



# Minibus Policy

This policy has been approved by Directors and the Operations Board

Date Policy was renewed: January 2018

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## List of Contents

Introduction

General

Insurance

Permits

Drivers, Passengers supervisors, Designated person in charge Drivers

- Authorisation
- Responsibilities
- Conduct
- Journey planning
- Journey completion

Passengers supervisors

- Authorisation
- Responsibilities

Designated person in charge

- Responsibilities

Passengers  
Responsibilities

Appendix 1 : First aid box contents

Appendix 2 : Minibus vehicle checklist

Appendix 3 : Vehicle journey log sheet

Appendix 4 : Passenger log sheet

Appendix 5 : Emergency breakdown and evacuation procedures

Appendix 6 : Summary sheet of individual responsibilities to be kept in vehicles

Hiring the Minibus

## Introduction

The Trust's minibus policy is based on the Minibus Safety Code of Good Practice issued by Kent County Council. This code of practise provides minibus operators with detailed guidance on how to improve minibus safety and how to meet the requirements of the County Council's along with Medway Council's Health and Safety Policy with relation to minibus safety. Reference has also been made to:

The Royal Society Prevention of Accidents, Code of Practice: Health and Safety at school: The School Minibus Parts 1 and 2.

The Royal Society Prevention of Accidents, Minibus Safety Code of Practice: the Guide for Operators of Passenger Transport. Provided for Voluntary Groups issued by the Department of Transport for the South Eastern and Metropolitan Traffic Department.

The Department of Transport's Code of Practise on The Safety of Passengers in Wheelchairs on Buses (May '87).

In producing this document, consideration has been given to the risks involved in running a minibus and how those risks can be reduced. Factors for consideration were:

- The management system
- The vehicles
- The drivers
- The passengers.

However, other road users, road and traffic conditions and the weather must also be taken into account on every journey. Any one, or a combination of these factors, could lead to an accident.

Ensuring that the school's activities present minimum risk to the safety of the staff, pupils and members of the public is therefore of paramount importance. By adhering to the guidelines set out in this policy, we believe that "all reasonable care" is being taken.

For the purposes of this document, the term "minibus" will apply to all vehicles. The term Minibus – being a motor vehicle which is constructed or adapted to carry more than 8 but not more than 16 seated passengers, in addition to the driver ( Construction and Use Regulations 1986)

## General

### Fire Extinguishers

To meet with the requirements for carrying physically disabled passengers, each minibus must carry one fire extinguisher recommended to contain foam. (Red with a cream / white colour coded panel affixed. This should be readily available for use and comply in all respects with the specifications referred to in the Code of Practice. It is the responsibility of the Site Manager / Supervisor to ensure that the fire extinguisher meet these specifications.

### First Aid Kit

Each minibus should also carry two first aid kits in suitable containers designed to protect the contents from damp and dust. These should be readily available, marked clearly with a white cross on a green background and situated at the front and the back of the vehicle. It is the responsibility of the Site Manager / Supervisor to ensure that these are in place. The minimum contents required by law are listed under appendix 1. It is the responsibility of the medical staff to replenish these as required. Therefore medical staff must be informed by the appropriate member of staff whenever the first aid box has been used.

### Equipment

The minibus must carry a torch for emergency use. It is the responsibility of the site manager / supervisor to ensure that this is kept in working order. Each minibus also carries a reflective waistcoat, a warning triangle and a local street map.

### Seat Belts

Seat belts are fitted to the minibus and these must be worn by **all vehicle occupants**, no matter how short the journey.

### Fuel

Fuel for the vehicles may be purchased at any garage that is part of the fuel card scheme and payment is made through the appropriate fuel card scheme. A card is held at the academy. If required, a card will be issued by the Finance department on the day in question and should be returned on completion of the journey.

### **Please note that the vehicle runs on diesel.**

Staff must ensure that the vehicle on return has a minimum of half of a tank of diesel for the next user.

## Insurance

Insurance for all vehicles is covered respectively by Zurich Motor Vehicle Policy.

In the front of the vehicle log book is a copy of the insurance policy and information as to whom to contact in the event of an accident.

Staff should be aware that an insurance **policy may be invalidated** by the following:

**a driver admitting liability after an accident, or**  
failure to report the accident to the insurer, or  
failure to undertake adequate safety checks of the vehicle, or  
failure to wear the seatbelts, if provided and available.

This will be added to the sign in sheet – and a label / tag placed in an obvious place in the vehicle.

## Permits

The Trust holds a small bus permit for the vehicles. A small bus permit excludes the requirement for an operator to hold a PCV Operator's Licence and the driver to hold a PCV Driver's Licence.

This allows the cost of running the minibus, including depreciation, to be recovered as long as the vehicle is operated by the organisation holding the permit. This does not include carrying members of the public at large or using the vehicle to make a profit.

**The Section 19 Permit must be on display on the windscreen at all times.**

## Drivers, Passengers, Supervisors and Designated Person in Charge

The majority of journeys will require a passenger supervisor in attendance. The only exception to this is where a risk assessment has been completed and approved by a member of the respective academy's senior management team.

Definitions:

For the purposes of this document, the term "passenger supervisor" will be applied to a designated person, aged 18 years or over, who is appointed to travel on appropriate journeys to ensure adequate supervision of passengers. In most cases this will be the teaching assistant but does not exclude a second teacher, or mentor.

Similarly a driver can be either a teacher, teaching assistant, support staff or additional qualified driver brought in specifically for the driving of such a vehicle.

In all cases where a teacher is with the party, whether in his/her capacity of driver or passenger supervisor, the teacher is the "designated person in charge".

There may be occasions when the driver and the passenger supervisor are teaching assistants, support staff or both are teachers. It is therefore essential that before setting out on a journey, staff are aware of who the designated person in charge is, which is appointed by the Head of School. That person will also sign off the vehicle check list.

For after school club journeys, the designated person in charge is the driver and not the escort.

A physically disabled student must be allocated an independent passenger supervisor, whose sole responsibilities are specific to his/her charge.

## Drivers

### **Authorisation:**

drivers must hold a full car driving licence and have done so for not less than 2 years; must be 21 or over; but under 70 years.

If 70 years or older, you must have renewed your licence and passed a PCV medical test.

drivers who obtained their licence **before 1 January 1997** have automatic minibus entitlement (D1);

drivers who obtained their licence **after 1 January 1997** do not have this entitlement and need to gain this by meeting higher medical standards and passing an appropriate test (D1 PCV) and submitting form D2 and D4 to the DVLA.

all drivers must submit their driving licence every six months to be inspected , copied and retained by the Trusts Finance Manager.

It should be free from any convictions from drink, reckless or dangerous driving. It is discretionary but it is bad practice to use a driver with more than six points on his/her licence for minor traffic offences

drivers must be able to certify that they do not suffer from any physical defects ,

disabilities or illnesses which might impair his/her driving;

before being allowed to carry passengers in the first instance , or if a change of vehicle has taken place, drivers should make themselves familiar with the vehicle and should have

taken an extensive test drive in traffic;

drivers must be trained and competent in emergency breakdown and evacuation of vehicle procedures (Appendix 5);

drivers must be aware of the correct procedures for the use of the tail lift, if fitted it would be an advantage if the driver was trained in emergency first aid

## **Responsibilities**

The safety and validity of the vehicle will be checked **weekly** by the site manager / supervisor. A copy of the Minibus Vehicle Checklist is in appendix 2. **However under normal road traffic law, the DRIVER is responsible for ensuring the safety and roadworthiness of the minibus. He/She must therefore ensure that a brief visual check has been carried out on the day of a journey and prior to the journey.** The following should be checked:

- tyres
- correct operation of the light, brake lights, indicators, windscreen wipers and wash
- correct operation of brakes
- water or oil leaks
- doors open and close correctly
- mirrors correctly adjusted, clean and unobstructed
- location of first aid kit and fire extinguisher

**A tick box form for completion is included on the Vehicle Journey Log Sheet in the vehicle's logbook (Appendix 3).**

Never trust anyone else to check the vehicle for you. A more detailed safety inspection should always be done prior to any lengthy motorway journey.

Drivers must never allow passengers on board until/unless the vehicle is at a complete standstill and safely parked.

Drivers must be satisfied that all seat belts are being worn and are correctly adjusted.

Loose items of equipment, especially heavy items, should not be carried in the front or passenger space of the minibus.

Luggage should be adequately secured and evenly distributed in case of the need to brake suddenly or make an emergency stop. Loose objects can kill or cause serious injury. Account should be taken of the position of the luggage within the vehicle. Reference must be made to the Code of Practice (Sections 8.6-8.8) and advice given within these sections, followed. The minibus must never be overloaded.

Nothing must delay an emergency evacuation of the vehicle. For this reason there must always be a clear gangway to the exit doors, wide enough to allow a passenger to move freely.

**Emergency exits should be unlocked and able to be operated from inside and outside.**

Drivers should always park so that passengers step onto the footway ( pavement) and not the road.

Drivers should never allow passengers to leave the vehicle until it is at a complete standstill and safely parked.

Drivers should use due care when reversing, particularly if children are nearby. If you have to reverse, get adult help in directing you.

## **Conduct**

Drivers should avoid eating a heavy meal before a long journey.

Drivers should not speak to passengers.

Drivers or any accompanying adults, must not smoke in the minibus

At no time must the driver drive the vehicle under the influence of alcohol. Alcohol must not therefore be consumed before undertaking, or during, a journey. Drivers should also be aware of the time it takes for alcohol levels to reduce in the body and the possible impact this may have an early morning driving following consumption of alcohol the previous evening.

Similarly at no time must the driver drive the vehicle under the influence of drugs which might impair driving ability. This applies to so called “recreational” drugs and those, which are prescribed. Drivers should take heed of any warning given with a prescription. It should be noted that there are many “over the counter” medicines, which would also fall within this category.

Drivers should only drive for limited periods to avoid the potential for falling asleep at the wheel.

**Mobile telephones must not be used at any time whilst driving a vehicle.**

## **Planning**

The driver has the ultimate responsibility for planning the journey considering time and distance and ensuring that:

Having assessed the potential risk, there is an adequate number of drivers to service the journey safely. Whilst one driver will have primary responsibility for the task, for round trips of 120 miles or more a second trained driver should share the driving.

There are sufficient other appropriate adults on board as passenger escorts to ensure the safety and welfare of passengers.

The chosen route provides for adequate stops for comfort breaks of at least 15 minutes every two hours, for the benefit of the driver and the passengers.

The maximum recommended number of hours in the working day, including driving and supervising trips, should not exceed 10 hours, of which only 4 should be spent driving.

On long trips, consideration must also be given to fatigue caused by consecutive days on duty and appropriate rest periods provided. Drivers should not be expected to supervise pupils during their break times.

## **On completion of the journey**

The driver must ensure that there is no less than half a tank of fuel remaining in the minibus for its immediate use on a subsequent journey.

All doors and windows are locked and the vehicle is clean and tidy.

All seat belts are returned to their correct position (i.e. secured as if they were in use) and not left dangling on the floor.

## **Passenger Supervisors**

### Authorisation

The passenger supervisor:

Must be trained and competent in emergency breakdown and evacuation of vehicle procedures (Appendix 5).

Must be trained in first aid.

### Responsibilities

The passenger supervisor:

Should not leave passengers on the minibus unattended.

Should ensure that all passengers are correctly seated and wearing seat belts as provided; where possible try to avoid the rear seats. In the event of a rear end collision, the back of a minibus will become the crumple zone and crush on impact.

Should ensure that all doors are shut before starting off and only opened on arrival once the bus has stopped. The passenger supervisor must ensure that all passengers are seated

before the driver moves off, whilst the vehicle is in motion and that passengers do not leave seats until the vehicle has come to a stop.

Should sit where he/she can prevent any passenger opening the door and should help them on and off the coach. The passenger supervisor **should sit within the body of the vehicle where he/she can see all the passengers and attend to them quickly if needed.**

In the event (e.g. breakdown or accident) where possible it is the primary duty of the passenger supervisor to ensure the safety of ALL passengers by taking appropriate action as defined in Appendix 5 covering emergency breakdown and evacuation procedures.

If a passenger requires hospital treatment as a result of accident or other incident during the journey, an ambulance should be called by the designated person in charge so that the passenger supervisor might continue to supervise the other passengers. Where the teacher in charge and the passenger supervisor are one and the same, this should be supervised by the driver.

For the duration of the journey, should ensure passenger comfort, i.e. the minibus must not be too hot, cold or stuffy.

Must not allow boisterous play of any kind by passengers.

Must not allow passengers to eat or drink while the vehicle is in motion.

All muddy football boots must be changed / removed before passengers embark

## **Designated Person in Charge**

### Responsibilities

The designated person in charge:

Should complete a written record of the numbers, names and emergency contact numbers of all passengers before the onset of the journey. This should clearly indicate the person in charge, whether it is the driver or passenger supervisor. This record should be kept with the designated person in charge for the duration of the journey and a copy left with the school office. Standard forms for this purpose are kept in the school office and an example is at Appendix 4.

Should include in the above record details of any special medical conditions or medication required regarding individual passengers (e.g. epilepsy, diabetes etc). Specific information should be drawn from the "Medical Needs" register which is held in the Main Office.

Should complete a detailed risk assessment.

The academy does have its own mobile phones which should be taken, when appropriate. However, with their increased use by individuals, it is advisable that all members of staff who do have a mobile, take this with them, switched on, for the duration of the trip. **The**

**Passenger Log-Sheet should include details of the relevant contact telephone number.**

Must keep sensitive information CONFIDENTIAL AT ALL TIMES and should always return this information to the office on completion of the journey.

Must complete the vehicle journey log sheet in the log book held in the vehicle (see

Appendix 3), ensuring that the driver has completed and recorded the brief visual check.

Must report defects noted in the minibus during the course of the journey as soon as possible to the Trust Finance Manager who, in conjunction with the Head of School, will arrange for repairs to be carried out.

The only exception is where faulty lights/windscreen/wipers are noted. These should be immediately remedied enroute where possible.

Must report all accidents to the Head of School / Trust Finance Manager AS SOON AS

POSSIBLE to ensure that the correct procedures for reporting are undertaken.

Should ensure where possible that the appropriate emergency services (999) are summoned in the event of an emergency (e.g. breakdown or accident) or if there is a serious problem enroute (see Appendix 5).

Obviously the carers must be notified at the first opportunity and this will depend on the circumstances e.g. whether the incident occurred in school hours and whether the designated person in charge might reasonable delegate the task to other responsible adults, for example, the school or the police ( see Appendix 5).

Consideration should be given to the possible need for liaison and communication between the minibus and the academy. If there is a serious delay during a journey, the school should be informed so that information can be passed to parents. On long trips, a named contact should be available should be available to receive messages in case of accident, illness or emergency.

## Passengers

Passengers on a minibus should not exceed the number of seats provided. “ ONE SEAT, ONE BELT, ONE PASSENGER”

No standing passengers may be carried in a minibus.

No pupil passengers must sit in the front seat of the minibus.

Where possible pupil passengers using wheelchairs should travel in the vehicle which is suitably adapted to carry wheelchair passengers in compliance with the Department of Transport’s Code of Practice. No pupil, however, should be lifted onto the vehicle.

**No food or drink to be consumed in the minibus unless this has the consent of the designated person in charge. At no times must food or drink be consumed while the minibus is in motion.**

Where drink is to be carried in the minibus, no glass bottles are to be used.

It is left to the discretion of the teacher in charge, through a journey risk assessment whether certain students are likely to exhibit behavioural problems and if this constitutes a danger to others on the bus.

Name	Responsibility
Site Team	The oversight and maintenance of the minibus and to complete the Minibus Vehicle Checklist on a weekly basis (Appendix 2).
Site Team	Ensuring that the fire extinguishers and the first aid kit are in the correct positions and the maintenance of the fire extinguisher.
Medical Staff	The maintenance of the first aid boxes.
Office Staff	Maintain standards, the keeping of an up to date register of staff trained and authorised to drive the minibus, along with a record of 6 monthly driving licence monitoring.
Office Staff	The keeping of an up to date register of trained and authorised passenger supervisors.
Training Coordinator	Recording training requirements of drivers and passenger supervisors.
Office Team	The record of medical needs concerning students.
Site Team	Documentation relating to the vehicles.
Site Team	Responsibility for and documentation of maintenance and repairs.
Site Team	All vehicle operating paperwork.
Drivers	Following the correct reporting procedure for all accidents.

**CAVEAT: The above regulations also apply to ALL users of the minibus**

# Appendix 1

## First Aid Box

Contents:

- 10 antiseptic wipes
- 40 plasters
- 2 large dressings
- 2 eye washes
- 2 eye pads
- 2 gauze swabs
- 5 low adherent dressings
- 2 triangular bandages
- 2 pairs disposable gloves
- 1 instant cool pack
- 1 emergency blanket
- adhesive strapping
- resuscitation face shield
- scissors
- basic first aid guide
- bag for disposal of soiled items
- anything else following a specific risk assessment, dependant on passenger needs

Brief Description of Accident. Please ensure any accident is reported immediately to the School Office upon return.	FOR OFFICE USE ONLY: Action taken to remedy the accident.
<p><b><u>Third Parties Involved Details</u></b></p> <p>Name Address Contact No Vehicle Registration Details Insurance details</p> <p><b>Photographs taken.</b></p>	<p><b>Staff should be aware that an insurance policy may be invalidated by the following:</b></p> <ul style="list-style-type: none"> <li>• a driver admitting liability after an accident, or</li> <li>• failure to report the accident to the insurer, or</li> <li>• failure to undertake adequate safety checks of the vehicle, or</li> <li>• failure to wear the seatbelts, if provided and available.</li> </ul>
<p><b>Sign:</b></p> <p><b>Date:</b></p>	<p><b>Sign:</b></p> <p><b>Date:</b></p>

## Appendix 2

### Minibus Vehicle Checklist

<b>Current Mileage:</b>			
<b>Items to Check</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Tyre pressure checked – psi?			
Tyre condition checked – psi ?			
Indicators			
All other lights (include interior)			
Fuel Level (min half tank)			
Oil Level			
Water Level			
Windscreen Wipers & Washers			
Horn (not after 10pm)			
Mirrors			
First Aid Kit			
Fire Extinguisher			
Warning Triangle & Hi Vis			
Small Bus Permit Displayed			
Current MOT			
Spare Wheel & Equipment			
Emergency Doors			
Reversing Vehicle Alarm			
Rear Camera working			
Front and rear parking sensors working			
Fuel Cut Off Switch			
Carrying Capacity Sign			
Exterior Vehicle Condition			
Interior Vehicle Condition			
Tachograph			Not Applicable
<b>Other Issues</b>			
<b>Inspected By:</b>			
<b>Date:</b>			
<b>Signed:</b>			

## Appendix 3

### Vehicle Journey Log Sheet

<b>Date:</b>	<b>Mileage out:</b>	<b>Mileage in:</b>
<b>Tachograph used:</b> Yes/No –Not applicable	<b>Time out:</b>	<b>Time in:</b>

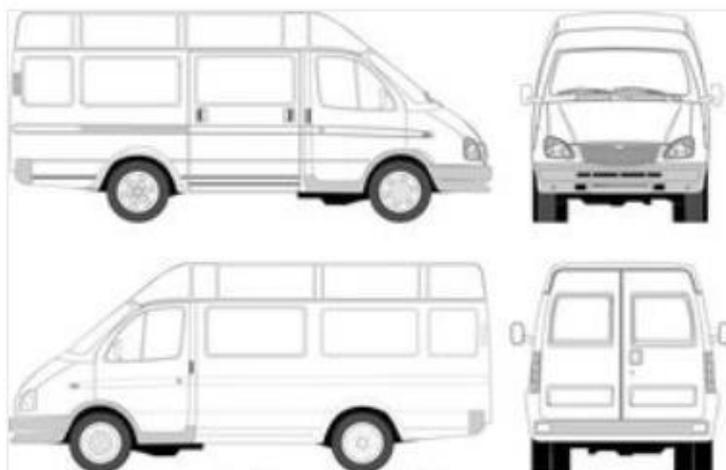
<b>Name of Driver 1:</b>	<b>Name of Driver 2:</b>
<b>Name of Escort 1:</b>	<b>Name of Escort 2:</b>

<b>Destination:</b>
<b>Purpose of journey:</b>

#### Checklist:

- Fuel –record fuel level ----- E ----- ¼ -----Half----- ¾ -----Full
- Lights/Indicators
- Windscreen wipers/washers
- Visual inspection of tyres
- Visual check for water/oil leaks
- Visual inspection of bodywork/bumpers/lights

**Any defects to be noted and reported immediately upon return to Site Manger / Supervisor.**



Details.....

## Appendix 4

### Passenger Log Sheet

Date of journey:

Purpose of journey:

Person in charge:

No. of people in minibus:

Contact telephone number:

	<b>Passengers Name</b>	<b>Emergency Contact Number</b>	<b>Medical Needs</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
	Driver /Passenger		

## **Appendix 5**

### **Emergency breakdown and evacuation procedures.**

Because of the multitude of potential accident scenarios, there cannot be a definitive guide to emergency breakdown and evacuation procedures. What is needed is a cool head, a well practised plan and plenty of common sense.

#### **Be prepared!**

If only one member of staff is on board in addition to the driver, they should sit centrally so as able to oversee both doors and attend to passengers quickly if needed;

If there are two or more members of staff on board in addition to the driver, then one should sit at each end of the vehicle;

All staff on the vehicle should be familiar with the position and operation of the main and emergency doors, location of first aid box, torch, reflective waistcoat and warning triangle,

location and use of fire extinguishers and the emergency engine stop; All exits must be kept unlocked while passengers are being carried;

**Do not forget to take a mobile phone with you on every journey**

Identify students who would be particularly at risk in an emergency situation because of individual medical need;

Make sure the gangways are clear to exit doors;

No inflammable liquids, e.g. spare can of petrol/ diesel, are to be carried on the vehicles;

Passengers should be made aware of what they should do in an emergency.

#### **In the event of a breakdown!**

In the event of an emergency, where possible the driver has the responsibility for the evacuation of the vehicle;

Remember that a very ill passenger or driver would be considered to be an emergency, enabling you to stop on the hard shoulder of a motorway if this was necessary;

If the problem is fire, do not try to put it out until you have removed the passengers. Smoke

or toxic fumes could overcome you and then you would be no help to anyone; Remember to evacuate on the side away from moving traffic;

Always evacuate via the main entry door if it is feasible to do so;

If this door is blocked, then use the emergency door;

If both doors are inaccessible, then use the fire extinguisher at arm's length and with eyes closed, break a side window;

If you do need to evacuate the vehicle, do not allow passengers who could be dazed to jump out of the bus into oncoming vehicles;

Move the passengers to a place of safety away from the road and call the emergency services.

REMEMBER-broken down vehicles on a motorway hard shoulder are extremely vulnerable to being hit by inattentive or tired drivers, with potentially lethal results. If on a motorway and once passengers are in a place of safety, use the motorway phone which will connect you

directly to the police control room;

Do not put yourself or others in danger trying to rescue anyone who is trapped. Wait for help unless you know what you are doing and have another adult with you to keep safe, rescued

passengers.

Parents/carers must be notified at the first opportunity and this will depend on the circumstances e.g. whether the accident has occurred in school hours and whether the designated person in charge might reasonably delegate the task to other responsible adults, for example, the academy or the police.

## **Appendix 6**

### **Driver:**

- Must ensure the safety and roadworthiness of the minibus by completing the brief safety check on the Vehicle Journey Log Sheet.
- Must not allow passengers to board until/unless the vehicle is at a complete standstill and safely parked.
- Ensure that all seat belts are worn and correctly adjusted.
- Ensure that luggage is secure and evenly distributed.
- Ensure that emergency exits are unlocked and able to be operated from inside and outside.
- Park to allow passengers to step onto the footway and not the road.
- Never allow passengers to leave the vehicle until it is a complete standstill and safely parked. Take due care when reversing and obtain adult help in directing you as appropriate.
- All doors and windows are locked and vehicle is clean and tidy. All seat belts are returned to correct position.

### **Designated person in charge:**

- Should complete the Passenger Log sheet before the journey.
- Should include details of any special medical condition or medication regarding individual passengers (e.g. epilepsy, diabetes etc).
- Should retain one copy of the Passenger Log Sheet and leave a copy with the school office.
- Must keep sensitive information confidential at all times and return this information to the office on completion of the journey.
- Must complete the vehicle journey log sheet in the log book held in each vehicle, ensuring that the driver has completed and recorded the brief visual safety check.
  - Must report defects noted in the minibus during a journey to the Office Manager with the exception of faulty lights/wipers/wash which should be remedied immediately where possible.
  - Must report all accidents to the Office Manager AS SOON AS POSSIBLE to ensure that the correct procedures are undertaken.

### **Passenger supervisors:**

- Should ensure that at least one adult on the vehicle is carrying a mobile telephone and that this is switched on.
- Should not leave passengers on the minibus unattended.
- Should ensure that all passengers are wearing seat belts.
- Should ensure that all doors are shut before starting off and only opened after the vehicle has stopped.
- Should that all passengers are seated before the driver moves off and whilst the vehicle is in motion.
  - Should ensure that passengers do not leave their seats until the vehicle has come to a stop.
  - Should sit within the body of the vehicle where he/she can see all passengers, prevent the door being opened inappropriately and can help passengers on and off the minibus.
  - Should ensure passenger comfort i.e. the minibus must not be too hot, cold or stuffy.
  - Must not allow boisterous play of any kind by passengers.
- Must not allow passengers to eat or drink while the vehicle is in motion.

### **Passengers:**

- ONE SEAT, ONE BELT, ONE PASSENGER.
- No standing allowed. No pupil passenger must sit in the front seat.
- No food or drink to be consumed unless agreed with the designated person in charge and at no times while the vehicle is in motion. No glass bottles to be taken on the vehicle. Acceptable behaviour at all times.

## **Minibus Hire (Internal Use)**

All Greenacre Academy Trust academies, to include Kloisters Kindergarten and the Walderslade Joint Sixth form may have access to the minibuses within the Trust, depending on availability. This will cost an applicable hourly driver rate for each hour hired ( these will be rounded up to the next full hour and include driver travel time) **plus** 0.60p per mile. All hirers must comply with the Minibus Safety Policy, set out above.

All charges will be invoiced directly from the respective academy whose vehicle is used.

All School Trip documents must be completed and returned to the appropriate person for booking minibuses. They in turn will then verify the trip and book the minibus accordingly. Preferably the school minibus will be used for trips rather than an external body.

The minibus will be checked by the Site Team after every journey has been made. A surcharge of £25.00 per item ( unless damage is noted which may be charged at the applicable recovery rate) will be invoiced to a department if:

The minibus is returned with less than half a tank of fuel.

The inside of the minibus is dirty.

The inside of the minibus is damaged.

The inside of the minibus is not in the same state as the start of the journey.

Any damage to the minibus is not immediately reported back to the Site Team.

## **Minibus Hire (External Use)**

Partnership Primary Schools may also have access to the minibuses, depending on availability for sports fixtures and competitions. This will cost an hourly driver rate for each hour hired ( these will be rounded up to the next full hour and include driver travel time) **plus** 0.60p per mile. All hirers must comply with the Minibus Safety Policy, set out above.

### **Contact Details:**

All enquiries about booking the minibus or invoices should be made via:

***Vikki Bell, Community Sports Coordinator***

*Greenacre Academy: 157 Walderslade Road, Chatham, Kent, ME5 0LP*

*Telephone: 01634 666337 ext 250; Mobile: 07825713008 : Email: solev001@medwaymail.org*

All enquiries with regards to the minibus itself, including damage, problems etc please contact:

In the first instance please contact:

***Jim Lang : Site Manager - Mobile: 07825713009 : Email: langj170@medwaymai.org***

*In an absolute emergency, if you cannot get in contact with one of the Site Team please contact:*

***Stuart Radlett : Trust Finance Manager: Mobile: 07525592305***