MINIBUS and School Collections Policy

This policy was adopted by the St George's Board of Directors held on
Date: .....12.8.16.....
Date of Next Review: ....July.....2017.....
Signed on behalf of St George's: .....
Name of Signatory: ....GWYDD MILNE.....
Role of Signatory: ....CHAIRMAN.....

Policy Statement

St George's makes sure it is maintaining and operating the minibus safely and ensures the safety of the children when travelling in the minibus.

Procedures

These procedures will keep the minibus in good working order and ensure the safety of the children and staff at St George's:

- A full service and a Ministry of Transport Test will be carried out on the minibus annually.
- Advice will be taken from mechanical specialists as to any repairs required to maintain the vehicle in a safe working order.
- The checking of oil, water, battery, tyre pressures and diesel will be carried out at least each month by the caretaker/driver. All checks and actions taken are recorded in the maintenance log.
- Drivers of the mini bus most:
    - hold a D1 PCV Licence,
    - be over 21 and have held a licence for more than 2 years,
    - have passed the KCC Minibus Driver's Course,
    - be free of any restrictions enforced by the Insurance Company.
- The minibus is never reversed without someone supervising and ensuring that no-one is at risk.
- All drivers must be acceptable to the Business Manager.
- A fire extinguisher and a first aid box will be carried on the minibus at all times.
- The minibus must always be locked and immobilised when parked.
- All passengers must have their seat belts secured and adjusted according to their size before moving off.
- Windows must only be opened on the supervision of an adult.
- No children to travel in the front seats, back seats adjacent to the rear doors or beside sliding door unless the vehicle is fully occupied. Parent's permission is required for children to be seated in the front of the Minibus.

- Passengers must not cause any nuisance that will distract the driver or any other motorist whilst in transit.
- Children will not be allowed to board or alight from the minibus without an adult's supervision.
- Number of children will be checked when boarding the minibus and taken again on their return trip.
- No food (this includes sweets) or drink is to be consumed whilst the minibus is in motion subject to the discretion of the person in charge of the outing.
- All aisles of the minibus must be kept free from bags etc.
- Staff must not be under the influence of alcohol or drugs when driving the minibus. Any person taking prescribed drugs will require the agreement of the Insurance Company prior to driving the minibus.
- When in motion, all minibus doors to be securely closed but not locked.

School Bus Collection Ratios

- Children between 4 and 11 years – 1 Adult to 6 Children
- The Driver will always be accompanied on the minibus by an additional member of staff and will never be in sole charge of a child.

Please see Outings and Offsite Procedures for ratios for other outings.