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**KITE ACADEMY TRUST**  
DRIVING & TRANSPORTATION POLICY

P1073

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## Introduction

Driving is the most dangerous work activity that most people do, and it contributes to far more work related accidental deaths and serious injuries than all other work activities. The Health and Safety Executive has estimated that up to a third of all road traffic accidents involve somebody who is at work at the time. The aim of this policy is to clarify the responsibilities and expectations of individuals and the Trust to ensure work-related journeys are conducted safely. This policy applies to all employees across the Trust.

It is important to distinguish between an employee's regular journey to and from their usual place of work and driving while at work; for the latter, the Trust is committed to safeguarding staff's health, safety and welfare by ensuring clear guidance is provided.

## Part One - Use of Private Vehicles at Work

### 1 Responsibilities

Every vehicle driven on the road must hold a valid:

- MOT certificate (if the vehicle is 3 years old or more);
- road fund licence;
- insurance certificate.

It is the legal responsibility of the driver to ensure this is complied with, and that their vehicle is roadworthy. If a member of staff is using their private vehicle for work-related journeys, the Trust reserves the right to confirm they hold a valid driving license, appropriate insurance cover, vehicle tax and that the vehicle is MOT'd and serviced; these may also then be checked periodically and copies retained. Staff should be aware that if they use their vehicle for work-related journeys, the Trust has a duty to confirm it is being done so safely and legally. Staff driving for work are obliged to notify their Academy Head of any driving convictions, endorsements or disqualifications immediately, along with any changes to their health that could affect their ability to drive.

If a member of staff agrees to transport a child(ren) in their own vehicle, the academy will ask them to provide information regarding their driving license, insurance and roadworthiness of their vehicle (see Appendix A)

### 2 Insurance

The use by staff of their own vehicles for work purposes and their need for proper insurance is an important issue. The inclusion of business use in insurance policies is recommended for any member of staff who may encounter, at any time, reasons to use their vehicles.

Staff who make journeys in connection with their work, as opposed to their regular commutes, need to be aware that this is classified as 'business use', regardless of whether or not mileage allowances are claimed, and their vehicles need to be insured appropriately. Failure to do so could result in insurance cover being invalidated. Where there is any doubt about whether insurance for business use is required, the member of staff should contact their insurance company; it is important to be properly insured even if business use occurs only on an occasional basis. It is recommended that staff carefully consider their decisions regarding motor insurance and the inclusion of business use.

Examples of business use include:

- Driving to the venue of an INSET day (if not the usual place of work);
- Driving between academies in the Trust;
- Driving to a work-related meeting at another academy/school;
- Driving to a conference;
- Transporting children (It is important to note that even with adequate insurance, staff cannot be directed to transport children in their own vehicle and do so voluntarily).

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### 3 Incident Reporting

If accidents occur, however minor, while driving 'at work', it is important that the incidents are reported in writing to the appropriate Line Manager/Academy Head. Details of any accident/injury, however minor, must be recorded in accordance with the academy's accident reporting process within 24 hours of an incident occurring.

### 4 Transporting Children in Private Vehicles

In certain situations, members of staff may be asked to transport a child(ren) in their car and this can be a cause of concern for some staff. This policy aims to give advice to those staff who undertake this task in order to keep themselves and the children they are transporting safe.

The guiding principle should be that transporting children in staff cars should be the exception rather than the norm. Any journeys undertaken should always be planned, absolutely necessary, not undertaken on an ad hoc basis and must be authorised by a manager.

In certain circumstances, children may need to be transported in an emergency situation where authorisation cannot be obtained. It is anticipated that these, by the nature of them being emergencies, would be very rare.

The Department for Education (DfE) recommend that, in most cases, staff should not be asked to drive individual children alone in private cars and minibuses and the Trust supports this recommendation. Very careful consideration should be given before allowing a driver to be alone with a child, as this could leave both of them vulnerable, and should only occur in an emergency or unforeseen circumstance. There should therefore be at least 2 adults or 2 children during transportation.

The need and reasons for this method of transport should be clearly established, along with any needs of the child(ren) (including physical, emotional, behavioural and medical). This is required to inform the risk assessment (see example at Appendix B).

Express written permission of the parent/carer of the child(ren) must be obtained for them to be transported by a named member of staff, for the specified purpose.

Children should sit in the rear of the vehicle.

Child locks should be used during the journey.

Seatbelts must be worn; the law makes drivers responsible for ensuring those under 14 years of age wear an appropriate seatbelt or child restraint.

Child car seats should be used, where required. Children must normally use a child car seat until they are 12 years old or 135 centimetres tall, whichever comes first. A child from 3 years old to 135cm in height may travel in the rear of a car and use an adult seatbelt:

- For unexpected necessity over a short distance, if the right child restraint is not available,
- Where two occupied child seats in the rear prevent the fitment of a third child seat.

Car seats should be provided by the parent/carer.

Children should leave the car on the pavement side only.

Staff should be aware of their academy's procedure in the event of an accident or emergency during transport and should have access to a mobile telephone.

## Part Two - Minibuses

Minibuses are a valuable asset which allow our children access to the many benefits of out-of-school activities. The safety of our children and staff is always the first consideration when using a minibus and this policy sets out the responsibilities and procedures for safe use.

For the purposes of this policy, a minibus is defined under the Road Vehicles (Construction and Use) Regulations 1986 as 'a motor vehicle which is constructed or adapted to carry more than 8 but no more than 16 seated passengers, in addition to the driver'. It is described as a category D1 vehicle by the Driving Vehicle Licensing Authority.

This policy has been written with consideration of:

DVLA guidance

Driving School Minibuses; Advice for Schools and Local Authorities (September 2013)

National Union of Teachers guidance

### 5 Registration & Licensing

It is the Academy Head's responsibility to ensure that any minibus owned by the academy, or that the academy has use of, is registered and licensed appropriately. A minibus must hold a valid vehicle excise licence at all times.

### 6 MOT Certificate

It is the responsibility of the Academy Head to ensure that, where it is required, a current MOT Certificate is held for the minibus (a current MOT certificate is required from the end of the first year following registration).

Due to certain special physical requirements related to the size of minibuses, vehicles of this class must be taken to a testing station which is registered for Group 5 tests.

### 7 Insurance

It is the Academy Head responsibility to ensure that the minibus is insured on a fully comprehensive basis.

Any unauthorised journey made in the minibus may render the driver liable to disciplinary proceedings. Should any unauthorised journey involve that driver in a road accident, the insurers may refuse indemnity under their policy, leaving the driver liable not only for costs, but also open to prosecution for driving without insurance.

### 8 Maintenance & Servicing

It is the Academy Head responsibility to ensure that there is proper and adequate maintenance of the minibus in order that it meets in full the requirements of the Road Traffic Act and the vehicle manufacturer's recommendations for servicing and maintenance of the vehicle. Records of all maintenance work must be kept.

Regular vehicle maintenance should be undertaken to monitor tyre pressure, oil, coolant level and brake fluid level. Any repair work required should not be carried out within the academy or by academy staff.

Prior to any journey, the driver must inspect the vehicle to make sure all the obvious safety-critical items are in satisfactory and working order. The driver will ensure that they have completed the Minibus Check List (Appendix C) in the Minibus Log File kept in the vehicle. Should the driver note any defects in the vehicle, they must complete a Defects List Form (Appendix D) and hand in to the academy office for prompt action.

The Journey Log (Appendix E) must be completed for each journey.

Copies of the Defects List form are to be kept in the Minibus Log in the vehicle.

Any serious defect which affects the roadworthiness of the minibus should be reported to the academy office as soon as possible. The vehicle must not be used to transport children or staff until the defect has been rectified.

The minibus must be regularly inspected and maintained by professional vehicle technicians.

## 9 Fuel

It is the driver's responsibility to ensure they are aware of the type of fuel the minibus requires.

The fuel level in the minibus should not fall below 1/4 of a tank. A fuel card is issued for each minibus to purchase fuel. This card may only be used to purchase fuel for the vehicle it relates and must not, in any circumstance, be used to purchase fuel for private vehicles.

## 10 Recovery

The minibus should be covered by membership to a breakdown recovery provider. In the event of a breakdown, this membership should provide for the return of the vehicle, children and staff to the academy concerned or the onward destination.

## 11 Drivers

Drivers must hold a full United Kingdom Driver's License. A minibus is classed as a category D vehicle, however, a driver can drive a minibus within the UK when they hold a car (category B) licence. The circumstances when this applies vary depending on when the driver passed their car driving test, and only apply when driving the minibus in the UK (not abroad):

- A. If a driver passed their category B (car) driving test before 1 January 1997, they can drive a minibus that is not being used for hire or reward<sup>1</sup> as these licenses automatically include category D1 (101) (not for hire or reward) entitlement<sup>2</sup>. This means academy staff with such a license can drive a minibus carrying up to 16 passengers with no maximum weight restriction on the vehicle.
- B. If a driver passed their category B driving test on or after 1 January 1997, they may drive a minibus that is not being used for hire and reward if the following conditions are met:
  - they are over 21 and have held a category B license for at least 2 years;
  - the minibus is used by a non-commercial body<sup>3</sup> for social purposes<sup>4</sup>;
  - they receive no payment other than the recovery of out of pocket expenses (e.g. fuel and parking costs);
  - they provide the service on a voluntary basis<sup>5</sup>;
  - the gross vehicle weight<sup>6</sup> of the minibus is not more than 3.5 tonnes (or 4.25 tonnes if including any specialist equipment to carry disabled passengers);
  - they do not tow a trailer.

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<sup>1</sup> A vehicle which is operated for hire or reward is one where payment is made, in cash or in kind, for the carrying of passengers, or matters which include the carrying of passengers, irrespective of the person to whom the payment is made.

<sup>2</sup> 3 Drivers who have renewed their licence (e.g. when a photo licence is issued) should check that this entitlement has been retained.

<sup>3</sup> Maintained schools, Free Schools and academies are considered non-commercial bodies, as are independent schools holding charitable status.

<sup>4</sup> Social purposes mean non-commercial activities, including school trips and travel to sporting fixtures within the school day or as an extra-curricular activity.

<sup>5</sup> If a teacher's contract of employment does not state that driving minibuses is part of their duties and they receive no additional payment for driving a minibus to take pupils on trips or to social sporting events (except for reimbursement for out of pocket expenses), they will be driving on an extra-contractual, voluntary basis.

<sup>6</sup> The weight of the vehicle (sometimes known as the Maximum Authorised Mass or MAM) is shown on a metal or plastic plate situated in the engine shell or on a door pillar.



In addition to this, the Trust require that:

- a driver has at least 3 years' experience as a qualified driver and be over 25 years of age;
- if a driver has any illness or disease which may affect their driving capabilities, they must obtain the insurer's consent in writing to drive the minibus;
- the Royal Society for the Prevention of Accidents publication: Essential Minibus Driving and the manufacturer's handbook for the minibus has been read.

## 12 Drivers Records to be maintained in the Academy

All minibus drivers should be requested to produce their driving licence at least annually. A copy of their license should be retained by the academy.

Drivers must notify the Academy Head if they receive an endorsement to their driving licence as a result of a conviction for a traffic offence.

If drivers do not have at least 3 years driving experience they should not be permitted to drive a minibus unless they hold a PSV licence. A copy of any PSV license must be held by the academy.

## 13 Minibus Permit

A Section 19 permit issued under the Minibus and Other Section 19, Permit Bus Regulations 1987 is typically given to non-profit organisations that run transport services to benefit the community. These permits are issued to these bodies to enable them to provide transport for their own members or other people whom the organisation exists to help. The vehicle must not be used for carriage of members of the general public. It must also not be used with a view to profit, nor incidentally to an activity which is itself carried out with a view to profit. Category Band Category D1 (101) (not for hire or reward) licence holders are entitled to drive minibuses that are operated for hire or reward in accordance with a Section 19 permit.

The Trust requires that a Section 19 permit be held.

## 14 Documents

Photocopies of the following documents should be kept in the vehicle:

- Current MOT certificate (if applicable)
- Insurance certificate
- Tax documentation

## 15 Driving Time

There are no statutory regulations concerning driving time and rest periods for drivers of minibuses covered by permits issued under the Transport Act 1985. It is also very difficult to provide precise guidelines which would cover every eventuality. However, a number of factors are relevant when considering appropriate driving time and rest periods for drivers. These include:

- the age and experience of the driver concerned;
- the nature and length of the journey to be undertaken (driving in the local area is very different from driving on a motorway, or in an unfamiliar environment);
- the timing of the journey (a journey undertaken during daylight hours is very different to a journey undertaken at the end of the day in darkness);
- the number, ages and level of responsibility of the passengers (a minibus full to capacity with excited children can be very distracting to the driver);
- the number of hours already worked by the driver prior to the start of the journey. Without providing hard and fast rules regarding driving times, it is strongly recommended that:

- For journeys which take place at the end of the school day and which are anticipated to return late at night, and for long journeys of 50 miles or more, careful consideration should be given to the provision of two drivers who can share the journey.
- Staff who have experienced a heavy teaching load during the course of the day should not be expected to start a journey at the end of the school day without first having taken some refreshment.
- All drivers should take regular short breaks during the course of long journeys.

## 16 Equipment to be carried in the Vehicle

The minibus must carry at least one fire extinguisher which complies with BS5423. These will either contain:

- Water with a minimum test fire rating of 8A or,
- Foam with a minimum test fire rating of 8A or 21B or,

Fire Extinguishers will be checked annually.

A fully stocked First Aid Kit, which will be checked on a regular basis by a suitably qualified member of staff, will be stored in the vehicle for easy accessibility in the event of an emergency

**The carrying of spare fuel cans inside the vehicle is prohibited.**

## 17 Passengers

It is the responsibility of the driver and any accompanying adult to ensure all passengers are wearing a seatbelt prior to the start of any journey.

Drivers should ensure that all passengers have unobstructed access to at least two doors, one of which must be on the nearside of the vehicle and one of which must be either at the rear or on the offside of the vehicle. Gangways to these doors should not be blocked.

Children aged 3 or older can travel in a minibus without a car seat, if wearing a 3-point (adult) seat belt. Children should travel in rear seats (any seats behind the driver). If necessary, a child over 135cms tall may sit in a front passenger seat, with a seat belt, if permission has been obtained from their parent/guardian.

Minibus drivers do not have to provide child car seats. Parents/guardians may provide a car seat, should they wish their child to use one.

## 18 Children with Special Educational Needs

Adequate supervision should be provided for all journeys.

Drivers and other accompanying adults should be made aware of any needs a child has and any difficulty they might have as a result.

## 19 General Advice to the Driver

When driving a minibus, the driver is responsible for the roadworthiness of the vehicle and for the passengers. Before driving a minibus, a driver should ensure they comply with driver licensing requirements and any additional requirements imposed by the academy, local education authority, or insurance policy. These may relate in particular to age or length of qualification to drive.

Before driving a minibus, the driver must be satisfied that the vehicle is in a roadworthy condition. The driver must ensure that all passengers are wearing seatbelts as required and that they remain seated whilst the minibus is in motion.



It is best practice for a driver to:

- be clear about the route to be followed;
- always park so that children alight on the footway and not on the carriageway. If children have to exit by the rear of the minibus, ensure that an adult supervises this operation;
- ensure they know how to use the fire extinguisher;
- ensure there is no smoking in the vehicle;
- ensure no alcohol is drunk by anyone involved in the journey prior to, or during, the course of the journey.

## Document Management

|                           |                        |                       |          |
|---------------------------|------------------------|-----------------------|----------|
| <b>Document ID:</b>       | P1073                  |                       |          |
| <b>Last Review:</b>       | January 2023           | <b>Review Period:</b> | 3 years  |
| <b>Responsibility of:</b> | Director of Operations | <b>Ratified by:</b>   | Trustees |

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# Appendix A – Driver/Vehicle Information Form



## Driver/Vehicle Information Form

Name: \_\_\_\_\_ Academy: \_\_\_\_\_

Over 25: Yes  No  Driver's License N°: \_\_\_\_\_

Date Passed Test: \_\_\_\_\_ License Expiry Date: \_\_\_\_\_

Do you have any physical condition, or are you taking medication, which would affect driving safety? Yes  No

Vehicle(s) to Drive:  Minibus  Personal Vehicle (complete following section)

### Vehicle Information

Vehicle Registration Number: \_\_\_\_\_ Vehicle Make: \_\_\_\_\_ Year: \_\_\_\_\_

Model: \_\_\_\_\_ Seating Capacity: \_\_\_\_\_

Are you the registered keeper? Yes  No  If no: \_\_\_\_\_

Registered Owner: \_\_\_\_\_

Is the vehicle registered to your home address? Yes  No  If no: \_\_\_\_\_

Registered Address: \_\_\_\_\_

### Insurance Information

Insurance Company: \_\_\_\_\_

Policy N°: \_\_\_\_\_ Policy Expiry Date: \_\_\_\_\_

I confirm that the above vehicle:

- Is insured for carrying passengers for academy off-site activities
- Has a valid MOT certificate (where required)
- Is fitted with rear seat belts

I confirm that the information I have provided is correct and that I have read the Kite Academy Trust's Driving & Transportation policy. I agree to the stipulations/conditions overleaf. I understand that use of my personal vehicle for work purposes is entirely at my own risk and covered by my insurance policy as detailed above. I give my permission for my records to be checked via the DVLA's online checking facility and MOT records, if required.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**On behalf of the Trust/Academy:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

## Driver Information

Staff transporting children on behalf of their academy must read and agree to the following guidelines:

1. All drivers must be approved by the Academy.
2. Each driver must:
  - a. Possess a valid driver's license;
  - b. Be at least 25 years of age;
  - c. Complete a Driver/Vehicle Information form;
  - d. Provide a copy of their driver's license;
  - e. Provide proof of insurance;
  - f. Provide a copy of a valid MOT certificate (if relevant).
3. Drivers will adhere to speed limits and comply with the Highway Code.
4. Drivers will not smoke, consume alcohol or use a mobile telephone while in a vehicle with children.
5. Drivers are aware of their own responsibilities and legal obligations for the roadworthiness of the vehicle they are driving and that they are required to ensure all passengers under the age of 14 wear a seatbelt and use a car seat, where required (under 12 years old or 135cm in height).
6. Drivers will ensure there are 2 adults in the vehicle.
7. Drivers will only carry children in the rear seats.
8. Drivers will set childproof locks (where possible)
9. Drivers will ensure children leave the car on the pavement side only.
10. Drivers will follow the most direct route and avoid unnecessary stops.
11. Drivers will not carry any additional passengers, other than the child(ren) in their charge and any designated accompanying adults.
12. Drivers will not carry any more passengers than there are seat belts.

# Appendix B – Risk Assessment for Transporting Children



## Risk Assessment - Transporting Children

Mode of Transport: Minibus

|             |  |
|-------------|--|
| High Risk   |  |
| Medium Risk |  |
| Low Risk    |  |

| Activity/Event:                           |   |             |   | Date:  |             |  |
|---|---|-------------|---|--|-------------|--|
| What are the Hazards?                     | Who might be harmed & how?                                    | Risk Rating | Existing Control Measures   | What further action is necessary? By who and when?   | Risk Rating |  |
| Inadequate Management                     | Driver, pupils and any other person travelling on the minibus | H           | An appropriate written records kept e.g. <ul style="list-style-type: none"> <li>• Vehicle documents and maintenance records</li> <li>• Operating log</li> <li>• List of authorised drivers</li> <li>• Training Records</li> </ul>   |  | L           |  |
| Driver Error<br><br>Road traffic accident | Driver, pupils and any other person travelling on the minibus | H           | Driver/s must have a current, clean driving licence, with full D1 entitlement.<br><br>Drivers must inform DVLA of any medical condition that affects their ability to drive.<br><br>Drivers' driving licences checked every 12 months by responsible member of staff with delegated authority from head of establishment. | Using any phone, even handsfree, is a distraction from driving and is prohibited. If another adult is on board they can call if necessary when the vehicle is in motion. | L           |  |

|                   |   |   |   |   |   |
|-------------------|---|---|---|---|---|
|                   |   |   | Drivers may not use a mobile phone in the minibus unless the vehicle is parked safely. Driver/s must have a current, clean driving licence, with full D1 entitlement.   |   |   |
| Driver Tiredness  | Driver, pupils and any other person travelling on the minibus | H | <p>Advice given for</p> <p>Controlling driver's hours</p> <p>Maximum Driving time/maximum driving day</p> <p>Rest breaks</p> <p>Relief drivers etc.</p>   | Stop for twenty minute break after two hours driving and one hour after four hours driving. Maximum driving day - eight hours.    | L |
| Defective minibus | Driver, pupils and any other person travelling on the minibus | H | <p>Vehicle is maintained in accordance with the manufacturer's instructions.</p> <p>Effective vehicle defect reporting system in place with responsible member of staff to affect appropriate response.</p> <p>Appropriate written records kept e.g.</p> <p>The vehicle documents and maintenance records.</p> <p>Operating log.</p> <p>Operator possesses and will display "Section 19 Small Bus Permit" in minibus windscreen.</p> <p>Vehicle is covered by membership of a motor recovery organisation, with details available for each journey.</p> <p>Vehicle is assessed regularly (at least annually) by VOSA (Vehicle and Operator Services Agency) and has a current MOT certificate.</p> <p>Has been maintained and serviced regularly (and that records are available if requested for inspection).</p> <p>Is fitted with fully operational seat belts (where fitted retrospectively seat belt anchors to meet "M2" standard).</p> <p>Is fitted with BSI-approved fire extinguishers and a fully maintained first aid kit.</p> | Mobile phone available to contact establishment/parents, if needed. Only to be used when the vehicle is parked up and engine off. | L |

|                                      |   |   |  |  |   |
|--------------------------------------|---|---|--|--|---|
|                                      |   |   | <p>Has sufficient seats for each member of the group (i.e. group number does not exceed seating capacity of minibus) so that no seat is shared.</p> <p>Pre-drive inspection carried out and record check sheet completed by driver.</p> <p>If faults are found, the driver will not use the minibus until the faults have been satisfactorily rectified.</p>   |  |   |
| Passenger behaviour distracts driver | Driver, pupils and any other person travelling on the minibus | H | <p>Young people briefed beforehand about required behaviour with reasons and consequences.</p> <p>It is the driver's legal responsibility to ensure that seat belts are fitted correctly on all young people aged under 14 years.</p> <p>The driver has a duty of care to ensure that seat belts are fitted correctly on all passengers aged 14 years and over.</p> <p>Wheelchairs to be appropriately secured. If user remains in wheelchair, appropriate seat belts, and wheel restraints, if required, will be fitted.</p> <p>Loose objects, such as drinks containers or other litter, are collected in rubbish bags and not allowed to roll (or be thrown) around the minibus.</p> <p>If child is under the regulated height booster seats must be used. Passengers must not eat or drink on the bus.</p> | In event of an incident involving behaviour amongst young people on the minibus, the driver will pull over at the first appropriate opportunity (next service station/junction/lay-by). The hard shoulder should not be used, except in emergency. | L |



|  |   |   |  |  |   |
|--|---|---|--|--|---|
| Collision with passing vehicle whilst getting on or off minibus  | Driver, pupils and any other person travelling on the minibus | H | <p>The driver will choose safe locations, away from busy traffic, for passengers to get on/off minibus (e.g. car park, onto wide pavement).</p> <p>Hazard warning lights will be used if young people are boarding or leaving the vehicle near busy or hazardous sections of road.</p> <p>Side door to be used for boarding/alighting; rear door only to be used in emergency or when parked well away from the road.</p>  |  | L |
| In event of breakdown or accident, additional collision with vehicle, or with passengers during evacuation | Driver, pupils and any other person travelling on the minibus | H | <p>All doors must be unlocked when carrying passengers.</p> <p>Aisles and emergency exits will be kept clear of obstructions.</p> <p>Staff to ensure group members are aware of emergency procedures, as appropriate.</p> <p>All passengers to be evacuated away from passenger side of vehicle to safe resting place (beyond side barrier if possible), well away from passing vehicles and appropriately supervised.</p> <p>Warning Triangle to be placed between the vehicle and approaching traffic as soon as possible. Ensure that Traffic Patrol officers are informed to place blue or amber flashing hazard lights between the vehicle and approaching traffic as soon as possible.</p> |  | L |

|  |  |       |  |
|--|--|-------|--|
| Items/Equipment carried on the vehicle | First aid kit (contents checked)<br>Fire extinguisher<br>Means of communication (mobile phone not to be used whilst driving)<br>Insurance details<br>Contact details<br>Accident/incident forms<br>Medical details and medication for pupils<br>Defects report sheet<br>Accident/violent incident report sheets<br>Breakdown information<br>Emergency triangle |       |  |
| Risk Assessment Completed by:          |  |       |  |
| Name:                                  |  | Date: |  |

## Appendix C - Minibus Check List



# Minibus Pre-Drive Safety Check List

These checks must be carried out and recorded before every journey and are the responsibility of the driver.

Driver Name: \_\_\_\_\_

Vehicle Registration: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

| Exterior  | 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 (and inner tyres, if applicable)  |    |        |
| Tyre tread, including spare and inner tyres, if applicable. (At least 3.0mm across centre $\frac{3}{4}$ is recommended) |    |        |
| Any cuts and bulges?  |    |        |
| Doors open and close properly   |    |        |
| Lift (if fitted and required for journey) works safely and is securely stowed   |    |        |
| Ramp (if fitted and required for journey) works safely and is securely stowed   |    |        |
| Damage to bodywork of sharp edges   |    |        |
| Fluid leaks   |    |        |

| Interior   | 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 washer are working properly   |    |        |
| Fuel level (and type of fuel: diesel or petrol)  |    |        |
| Heating and ventilation systems working  |    |        |
| All seats are fixed and secure and all seatbelts are undamaged and working properly                              |    |        |
| Location of wheel brace and jack   |    |        |
| Location and contents of first aid kit and fire extinguisher   |    |        |
| Relevant paperwork (permit disc, insurance, MOT, emergency numbers and driving license)                          |    |        |
| Ability to make a phone call (mobile phone, change for telephone, phonecard)                                     |    |        |
| Luggage is securely stowed; aisles and exits are clear   |    |        |
| Damage or sharp edges  |    |        |
| Emergency equipment (hi-vis jacket, torch, warning triangle etc)   |    |        |
| All doors are unlocked   |    |        |
| Horn is in working order   |    |        |
| Interior lights are working  |    |        |
| Equipment for wheelchair users (wheelchair tie-downs, passenger safety belt and harness) if required for journey |    |        |
| No working lights lit on the dashboard   |    |        |

## Appendix D - Defects List Form



# Minibus Defect List Form

Driver Name: \_\_\_\_\_

Vehicle Registration: \_\_\_\_\_

Please give details of the defect noticed:

A large rectangular box with a black border, intended for writing details of the defect. A large, semi-transparent watermark is overlaid on the right side of the box. The watermark consists of a light blue trapezoidal shape containing the text "The Kite Academy Trust" and "Flying high together" in white, with the colorful kite logo below it.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Please submit this form to the academy office at the earliest opportunity**

# Appendix E - Journey Log



Kite Academy Trust

## Minibus Journey Log

To be completed for all journeys.

| Date | Driver Name | Time out | Start Mileage | Fuel Level | Purpose of journey | No. of Passengers | Vehicle Check Completed | Maintenance issues                                       | Time Back | End Mileage | Fuel Level |
|------|-------------|----------|---------------|------------|--------------------|-------------------|-------------------------|--|-----------|-------------|------------|
|      |             |          |               |            |                    | Adults            |                         | YES <input type="checkbox"/> NO <input type="checkbox"/> |           |             |            |
|      |             |          |               |            |                    | Children          |                         | <input type="checkbox"/> <input type="checkbox"/>        |           |             |            |
|      |             |          |               |            |                    | Adults            |                         | YES <input type="checkbox"/> NO <input type="checkbox"/> |           |             |            |
|      |             |          |               |            |                    | Children          |                         | <input type="checkbox"/> <input type="checkbox"/>        |           |             |            |
|      |             |          |               |            |                    | Adults            |                         | YES <input type="checkbox"/> NO <input type="checkbox"/> |           |             |            |
|      |             |          |               |            |                    | Adults            |                         | YES <input type="checkbox"/> NO <input type="checkbox"/> |           |             |            |
|      |             |          |               |            |                    | Adults            |                         | YES <input type="checkbox"/> NO <input type="checkbox"/> |           |             |            |
|      |             |          |               |            |                    | Adults            |                         | YES <input type="checkbox"/> NO <input type="checkbox"/> |           |             |            |
|      |             |          |               |            |                    | Adults            |                         | YES <input type="checkbox"/> NO <input type="checkbox"/> |           |             |            |
|      |             |          |               |            |                    | Adults            |                         | YES <input type="checkbox"/> NO <input type="checkbox"/> |           |             |            |
|      |             |          |               |            |                    | Adults            |                         | YES <input type="checkbox"/> NO <input type="checkbox"/> |           |             |            |
|      |             |          |               |            |                    | Adults            |                         | YES <input type="checkbox"/> NO <input type="checkbox"/> |           |             |            |
|      |             |          |               |            |                    | Adults            |                         | YES <input type="checkbox"/> NO <input type="checkbox"/> |           |             |            |
|      |             |          |               |            |                    | Children          |                         | <input type="checkbox"/> <input type="checkbox"/>        |           |             |            |