers that he/she is driving and to keep the call short.

Accident Reporting Procedures

Usually when traffic accidents occur it is clear which party is to blame. However, in some cases it is not as obvious and as a result the procedures that follow may be complicated. This includes dealing with insurance companies and Emergency Services such as the Police and Fire Service.

Generally speaking, if you drive into the back of a vehicle, you will be held responsible for the collision, even if the driver in front slammed on his/her brakes in response to another vehicle.

What to do next?

If you are involved in an accident you must always stop, even if you believe you are not to blame. You must stay where you are when you are in an accident involving another vehicle, person, animal or someone else's property. This allows you and/or the other person involved to take down all the relevant details, which are required when processing your claim(s) and police report. Details required are:

- Driver's name
- Driver's address (wherever the Driving Licence shows) + Westfield for admin contact
- Driver's telephone number
- Driver's minibus registration number

This can be recorded on the motor accident report form provided by the Insurers.

If you do not give these details to the other party involved or police at the time of the accident you must do so at the police station within 24 hours. If someone has been injured in the accident, the responsible driver must provide a valid motor insurance certificate at the time of the accident. This has to be shown to the other party and to a police officer. The responsible driver must report the accident at a police station within 24 hours of the accident if they failed to produce this document at the scene of the accident. If the responsible driver has no proof of insurance at this time they have seven days to bring the insurance document to the nominated police station.

If no physical damage has been done to anyone, the party suffering damage can ask the driver for insurance details so that they can make a claim against them. In the same manner the person responsible for the accident must contact their own insurance company also to amend their insurance claim.

Getting Witnesses

Whenever an accident occurs it is essential to gather as much evidence as possible. This evidence should consist of impartial testimony from independent witnesses who saw exactly what happened. Witnesses should write down all the information they can remember and keep the account just in case there are court proceedings. The people involved in the accident should have their own documented account also. In cases where a witness refuses to give their account of the accident the police may ask them to provide a witness statement. As a result the witness may be called into Court if necessary.

Forms Required

- Motor Accident Report Form – available from the School Business Manager
- Westfield School Minor Injuries Log Sheet, Incident Report Form and Local Authority Accident Form– Appendix B, C & D
- Westfield Vehicle Log Sheet – Appendix E

Driving In Adverse Weather Condition

Before commencing any journey where there is likely to be a risk of adverse weather conditions drivers are requested to consider the following:

Before setting off...

- Driving in hazardous conditions is not considered to be part of an employee's contract, regardless of the importance of the journey
- The most important consideration is to ask yourself is; whether your journey is absolutely necessary.
- Liaise closely with your Head teacher and the Administrator before making any journeys in poor driving conditions.
- If you do need to travel check the weather forecast before setting off.
- If possible contact some in the area to where you are travelling to get an accurate local view of the weather.
- The Driver **MUST** be able to see, so clear all snow and ice from all your windows
- The Driver **MUST** ensure that lights are clean and number plates are clearly visible and legible
- Make sure the mirrors are clear and the windows are demisted thoroughly
- Remove all snow that might fall off into the path of other road users

If you must travel...

- Do not ignore police warnings about closed roads or advice not to travel on specific routes.
- Consider starting your journey sooner to maximise the daylight.
- Plan your journey around busier roads, as they are more likely to have been gritted.
- Avoid using short cuts on minor roads – they are less likely to be cleared or treated with salt, especially country lanes
- Drive with care, even if the roads have been treated
- Keep well back from the road user in front as stopping distances can be ten times greater than on dry roads. Take care when overtaking vehicles spreading salt or other de-icer.
- Watch out for snow ploughs which may throw out snow on either side. Do not overtake them unless the lane you intend to use has been cleared
- Be prepared for the road conditions to change over relatively short distances

Driving safely in adverse weather conditions is about preparation

Useful Contact Numbers

Name	Role	Contact
Emma Jenkins	School Business Manager	01568 613147
Nicki Gilbert	Head Teacher	07964 401815 (Out of Hours)

Pre –Use Vehicle Safety Checks

Exterior Checks should include:

- Oil level (once only at start of day)
- Coolant level (once only at start of day)
- Windscreen washer fluid level
- Windscreen and windows are clean and undamaged
- Wiper blades are clean and undamaged
- Lights, including brake lights and indicators, are clean and working
- Tyre pressures, including the spare (and inner tyres and tyres on a trailer, if applicable)
- Tyre tread, including the spare and inner tyres At least 3.0mm across centre 3/4 is recommended
- Any cuts and bulges on tyres?
- Doors open and close properly
- Lift (if fitted) works safely
- Ramp (if fitted) fits and works safely
- Damage or sharp edges

Interior Checks should include:

- Mirrors are correctly adjusted, clean and unobstructed
- Position and function/purpose of all the dashboard controls
- Position of driving seat so that all controls can be operated comfortably
- Check for pressure on brake pedal
- Wipers and washers are working properly
- Fuel level (and type of fuel: diesel or petrol)
- Seat belts, where fitted, are undamaged and working properly
- Where seats can be removed that they are fitted securely into the tracks
- Location of wheel brace and jack
- Location and contents of first aid kit and fire extinguisher(s)
- Luggage is securely stowed and aisles and exits are clear
- Damage or sharp edge

Westfield School Incident Report

Name of young person:	Name of person writing report:	
Date & time of incident:	Location of incident:	
Name(s) of staff involved:	Name(s) of witnesses:	
✓ Reason for intervention:		
Assault on other	Self harm	
Damage to property	Risk of injury to self	
Other (give details)		
Known/Possible Triggers		
✓ Behaviours that occurred:		
Slapping	Punching	Pushing
Biting	Pinching	Spitting
Kicking	Hair grab	Neck grab
Clothing grab	Scratching	Arm grab
Weapons/missiles	Head butting	Self harm
Who was at risk?		
✓ Diversions, Distractions & De-escalation strategies attempted:		
Verbal advice	Choice	Clear directions
Distraction	Time out	Planned ignoring
Change of face	Humour	Other
Price Technique (give details)		Duration

Details of the incident including all relevant facts and persons involved:		
Injury to child:	Action taken:	
Injury to staff:	Action taken:	
Injury to others:	Action taken:	
Signed:	Print Name:	Date:
Witness Signature:	Print Name:	Date:
Checked by teacher:	Print Name:	Date:
✓ Action following the event:		
Designated Safeguarding Lead Signature:		
Parent/carer informed by phone:		
Parent/carer informed by letter:		
Risk Assessment carried out/reviewed:		
Procedural Change:		
Student Support:		
Staff Support:		
Signed by head teacher:	Date:	

Accident Reference No:
(H&S Team only)

ACCIDENT/INCIDENT REPORT FORM

Please refer to HSA001 - Accident/Incident Reporting and Investigation Arrangements for Guidance

PART A – ABOUT THE PERSON WHO HAD THE ACCIDENT

Full Name:	Pay no:
Job Title:	Other (pupil, member of the public):

Home Address:

Including post code

Post code:

Home Tel No:	DOB:	Sex
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PART B – ABOUT THE ACCIDENT

Date of Accident/Incident	Time (use 24hr format
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Where did accident/incident occur? Please state room or place
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Address where accident happened or location including post code and phone number	Telephone number:
	If accident happened to pupil which school do they attend

How did the accident/incident happen, give cause if you can.

If the person suffered any injury say what the injury was, i.e. cut, graze, strain and what part(s) of the body were injured?

Was the person absent from work/school

What was the accident/incident? (Please tick only one)

A fatality	
A major injury or condition i.e. fracture or loss of consciousness	
An injury to a pupil or member of the public where they had to be taken from the scene of the accident to hospital for treatment	
A minor injury or condition	
A Violent incident (<i>physical assault, verbal abuse, threatening behaviour</i>)	
A near miss	

Please note: Further Investigation may be required for some accidents/incidents, please refer to Reporting and Investigation Arrangements

PART C – ACTIONS TO PREVENT A RECURRENCE

Risk assessment completed or reviewed?	YES	NO
Please state action taken to prevent recurrence.		

PART D – ABOUT YOU, THE PERSON COMPLETING THE FORM

NAME (print):		
Address:		
		Post code
Designation:		

Signature:	Date:
Manager/Headteacher Signature:	Date:

Please return completed form to; Health and Safety, HR Team, Herefordshire Council, Plough Lane, Hereford. HR4 0LE, Courier Code H13, or email to; accidents@herefordshire.gov.uk

FOR OFFICE USE ONLY (Health & Safety Team)

Date Received (stamp)	Data entry date	Data entry by (initial)	RIDDOR Reportable?	YES/NO
			RIDDOR Reference	

WESTFIELD SCHOOL MINIBUS

Appendix E

JOURNEY RECORD FOR MINIBUS USERS

NB. For Non School users the contribution towards the running costs of the minibus is calculated at £1.00 per mile, which includes diesel.

PLEASE NOTE: THERE IS AN EXCESS ON THE INSURANCE POLICY IN THE EVENT OF AN ACCIDENT AND £500 IN THE EVENT OF THEFT OR FIRE DAMAGE FOR WHICH NON-SCHOOL USERS ARE LIABLE.

If you require fuel you can fill the minibus with diesel at any garage and pay via card or cash. A reimbursement will be provide by the school once you have submitted a VAT receipt for the purchase.

Department or Name of Organisation _____

Date _____ Name of Driver _____

Destination _____

Purpose of Journey _____

Registration Number of Minibus (* Delete as Appropriate)	EU58 KUB CV69 EBJ
Mileage end	
Mileage beginning	
Miles travelled	
Contribution Calculated at £1.00 per mile =	

Admin User Only - Capitation Budget/Dept/Trip Charge to be levied to: - _____

Initials of

Driver

Pre – Journey Inspection – Completed Pre-Use Safety Checks for External/ Internal,
Clean Inside, Windows Clean

Post – Journey Inspection – Clean Inside, All Rubbish Removed, All Windows Closed

Any Comments/Problems, etc.

Organisation Contact Name and Address (for invoices):

**NB: - Please leave the minibus clean, tidy and ready for the next user.
Please check that all doors are locked when you leave the bus.**

Pre –Use Vehicle Safety Checks

Exterior Checks should include:

- ✓ Oil level (once only at start of day)
- ✓ Coolant level (once only at start of day)
- ✓ Windscreen washer fluid level
- ✓ Windscreen and windows are clean and undamaged
- ✓ Wiper blades are clean and undamaged
- ✓ Lights, including brake lights and indicators, are clean and working
- ✓ Tyre pressures, including the spare (and inner tyres and tyres on a trailer, if applicable)
- ✓ Tyre tread, including the spare and inner tyres At least 3.0mm across centre 3/4 is recommended
- ✓ Any cuts and bulges on tyres?
- ✓ Doors open and close properly
- ✓ Lift (if fitted) works safely
- ✓ Ramp (if fitted) fits and works safely
- ✓ Damage or sharp edges

Interior Checks should include:

- ✓ Mirrors are correctly adjusted, clean and unobstructed
- ✓ Position and function/purpose of all the dashboard controls
- ✓ Position of driving seat so that all controls can be operated comfortably
- ✓ Check for pressure on brake pedal
- ✓ Wipers and washers are working properly
- ✓ Fuel level (and type of fuel: diesel or petrol)
- ✓ Seat belts, where fitted, are undamaged and working properly
- ✓ Where seats can be removed that they are fitted securely into the tracks
- ✓ Location of wheel brace and jack
- ✓ Location and contents of first aid kit and fire extinguisher(s)
- ✓ Luggage is securely stowed and aisles and exits are clear
- ✓ Damage or sharp edges
- ✓ Reminder on which side is the Fuel filler cap (Fuel Gauge shows this)