



## **HARMONIZE ACADEMY**

# **HOME-SCHOOL TRANSPORT AND SCHOOL MINIBUS POLICY**

<b>POLICY WRITTEN BY:</b>	<b>PRINCIPAL</b>
<b>DATE POLICY PREPARED:</b>	<b>MARCH 2018</b>
<b>DATE FIRST RATIFIED BY GOVERNING BODY:</b>	<b>JUNE 2018</b>
<b>DATE POLICY REVIEWED:</b>	
<b>DATE FOR NEXT REVIEW:</b>	<b>AUGUST 2020</b>

**Trust, Respect, Compassion, Forgiveness**

## **Aims**

- To provide clear procedures relating to the use of the School Minibus.
- To ensure that all users of the School Minibus are aware of their legal responsibilities.

## **Eligibility to drive – Harmonize Academy**

- Vehicle – Y015 KVZ

Drivers of this vehicle must be at least 25 years of age with a full clean driving licence. Any endorsements incurred must be disclosed as these will affect eligibility to drive the vehicle.

Drivers for the above vehicle are required to hold a D1 PCV Driving Licence in relation to the use of the minibus UNLESS the licence has been held for 2 years. Driving the minibus is not for hire and reward and as such, no driver, should receive payment for driving.

- Vehicle – SF67 EEX

Drivers of this vehicle must be at least 21, however, in line with the motor insurance obtained by Harmonize Academy, all drivers must be over the age of 25.

Drivers of the above vehicle will be required to hold a clean driving licence. D1 is not required for driving this vehicle – Citroen Flexilite, however, all drivers must own a clean driving licence. Any endorsements incurred must be disclosed as these will affect eligibility to drive the vehicle.

Driving the minibus is not for hire or reward and as such, no driver, should receive payment for driving.

## **Procedures**

- Drivers must meet the eligibility to drive the above vehicles on behalf of Harmonize Academy.
- The Pastoral Manager is responsible for the booking of the minibus for the purposes of transportation of pupils in line with the school diary.
- The Principal has overall responsibility for both vehicles, one of which is currently on lease and will have final powers of authorisation of its use.
- Drivers of the vehicle MUST complete a Vehicle Check/Log Sheet prior to every journey. These can be found aboard both vehicles. This is to allow careful monitoring of the condition and use of the vehicles.
- Keys should be returned to the Site Manager upon returning the vehicles to the Academy after each journey.
- Any defects in the vehicles should be noted immediately and reported to the member of staff responsible. More serious defects MUST be reported IMMEDIATELY. If a driver has any doubt, the vehicle MUST NOT be taken onto the road.

## **Maintenance and Licensing of vehicles**

- The Site Manager is responsible for ensuring that the vehicles are fully licensed and have an up to date MOT Certificate. The School Business Manager will organise payment for licence, MOT and insurance, once authorised by the Principal.
- Each Minibus must be regularly serviced, (the leasing company to be informed of any damage for Vehicle SF67 EEX).
- Minor checks of the vehicle (oil, water, tyres, etc) will be completed at least once a month by the Site Manager.

## **In the event of an accident**

- The driver of the vehicle **MUST** inform the Principal as soon as possible.
- Insurance details must be exchanged with a third party. Drivers should therefore contact the School Business Manager on 0151 203 1934 x 2009 for the details required.
- Where it is safe and necessary to do so pupils should be removed from the vehicle and taken to a safe area away from the accident site, where they should be fully supervised.
- A visual check of the vehicle must be undertaken prior resuming the journey.

## **Health and Safety of Drivers/Passengers**

- All staff and pupils using the minibuses at Harmonize Academy **MUST** wear seatbelts.
- Drivers must part the bus with the side doors to the kerb in order to lessen the risk of accidents when dismounting.
- Drivers **MUST** not drive either minibus for more than 2 hours without a break.

## **Use of the minibus requires compliance with following:**

- > **Health and Safety Policy**
- > **Drug Policy**
- > **Outside Trips Policy**