



CYFLAWNI **TEGWCH** A RHAGORIAETH
MEWN **ADDYSG** A **GWELL LLES** I BAWB

EQUITY AND **EXCELLENCE** IN **EDUCATION**
AND **ENHANCED WELLBEING** FOR ALL

Pontyclun Primary School

Rhondda Cynon Taf CBC Education and Inclusion Services

GUIDE TO OPERATING A SCHOOL MINIBUS

Date: December 2023

Version 1

This document is also available in Welsh

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1. Introduction

- 1.1 This guide has been prepared to assist schools run their minibuses safely and legally. It aims to clarify points of detail regarding ownership, responsibilities, insurance and maintenance.
- 1.2 A minibus is defined as a motor vehicle constructed or adapted for use on a road with over eight and up to sixteen passenger seats. The maximum authorised mass of the vehicle must not exceed 7500kg.
- 1.3 This guide is intended to highlight the main considerations in the use and management of vehicles used by schools in conveying pupils during and outside teaching hours. It is concerned only with transport operated by the school itself, not transport bought in from outside contractors.

2. Ownership and Management of School Vehicles

- 2.1 If your minibus was donated to the school, for example by a PTA, then it is legally the property of the school and owned by the school.
- 2.2 If your minibus was purchased by the local education authority, then it is the property of Rhondda Cynon Taf County Borough Council.
- 2.3 If your minibus was purchased by the school then the school is the legal owner of the vehicle.
- 2.4 As far as routine day to day running of the minibus is concerned, it is the responsibility of the school to ensure that the minibus is operated safely and legally. This applies to all minibuses operated by a school regardless of ownership.
- 2.5 The headteacher, or a person nominated by them, will be seen as the operator wholly responsible for the use of the minibus. A driver would be liable for prosecution in the case of using the vehicle without the knowledge or consent of the headteacher. The headteacher as well as the driver may be liable for prosecution if he or she, knowingly, uses, causes or permits another person to use the vehicle unlawfully (this can include not holding the correct driving licence entitlement, driving under the influence or vehicle not being correctly insured. These are only examples and not an exhaustive list). This may result in fines and or penalty points being imposed on a personal driving licence. It is therefore very important to ensure that each use of your minibus is legal and that is safe and fit for use.
- 2.6 There must be a person within the school nominated by the headteacher, responsible for the minibus. That person will provide a point of contact for the local authority or any other outside body when dealing with minibus matters. If the headteacher cannot identify a nominated person for the minibus, then the

responsible person for the minibus shall be the headteacher. He or she will be responsible for ensuring that the following tasks are completed:

- Renewing Vehicle Excise Licence.
- Annual MOT testing.
- Maintaining a register of approved drivers.
- Arranging inspections, maintenance and repairs.
- Co-ordinating bookings for the minibus.
- Keeping records updated.
- Ensuring drivers maintain a log of minibus use.
- Driving licence checks.
- Obtaining a valid Section 19 permit (see section 4 below).

Senior members of staff with responsibility for managing school minibus(es) must reconcile the Vehicle Log Sheet against their Pre-Drive Safety Checklists on a periodic basis. All schools must have Pre-Drive Safety Checklists in place which are routinely completed. Any vehicle defects should be recorded and rectified by designated drivers. It is also recommended that all schools with a school minibus utilise a nil-reporting procedure, which requires the driver to record the results of checks even if there are no faults. Requirements for the log are set out in section 7.1.

3. Insurance

- 3.1 Under the terms of this Minibus policy, drivers of minibuses must be over 21 and have the appropriate licence to drive a school minibus of up to a maximum 16 passenger seats Category D1 vocational driving licence or D1 101 NFHR. A bus with more than 16 passenger seats is not a minibus and must not be operated by a school.
- 3.2 The vehicle must be covered by a valid Motor Insurance policy, which is fully comprehensive. This must provide cover for damage to, or loss of the vehicle, and claims by third parties, which include any passengers travelling in the vehicle. The local authority can provide this insurance cover for local authority owned or maintained vehicles, please contact Fleet Management on 01443 827354 for details. If arranging own insurance, please ensure the policy meets the above minimum requirement.
- 3.3 Regardless of who insures the vehicle or who was at fault, if a collision or incident results in injuries to a third party then the details must be reported to the police and the driver must not leave the incident scene until the police have confirmed that the vehicle may be removed. If the incident results in damage to a third party vehicle or property and the owner cannot be contacted, then the matter must be reported to the police within 24 hours.
- 3.4 If you are using a local authority insurance policy and you need to make a claim, report the incident, loss or damage as soon as possible (at least within 24 hours) you must contact the Fleet Management at:

Ty Glantaf
Unit B23
Taff Falls Road
Pontypridd
Telephone: 01443 827354.

The driver will be required to complete an incident report.

- 3.5 The local authority's insurance policy has an excess of £500. Any damage to your vehicle up to that amount can be repaired immediately but must still be reported as described in 3.4 above. Damage in excess of £500 must be repaired using the local authority's approved repairers via Fleet Management.
- 3.6 Insurance cover is limited to use of the minibus on official school business only and it should not be loaned out for any other purpose.
- 3.7 The local authority's Fleet Management is responsible for ensuring that the fleet vehicle insurance register is up to date on the national motor insurance database. It is important that when vehicles are added or removed for disposal, Fleet Management is informed immediately.

Hired Vehicles: If you have arranged a vehicle hire through Fleet Management then the vehicle will automatically be added to the vehicle insurance register. If hire is arranged outside the local authority, then Fleet Management must be informed by email: fleetmanagement@rctcbc.gov.uk.

4. Legal Aspects of Operating a Minibus

- 4.1 If people make any sort of payment for travelling in a minibus, which would include donations for fuel money, then that minibus is classed as operating for hire and reward. This means that the minibus is subject to all the regulations concerning Passenger Carrying Vehicles (PCV), however, schools are organisations which may obtain a special permit, which exempts them from a PCV Operator's Licence and other requirements. This document is known as a Section 19 permit. **(All Schools should obtain a section 19 permit.)**
- 4.2 Obtaining a Section 19 permit is relatively simple and cheap and can be obtained from:

The Permit Team
Central Licensing Office Hillcrest House
386 Harehills Lane
Leeds
LS9 6NF
Telephone: 0300 123 9000.

The fee for a permit is approximately £11 and requires renewal every five years. Schools must have one permit for each vehicle it operates. The permit is not specific

to any one vehicle, so if you exchange an old minibus for a new model, you are not required to obtain a new permit, providing the circumstances remain unchanged.

- 4.3 Operating under a Section 19 permit places certain restrictions on the use of the minibus and it imposes certain requirements on an operator which are only the sort of requirements which you should already be following as best practice.
- 4.4 The most important restriction on the use of the vehicle is that it cannot be used in the course of any commercial activity. This does not mean that children cannot be taken for a day out at a theme park, but simply that organisers cannot attempt to make a profit from the trip. The permit is not therefore likely to cause any problem in terms of operation.
- 4.5 Various requirements concerning vehicle construction and use, maintenance and drivers of Section 19 vehicles are covered in the publication 'Passenger Transport Provision under Section 19 or Section 22 Permits', a copy of which can be downloaded from the following Web Site www.dvsa.gov.uk.

5. Drivers

- 5.1 To meet the local authority's driving requirements, all drivers of minibuses over 8 and up to 16 passenger seats **MUST**:
 - Hold a full Category D1 or a D1 101 or (NFHR) driving licence
 - Be aged 21 or over
 - Have held a full Category B (car) driving licence for at least 3 years
 - Ensure vehicles are used only for official journeys:
 - not use the minibus for commercial purposes or for hire and reward
 - hold a valid CPC qualification.

Please note this applies to all buses operated within the local authority regardless of the insurance provider.

- 5.2 Even if the driver has the correct entitlement to drive the vehicle, they may not be competent to drive the vehicle due to its size. Fleet Management can arrange driving assessments and subsequent training if required.
- 5.3 The driver of the vehicle is responsible for the safe driving of the vehicle and ensuring that its operation is lawful in all respects. The driver is responsible for the number of passengers carried and may also be held liable for their conduct. It is important that all drivers are made aware of this responsibility.
- 5.4 Anyone driving a minibus must have their licence checked 6 monthly (or more frequently if a higher risk is identified), by the manager/headteacher, or a person specifically designated by the manager/headteacher. A record of licence checks must be kept by the manager/headteacher. However, photocopies of the drivers photocard should not be kept due to GDPR regulations.

It is an offence to knowingly permit a driver to drive a vehicle for which he/she has no entitlement. Drivers whose endorsements are prefixed with the following codes **WILL NOT** be permitted to drive a minibus on behalf of the school:

CD40-CD70	(causing death by careless driving)
DD40-DD80	(reckless and dangerous driving causing death)
DR10-DR90	(driving and attempting to drive whilst under the influence of drink or drugs)
TT99	(signifies disqualification under the totting-up procedure) i.e. 12 points
CU80	(Mobile Phones) this may be authorised by the RCT Fleet Manager under certain conditions

Please refer to Appendix 2 for driver licence check procedures. Licence checks can also be conducted through Fleet Management on the school's behalf.

Please Note: When hiring a bus through Fleet Management, a licence check must also be carried out by Fleet Management. Contact details can be found in section 11.2.

5.5 Speed Limits

Minibuses are subject to lower speed limits than cars on certain roads. Speed limits must always be adhered to, a guide is in the table below:-

Built up areas	20MPH (unless signed otherwise)
Single Carriageway	50MPH (unless signed lower)
Dual Carriageway	60MPH (unless signed lower)
Motorway	70MPH (unless otherwise stated) vehicle usually limited to 62MPH

5.6 Seat Belts

Drivers must make certain that all passengers have safely boarded and are wearing properly adjusted seat belts before starting the journey. All passengers must wear seatbelts at all times.

6. Buying a Minibus

- 6.1 Before purchasing a new minibus, consider whether a full-time minibus is essential or whether spot hiring a minibus as and when needed would be more economical. Alternatively, consider sharing or pooling transport resources with other schools. Raising sufficient funds to purchase a minibus may be achievable however raising funds to properly maintain the minibus is often overlooked. The cost of maintaining a minibus is estimated to be three times that of a car.
- 6.2 It is also important to consider whether there is a safe place to park the minibus overnight and weekends, ideally on a secure school site. Consider too, whether the school can spare the staff time required to look after the minibus properly, and whether there is anyone willing to take on this duty.

- 6.3 If the intention is to purchase a new minibus, there is a choice of buying a standard factory-built minibus, or of having a minibus built or converted from a basic van to specific requirements. This method is particularly relevant should you need specialist equipment such as chair lifts, removable seats or wheelchair clamping devices. A detailed specification would be needed to ensure that the conversion meets both your needs and that of the various statutory safety standards to ensure the vehicle remains properly road worthy and fit for use. Assistance with specifications can be provided by contacting the local authority's Fleet Manager on 01443 827353. Furthermore, all schools can use procurement frameworks through Fleet Management to gain price reductions on purchase.
- 6.4 If you are considering purchasing a second-hand vehicle, you should seek advice from the local authority's Fleet Manager in the first instance.

7. Maintenance of the Minibus

- 7.1 There is a legal obligation to maintain the minibus so that it is safe, legal and roadworthy. Minibus maintenance should consist of:-
- Daily driver walk around checks (must be documented).
 - Routine programmed safety checks at 13-week intervals by a qualified vehicle technician and authorised workshop. This must include a full brake test.
 - Annual MOT test.
 - Time/mileage servicing in accordance with vehicle manufacturer guidelines.

The person nominated to be in charge of your minibus must ensure these checks are done, and that written records are kept for the life of the minibus. Further guidance and advice is available from the local authority's Fleet Manager.

Daily driver checks must be carried out on the minibus to ensure that it is safe to go out. Items to be checked can be found in either the local authority's 'Drivers Daily Check and Defect Reporting book', copies of which are available from the local authority's Fleet Management office, or by the use of Appendix 1 attached to this policy. The records must be kept in the vehicle file. In addition to the daily driver check, all drivers must complete a Vehicle Log Sheet prior to every journey. This should contain the following information as a minimum:

- Date of journey
- Time Out
- Time In
- Opening Mileage
- Closing Mileage
- Destination
- Amount of fuel obtained (if applicable)
- Name of Driver
- Driver's signature.

- 7.2 Drivers must also be made aware that, should their vehicle be stopped and inspected by police/DVSA officers during routine roadside checks, they could be liable for spot fines of up to £300 and penalty points on their driving licences if any

defects noted are categorised as rendering the vehicle un-roadworthy. Therefore it is important that drivers check their vehicles for defects before any journey.

If any defect is detected, it must be noted in the driver's daily check and defect reporting book/sheet and reported to the person in charge of operating the minibus. The person in charge must then ensure the defect is rectified before permitting the use of minibus.

- 7.3 It is essential that the minibus also receive regular safety checks by a qualified vehicle technician at 13 week intervals. The safety check should be carried out in line with Passenger Carrying Vehicle (PCV) inspection standards, which can be carried out by garages that are qualified to inspect and repair buses. Written records of safety inspections should be kept, showing when and by whom the inspection was done, the result of the inspection, and what remedial work was carried out and by whom. However, it is important that the driver's daily checks are carried out as well as the 13 week checks.
- 7.4 The minibus should be serviced in accordance with the manufacturer's guidelines.
- 7.5 If the minibus is fitted with a chair lift, under Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) a qualified fitter must inspect the lift at least every six months and evidence of the inspection must be retained.
- 7.6 The local authority's Fleet Maintenance Workshops are qualified to conduct safety checks, servicing/maintenance, MOT's and repairs to minibuses and should schools choose to use these facilities arrangements can be made by contacting Fleet Management on 01443 827356. Fleet Management can also arrange lift operating equipment (LOLER) inspections.
- 7.7 Minibuses require an annual MOT test from the first year of registration (not after three years, as with a car). Minibuses have to have a Class 5 MOT and these can be arranged by Fleet Management.

8. What to Keep in the Vehicle

- 8.1 It is recommended that the following documents be kept in the glove box of your minibus:
 - Basic information on the vehicle to include:
 - Make/model
 - Date of purchase
 - Fuel Type
 - Registration number
 - Tyre pressures
 - Length, Height and width
 - Weight loaded/unloaded
 - MOT expiry date
 - Manufacturer's handbook
 - Daily log book for completion on every journey

- Drivers daily check and defect reporting book
- Details of insurance policy (local authority policy or individually sourced policy)
- Details of breakdown cover and contact telephone numbers.

By law a fire extinguisher must be carried in a minibus (two if the vehicle is converted for the carriage of wheelchairs). The extinguisher must comply with BS5432 and can contain water or foam. Please note that Halon extinguishers are no longer permitted in passenger carrying vehicles.

8.2 By law, a first aid kit must be carried in the minibus. This must be kept in good condition and should contain the following:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmediated ambulance dressings (not less than 15x20cm)
- 2 sterile eye pads with attachments
- 12 assorted safety pins
- 1 pair rust proof blunt ended scissors
- Disposable gloves
- Mouth mask for resuscitation.

9. Long Journeys

9.1 Before any long journey is undertaken, it is essential that the safety of the vehicle is checked and that the journey is planned in a way to minimise driver fatigue. It is recommended that on any journey likely to last more than two hours, there are two drivers to share the driving and the responsibility for supervising the pupils.

9.2 A number of different domestic and European regulations control the number of hours which professional drivers may drive. Which set of regulations are relevant depends on the size of the vehicle and the way it which it is being operated. Anyone driving a minibus on a voluntary basis in the UK (which includes teachers for whom driving is not part of their main duties) are not covered by these rules. However, listed below are recommendations for maximum hours for people driving school minibuses

	Driving Only	Driving + Other Work
Max. length of working day	13 hours	10 hours
Of which spent driving	9 hours	4 hours
Maximum time driving without a break from work	2 hours or sooner if tired	2 hours or sooner if tired
Minimum length of break	30 mins	30 mins
Daily rest period	11 hours	11 hours
Weekly rest period	45 hours	45 hours

9.3 Particular care should be taken if a teacher is driving a minibus after school. To make sure that the teacher is fresh and alert for the journey, it is advisable to allow

him or her some time off during the day, rearranging teaching duties if necessary. When long distance journeys are being undertaken, it is worth considering hiring in a commercial vehicle with driver, rather than using the school minibus.

- 9.4 If you wish to take the vehicle into other countries of the European Union there are more complex regulations to follow. Permission from the local authority's Fleet Manager must be sought, and the full regulations will be detailed and explained.
- 9.5 Luggage must not be allowed to block exits and gangways. It is best to avoid using a roof rack to carry luggage on long trips because the vehicle's centre of gravity will be raised and its stability affected. If a roof rack is used, ensure the load is spread evenly across the rack. Alternatively, you could load the luggage into a trailer. You must ensure that the driver has a D1 + E driving licence and is practised and competent at manoeuvring with a trailer before setting off. Furthermore, if towing a trailer, consideration must be taken into the use of the emergency doors at the rear of the minibus. The trailer must not obstruct the opening of these doors. A full minibus is likely to be at its maximum weight capacity and overloading is an offence. If it seems that the vehicle is likely to be heavily laden with passengers and luggage for a long trip, consider hiring in a bigger vehicle or a second minibus, for reasons of comfort and safety.

10. Emergency Procedures

- 10.1 In the event of a breakdown, the safety of the passengers is paramount. If there is a responsible adult nearby, the driver should direct them to summon help. It is worth considering keeping a mobile phone for emergency use (remember mobile phones must not be used by the driver whilst driving the vehicle).
- 10.2 In the event of a breakdown on the motorway, the driver must evacuate the vehicle and direct the passengers onto the grass verge or behind the crash barrier. After help has been summoned, inform the school as soon as possible.
DO NOT allow passengers to stay inside the vehicle when broken down, even when in inclement weather.
- 10.3 In the event of an accident, the first priority is the safety and treatment of passengers and the driver. The driver (if uninjured) should make the vehicle safe, then check whether passengers are injured and, if necessary, contact the emergency services. An accident involving injury must be reported to the police. In addition, the driver is legally obliged to give information on his or her identity and the vehicle's owner and registration number to anyone having reasonable grounds for requiring it, if the accident involved damage to another vehicle or property or injury to a person or certain animals. In the case of accidents involving injury, information must also be given on the insurance policy.
- 10.4 It is highly advisable to take out membership of an emergency organisation such as the AA, RAC or National Breakdown. When taking out membership, make sure that the cover will allow all passengers in a minibus to have alternative transport, if required.

11. Useful Publications/Contacts

11.1 Useful publications in respect to operating minibuses are as follows:

- Lifting Operations and Lifting Equipment Regulations 1998
- – Available at – www.hse.gov.uk
- Minibus Safety A Code of Practice – Available at www.rospa.co.uk.

11.2 The local authority's Fleet Management are available for advice on all matters regarding operation of a minibus by an RCT school regardless of ownership of the minibus. Their contact details are:-

- Telephone: 01443 827354
- Email: fleetmanagement@rctcbc.gov.uk.

Appendix 1

Every day that the minibus is used, the driver should conduct a pre-drive safety check. This should be repeated whenever another driver takes over the vehicle. Walk around the vehicle, to check for visible defects, and the items listed below:

Exterior Check	Ok	Not Ok
Oil level (once only at start of day)		
Coolant level (once only at start of day)		
Windscreen washer fluid level (once only at start of day)		
Brake fluid level (once only at start of day)		
Windscreen and windows are clean and undamaged		
Wiper blades are clean and undamaged		
Exterior mirrors are correctly adjusted, clean and unobstructed		
Lights, including brake lights and indicators, are clean and working		
Tyre Pressures, including the spare, inner tyres and trailer tyres, if applicable		
Tyre tread, including the spare, inner tyres and trailer tyres, if applicable. At least 3.0mm across centre $\frac{3}{4}$ is recommended		
Check tyres for any cuts and bulges		
Doors open and close properly		
Trailer brake lights and indicators work, if applicable		
Lift, if fitted, works safely and is securely stowed		
Ramp, if fitted, works safely and is securely stowed		
Roof rack or trailer is properly fitted and all luggage is securely held		
Damage to bodywork or sharp edges		
Fluid leaks		

Interior Check	Ok	Not Ok
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		
Pressure on brake pedal		
Wipers and washers are working properly		
Fuel level (type of fuel: diesel or petrol)		
Heating and ventilation systems working		
All seats are fixed and secure and all seat belts are undamaged and working properly		
Location of wheel brace and jack		
Location and contents of first aid kit and fire extinguisher(s)		
Relevant paperwork (permit disc, insurance, MOT, emergency numbers and driving licence)		
Change for parking or the telephone (or mobile phone/phonecard)		
Luggage is securely stowed and aisles and exits are clear		
Damage or sharp edges		
Emergency equipment (e.g. high visibility jacket, torch, warning triangle and webbing cutter)		
All doors are unlocked		
Horn is in working order		
Interior lights are working		
Equipment for wheelchair users (wheelchair tie-downs, passenger safety belts and harnesses are available) if wheelchair passengers present		
No warning lights lit on the dashboard		

Appendix 2

To check a licence using driver number and National Insurance number:

- In Internet explorer go to <https://www.viewdrivingrecord.service.gov.uk/driving-record/licence-number>
- Enter their driving licence number
- Enter their National Insurance number
- Enter their postcode
- Click the 'I Agree' box
- Click 'View Now'
- When the detail screen appears, check the details ensuring that no expiry dates have passed and for any penalties/disqualifications

If you would like to print the details:

- Click on the 'GET YOUR CHECK CODE' tab
- On the next screen click on 'GET A CODE'
- This will generate a unique code that can only be used once to check the licence
- Click on 'Print or save a driving summary'
- A downloads pop up box will appear, open the file
- The licence will then open in a PDF format for you to print

To check a licence using a check code:

- In Internet explorer go to: [Check a driving licence \(viewdrivingrecord.service.gov.uk\)](https://www.viewdrivingrecord.service.gov.uk)
- Enter the last 8 characters of their driving licence number
- Enter the check code you have been given; this is case sensitive
- Click 'CHECK LICENCE'
- This will bring up the licence summary

If you would like to print the details:

- Click on the 'SAVE OR PRINT THIS LICENCE'
- This will generate a unique code that can only be used once to check the licence
- Click on 'Print or save a driving summary'
- A downloads pop up box will appear, open the file
- The licence will then open in a PDF format for you to print

Transporting Pupils in Private Vehicles Risk Assessment



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AND ENHANCED WELLBEING FOR ALL

SCHOOL NAME Pontyclun Primary School

Assessment conducted by:	Job title:	Covered by this assessment:
Hugh Roberts	Head Teacher	Teachers, teaching assistants, members of the safeguarding/pastoral team and pupils
Date of assessment:	Review interval:	Date of next review:
1/10/24	1 year	1/10/25

Related Documents

Health and Safety Policy; First Aid Policy, Behaviour Policy; Educational Trips and Visits Policy; Administering Medications Policy; Safeguarding Policy

Risk Rating	Likelihood of Occurrence		
	High (H) / Medium (M) / Low (L)	Possible	Remote
Likely Impact	Major	H	M
Causes major physical injury, harm or ill health.			

	Severe			
	Causes physical injury or illness requiring first aid.	H	M	L
	Minor	M	L	L
	Causes physical or emotional discomfort.			

Potential risks	Risk rating prior to controls put in place	Recommended controls	In place? Yes / No	Risk rating following implementation of controls
Awareness of policies and procedures	H	- Staff have due regard for all relevant documentation including, but not limited to, the following: - Health and Safety Policy - First Aid Policy - Child Protection and Safeguarding Policy - Educational Visits and School Trips Policy - Administering Medications Policy. - Pupils have due regard for all relevant documentation including, but not limited to, the following: - Behaviour Policy - Safeguarding Policy	Yes	L
Unsuitable driver	H	- All members of staff transporting pupils have a full UK driving licence which is relevant for the type of vehicle they are driving. - Drivers are not permitted to transport pupils if they have received a conviction for a driving offence, e.g. drink driving. - Drivers are physically able to drive, and do not drive if they have any physical disabilities which affect their ability to drive safely. - Members of staff do not drive if they feel tired or unwell. - Members of staff do not drive under the influence of alcohol, drugs or medication, including over the counter medication that affects driving capability.	Yes	L
Unsafe driving	H		Yes	L

Potential risks	Risk rating prior to controls put in place H / M / L	Recommended controls	In place? Yes / No	Risk rating following implementation of controls H / M / L
		▪ Mobile phones or handheld devices are never used whilst driving, unless they are operated fully hands-free. ▪ The Highway Code and speed limits are adhered to at all times. ▪ Members of staff drive in a sensible and responsible manner at all times. ▪ Where car parks are not available, safe places, away from busy traffic, are chosen for parking.		
Unsafe vehicles	H	▪ In order to ensure that vehicles are safe, the following documents are obtained before a member of staff is permitted to transport pupils: - A current MOT certificate - The date of the last service - Details of adequate motor insurance, including Class 1 Business Use cover. - Details of breakdown cover - Valid road tax. ▪ Before use, vehicles are checked to ensure they have the following features: - Fully operational seatbelts - The appropriate booster cushions and/or car seats - Child safety locks.	Yes	L
Improper use of car seats and booster cushions	H	▪ All pupils below the age of 12 or below 135cm tall are required by law to use a car seat or booster. ▪ Only EU approved car seats or boosters are acceptable; the label is checked to see if it is marked with a capital 'E' in a circle (indicating EU approved). ▪ Weight-based car seat suitability is dependent on the weight of the child, and the relevant weight-based car seats are chosen in line with government child car seat laws. ▪ Child car seats are only used if the vehicle has a diagonal seatbelt.	Yes	L

Potential risks	Risk rating prior to controls put in place H / M / L	Recommended controls	In place? Yes / No	Risk rating following implementation of controls H / M / L
		▪ Diagonal seatbelts do not have to be used if one of the following criteria is met: - The car seat is specifically designed for use with a lap seatbelt - Front airbags are deactivated if a child is on a rear facing car seat on the front seat - Car seats are not used in side-facing seats - At the start of the journey, and at the end of driving breaks, all seatbelts, booster cushions and car seats are checked to ensure they have been properly fitted.		
Breakdowns	H	▪ In the event of a breakdown, pupils are moved out of the vehicle to a safe space away from passing vehicles. ▪ Where evacuation is not possible, pupils are instructed to move to the side of the vehicle which is furthest away from traffic. ▪ Contact is made with traffic patrol officers as soon as is practicable. ▪ The breakdown cover provider is also contacted as soon as is practicable. ▪ Emergency services are contacted if the driver deems it to be necessary, and established emergency procedures are followed. ▪ The parents of the pupils travelling are informed as soon as is practicable. ▪ Pupils are never driven by a lone member of staff to ensure that, in the event of a breakdown, there is a sufficient staff to pupil ratio.	Yes	L
Accidents	H	▪ If a road accident takes place, the driver pulls over immediately to assess any damage. ▪ All passengers disembark the vehicle when the driver deems it safe to do so. ▪ Where possible, details of other drivers involved in the incident are taken immediately, e.g. their registration plate, name, phone number and insurance company.	Yes	L

Potential risks	Risk rating prior to controls put in place H / M / L	Recommended controls	In place? Yes / No	Risk rating following implementation of controls H / M / L
		▪ If necessary, the supervising staff member calls the emergency services immediately. ▪ The Headteacher is informed of the incident as soon as possible, and passes this information on to the parents of all pupils involved. ▪ A red warning triangle is displayed to warn other drivers of the dangers ahead. ▪ Fluorescent vests for the driver and each passenger are stored in vehicles, and these are worn to ensure they are clearly visible. ▪ Passengers disembark from the passenger side of the vehicle.		
Ineffective safeguarding procedures	H	▪ Only drivers with an enhanced DBS check are permitted to transport pupils. ▪ Pupils are grouped together in terms of how close they live to each other, with pupils living in close proximity being driven together. ▪ Pupils are never driven by a lone member of staff – two staff members are present on all journeys. ▪ Pre-determined routes and timings for travel are arranged prior to the journey. ▪ The Headteacher regularly reviews travel arrangements. Pupils are made aware of the reporting structures which are in place if they have any safeguarding concerns. ▪ Prior to travel, parental consent is obtained. ▪ In the event of a pupil raising an allegation of abuse against a member of staff, the relevant procedures in the School's Safeguarding Policy will be followed.	Yes	L
Pupil misbehaviour	H	▪ Pupils are informed of the acceptable forms of behaviour before travel. ▪ If a pupil has been identified as potentially disruptive, drivers are informed prior to travelling. ▪ The Headteacher has the final say as to whether a pupil is potentially disruptive. ▪ Drivers are capable of handling disruptive behaviour.	Yes	L

Potential risks	Risk rating prior to controls put in place H / M / L	Recommended controls	In place? Yes / No	Risk rating following implementation of controls H / M / L
		- Drivers are informed of any medical conditions that pupils may have, including the methods for administering medications. - Only drivers who are fully trained to administer medication to pupils will do so. - Pupils are instructed not to throw any items out of the vehicle, and not to make gestures to other road users. - Pupils are instructed not to open windows or doors without permission from the driver.		
Inadequate insurance	H	- All members of staff who transport pupils have Class 1 business class cover insurance. - Any changes in vehicle usage are communicated to the insurance provider. - Drivers are required to provide evidence of their insurance to the Headteacher before they are permitted to transport pupils.	Yes	L