



# Cardinal Newman Catholic Primary School

## School Minibus Policy



### MISSION STATEMENT

To be a community of learners, believers and friends rooted in the values and teachings of the Gospel. We seek to enable every individual to develop his or her potential in the knowledge that they are uniquely created and loved by God.

Title:	School Minibus Policy
Policy Agreed:	November 2025
Policy Review:	November 2029

Cardinal Newman Catholic Primary School uses a minibus in order to enrich our curriculum through enabling activities such as:

- Off-site class visits
- Off- site after school clubs
- Participation in inter- school competitions and workshops

### **Safety**

The safety of pupils, staff and helpers is of paramount importance when using the minibus. By using the minibus, all adults are agreeing to adhere to this policy.

Drivers must have the following:

- Driving license with B1 code (Minibus Lite) or D1 code
- Midas Test Certificate

Drivers must check minimum adult-child ratios with the Headteacher and ensure that these are adhered to (usually 1 adult to 6 children in EYFS / KS1; 1 adult to 8 children in LKS2; 1 adult to 10 children in UKS2) If a second adult is available, it is always desirable to have two adults, even where this is not necessary for ratios.

The minibus undergoes a half-termly review check (logged by school caretaker) and has a full service every year with the school's preferred supplier. Failure to follow the responsibilities laid out in this policy may potentially result in disciplinary action.

### **Driver Responsibilities**

- To ensure the daily checks are carried out before driving
- To check with the HT or DHT before driving if any fault on the safety check is found, and record the fault (e.g. a minor dent may have been previously checked and not dangerous, or a broken seatbelt is no problem as long as that seat remains empty)
- To ensure they are well, alert, take suitable breaks and have suitable glasses if needed
- To not use mobile phones – even hands-free – while driving
- To obey the rules of the road, including speed limits
- To use seatbelt sensor to ensure all children are wearing seatbelts (if driving without a second adult) If the sensor is triggered then the driver must stop as soon as it is safe to do so.

### **Second Adult Responsibilities**

- To ensure all children are wearing their seatbelts
- To ensure the good behaviour of children so the driver has no distractions
- To answer or make phone calls if necessary
- To navigate if needed

## **Insurance**

- The minibus is insured for Cardinal Newman Catholic Primary School employees to drive when on work business. It is not insured for private use.
- Staff members may not be compelled to drive, nor can it be part of their job description.
- The minibus has a P19 permit which allows carriage of Cardinal Newman Catholic Primary School pupils, and the members of staff and other helpers accompanying them. Details are on the permit paperwork.

## **Adapting for Wheelchair Use**

- Adapting the minibus for the wheelchair should always be done by two people together and at least one person who has previously been trained in adapting the minibus (currently Mr Flower and Mr Philp).
- Clear instructions are contained in the minibus and should be followed.
- After adapting (or adapting back to 17 seats), safety checks should be undertaken including ensuring that the wheelchair ramp is stowed correctly, that the seats / wheelchair are firmly fixed and that the seatbelts are operating correctly.

## **Procedure for use of minibus**

- Prior to booking, drivers must provide proof of their Minibus training certificate and submit a code to enable the school office to check their driving licence with VOSE. This evidence will be kept on file for subsequent use (Driving Licence checks to be renewed annually).
- Make a booking on the school calendar.
- Collect the key from the office (safe) and sign it in/out.
- Drivers must leave a mobile number for themselves and/or second adult when collecting the bus keys from the office.
- Undertake the daily vehicle checks (about 5 minutes) and fill out the form to show it has been completed.
- Check fuel gauge – if less than a quarter full, aim to refuel during this trip.
- Fill out the driver log, including date, name, establishment, destination and initial mileage.
- On return, fill out the final mileage.
- Return the key, completed safety check sheet and driver log to the front office

## **Breakdown or accident**

- In the event of breakdown or accident, call AA Breakdown Cover on 0800 389 1708 for assistance. A follow up call should be made immediately to Cardinal Newman School Office on 01932 222536.
- In the highly unlikely event of serious injury or fatality, Operation Duke procedures must be followed. A copy is in the minibus.
- Any damage, however minor, and whoever is at fault, must be reported to the School Office Manager immediately. The minibus is equipped with the following:
  - First aid kit

- Yellow hazard triangle (to be used to the event of breakdown)
- 2 Hi-Viz jackets (to be used by staff in the event of breakdown)
- Fire extinguisher
- Essential information pack: Operation Duke information, this policy, service records, daily check records, generic risk assessment for minibus journeys