



STREATHAM & CLAPHAM HIGH SCHOOL

Streatham & Clapham High School Minibus & Galaxy Policy

General

Streatham & Clapham High School leases a fleet of minibuses and a Ford Galaxy, which can be booked by any department in the school. However, priority will be given for the minibuses to be used for the published student transport service to and from school via Vectare.

To facilitate the booking of the minibus, a register is maintained in the premises department at the Senior School. All departments need to complete a booking request through Evolve.

Parking

- Due to parking difficulties, the minibuses will remain at the Senior School when not in use and, where possible, should be parked on the premises vehicle park or in the rear car park at the back of the Millennium building.
- The Galaxy should be parked at the front of the School or on the main drive.
- When required at the Prep School in Wavertree Road for any length of time, buses should be parked sympathetically.
- The school car park located at the end of the Spinney, is used for the mini buses on occasion. The car park can only be accessed during the following times 8am-7pm.
- **Any parking offences committed will remain the responsibility of the driver.**

Driving Licenses

- Only those members of staff who have both passed the D1/PCV/MIDAS driving test and completed a medical questionnaire may drive a school minibus.
- Those members of staff who have completed the medical questionnaire and hold a full driving licence and are over the age of 25 may drive the galaxy.

Safety Arrangements

Staff must carry a mobile telephone in case of accident and/or emergency. When necessary, the emergency services should be called first and then the School Office. If the School Office is closed, the designated member of the SLT or premises team must be informed by the event leader. Include details of what to do in emergency see EVC policy.

When any journey is undertaken there must be immediate assistance available in school if required. Similarly, appropriate arrangements must be made if the journey is outside school hours, and the member of staff must be in possession of emergency contact numbers.

- Staff should not leave pupils unattended.
- First aid supplies must be carried, and the driver or supervisor must be first-aid trained.

- The Head should ensure that staff travelling long distances, more than one hour, in the minibus are not in sole charge of pupils and that in all cases the driver is not suffering from fatigue.
- GDST transport policy must be followed at all times. This can be found on the GDST website at: <https://gdsto365.sharepoint.com/sites/gdst-hub/Lists/Policies/DispForm.aspx?ID=355>
- The school is a member of the Ford Accident Management organisation through Commercial Vehicle Management (CVM)/Go Plant/Alphabet/Arval and Rivervale.
- To undertake the PCV/ Midas minibus driving test, a driver must be over the age of 25 and meet the following licence requirements:
 - Drivers who passed their car test before 31.12.1996 must have category B (+D1) Licence.
 - Drivers who are members of staff and who passed their car test after 1.1.1997 must pass D1 test and meet higher medical standards.
- Authorised drivers must have no endorsements or no more than a maximum of 6 points for speeding on their licence.

Records are retained by the Transport team and updated annually. For the purposes, the Head's permission to drive the minibus should be in writing. Wherever possible, there should be a relief driver in the minibus. However, this may not be possible for local trips to other schools and school playing fields etc.. In all cases drivers are advised of the following:

1. The length of driving period should be no more than 2 hours at a time with a 15-minute break and 4 hours daily if they have been teaching during the day. (if driving only, this should be no more than 9 hours in hourly stretches)
2. If showing signs of fatigue, drivers should stop in a safe place immediately and either change drivers or rest for a minimum of 15 minutes.
3. In the event of an accident, drivers should immediately telephone the company identified in the minibus folder. Once details have been reported, contact the school on the duty mobile 07802 657424.
4. The school vehicles should not be used for personal use

The driver must be aware that, by law, the safe condition of the vehicle is his or her responsibility. The driver will be required to complete a checklist before taking the minibus out and on its return. It is the responsibility of the driver to ensure the safety of their passengers throughout the day. A copy of the checklist is attached for reference. The Transport Liaison Coordinator should report any concerns to the Estates Bursar.

Mobile Telephones

Under no circumstances is the driver of any vehicle, whether hired or school owned, to use their own or any other mobile phone whilst driving.

Insurance

The minibus is insured through the Trust, and Insurance cover is extended to anyone driving with the permission of the Head, but is limited to drivers between the ages of 25 and 65 years. A copy of the

insurance policy can be found, please look at the insurance policy to understand the limitations. The school vehicles must not be used for personal use.

Small Bus Permits

The minibuses are operated under a Small Bus Permit (issued in accordance with Section 19 Transport Act 1985). It is a condition of the permit that no “profit” charge can be made to passengers for the use of the vehicle, although a contribution to the running cost can be recovered through the charge to pupils for the trip. In addition, it must not be hired out on a commercial basis.

Maintenance, Repair and Servicing

It is the driver’s responsibility to ensure that the minibus or galaxy is returned in a clean and tidy condition. On a regular basis the SCHS drivers will check the items on the vehicle checklist, including that the lights are working and that brakes, oil, fuel, water and tyres are in order and topped up as necessary. Fuel is diesel and when refuelling it is essential that the fuel card is used and a receipt is obtained to be processed by the Finance officer. It is essential that all members of staff who drive the minibus or galaxy immediately report any defect or requirement to the Transport Manager. The logbook of services, maintenance checks and use is kept in individual folders for each vehicle in the Premises Office. No member of the school staff may undertake repairs and servicing; this must be carried out by a garage or qualified engineer. By law, all buses more than a year old must have a valid annual test certificate. This will be carried out by CVM (commercial Vehicle Management) / Fleet complete.

“In the event of a vehicle fire, the passengers should be evacuated first, and moved as far away from the vehicle as possible before any attempt is made to extinguish the fire. Under-bonnet fires should never be tackled but left for the Fire Brigade.”

Mileage

A cost of 45p per mile should be incorporated within each trip or departmental budget plan for all uses of the minibus. For details on the form see section [s: Admin: Minibus Petrol Details](#)

Loan and Hire

It is possible to loan the minibuses to another Trust School providing sufficient notice is given. It will be necessary for the borrowing school to obtain its own permit (see above), a procedure that can take some weeks. It is not necessary to inform Trust Office for insurance purposes, providing the lending Head has given written permission to the borrowing school’s drivers. There is no objection to hiring a self-drive minibus from a reputable company for a particular visit. The buses can be driven under the school’s Small Bus Permit and must not be hired unless the school has such a permit.

Insurance should be arranged through the garage/hire company. A school wishing to borrow a bus from a non–Trust school should contact the Trust’s Insurance Officer in sufficient time for guidance and must satisfy her/him as to the roadworthiness of the vehicle. Again, the school must have its own Small Bus Permit.

Weights and Dimensions

Drivers must be aware of the carrying capacity and dimensions of the minibus (or any hired vehicle). It is important to ensure that the weight shown below is not exceeded and that it is correctly distributed. In case of doubt, the fully laden weight should be checked at the nearest weighbridge. By

law, the driver is responsible if the vehicle is over laden (no offence is committed if the vehicle is on the way to a weighbridge). Extra care must be taken when the roof rack is used, particularly with regard to speed and centre of gravity.

Driving Abroad

- Although some of the minibuses are fitted with a tachograph, and are therefore equipped for use abroad, they may not be used for journeys on the continent.
- A tachograph is not compulsory in the United Kingdom, and consequently the equipment does not need to be used.

Seat Belts

Cars

From the age of 3 up until the age of 12 or up to 135cms, whichever they reach first, a correct child restraint must be used where seat belts are fitted except:

- If the correct child restraint is not available in a taxi, in which case the child must use an adult belt in a rear seat,
- On a short and very occasional trip, where the correct child restraint is not available, i.e. an unforeseen emergency. The child must use an adult seat belt and sit in the rear. This exemption is not for journeys such as the regular school run.
- Where two occupied child seats in the rear prevent the fitment of a third child seat.

Once a child reaches the age of 12, or they are over 135cms in height, an adult seat belt may be worn instead of a child restraint, however it is recommended that appropriate child restraints are worn until the child reaches 150cm (approx 5') as adult seat belts are designed for people over 150cms in height and with an adult bone structure.

Minibuses and Coaches

Front Seats (i.e. Parallel with The Driver)

The law requires all passengers travelling in the front seats of minibuses and coaches to use an appropriate child restraint or adult seat belt if one is fitted. The only exception is for children under 3, who must use an appropriate child restraint, otherwise they cannot travel in the front seats.

Rear Seats - Minibuses with an Unladen Weight up to 2540kg

- All passengers must wear seat belts
- A child required to use a child restraint in a car must do so in a minibus if a suitable one is available. NB A typical car child seat is not suitable for a typical minibus seat - which is narrower and less deep. A seat is not available if it is not suitable. As a general rule, therefore, children should use the belts provided in the vehicle, which are typically adjustable. The operator is not required to provide suitable child seats.
- It the driver's responsibility to ensure that the children wear their seatbelts

Rear Seats – Large Minibuses & Coaches with an Unladen Weight of 2540kg or more

- The new rules that apply to minibuses do not yet apply in respect of children travelling in bigger coaches and buses, however, Regulations are anticipated in the near future which will mirror the requirements for minibuses.
- Passengers under 14 should be actively encouraged to wear the seatbelts or appropriate child restraints if they are provided and can be fitted safely. If there is no suitable child restraint they should use the seat belt provided in the vehicle.
- NB A typical car child seat is not suitable for a typical coach seat, which is narrower and less deep. In addition, many coaches only have lap belts and most child seats need lap and diagonal belts in order to be secured. Coach operators are not required to provide suitable child restraints for coaches.
- Passengers over the age of 14 must wear adult seat belts where they are fitted, unless they qualify for a medical exemption certificate.
- Passengers over the age of 14 years are legally responsible for wearing a seat belt, although we strongly recommend that the driver, or passenger escort, ensures that all pupils are wearing the correct seat belt.

The Department of Transport and Community Transport Association have issued useful guidance

<http://www.communitytransport.com/index.aspx?id=104>

<http://www.dft.gov.uk/topics/road-safety/think/>

Useful information

Minibus

Gross Vehicle weight	4600kg
Height (unladen)	2.70 metres
Width (including wing mirrors)	2.50 metres
Length	6.70 metres
Fuel (diesel) Capacity	80 litres

Speed Limits

The following speed limits apply to the school minibus:

	Motorway	Dual carriageway road not being a motorway	Other road
A passenger vehicle with an unladen weight exceeding 3.05 tonnes or			

adapted to carry more than 8 passengers			
(i) if not exceeding 12 metres in overall length	70mph	60mph	30mph
(ii) When external luggage racks are used	60mph	50mph	30mph

Galaxy

Gross Vehicle weight	2505kg
Height	1.81metres
Width (including wing mirrors)	2.15metres
Length	4.92metres
Fuel (diesel) Capacity	70 litres

Speed Limits

The following speed limits apply to the school Galaxy:

	Motorway	Dual carriageway road not being a motorway	Other road
(i) if not exceeding 12 metres in overall length	60mph	50mph	30mph
(ii) When external luggage racks are used	60mph	50mph	30mph