Engineering UTC Northern Lincolnshire

Minibus Policy

January 2026

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Approved by the UTC Governing Body

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Aims

The policy relates to the Engineering UTC Northern Lincolnshire (ENLUTC) owned minibus, which is used to transport students.

Legal Requirements

The Governing Body of ENLUTC is responsible for ensuring the minibus operating on behalf of the college fully complies in every respect, with all legal transport and health and safety requirements.

This responsibility is delegated to the Principal to ensure its appropriate implementation. The law requires that a minibus must:

• Be adequately insured

• Be well maintained

• Have a valid MOT certificate (if more than one-year-old)

• Have road tax

• Correct seating with correctly fitted seat belts

The school will not pay fines for parking, speeding or other motoring offences. The school will not provide legal support for staff charged with any motoring or traffic offenses. Personal use of the minibuses is not permitted nor are they available for private hire.

Responsibilities

The Business Manager will:

• Ensure that the proper insurance, licences and permits are held and kept up to date

• Ensure that the minibus will not be used until defects which have safety implications are rectified

• Check driving licences annually

• Ensure that the minibus is maintained in a roadworthy condition, is annually serviced and has an MOT carried out

• Ensure that both organisers and drivers are complying with all requirements set out in this policy

• Monitor completed checklists at least termly to ensure they have been correctly filled in and that all checklists are accounted for

• Arrange MIDAS training for staff wishing to drive the minibus (Minibus Driver Awareness Scheme)

• Maintain records of training and keep copies of licence checks (see below). This should be recorded and the check repeated every 12 months.

• Students are responsible for wearing seatbelts and should be reminded of the need to do so.

Authorisation to drive the minibus

All drivers that wish to drive the minibus lite (weighs less than 3.5 tons so no requirement to hold a D1 licence) must have a B licence (standard licence) and, ideally, have passed MIDAS training.

The driver is authorised to drive until any of the conditions below are met (all drivers have a duty of care to inform the Business Manager immediately if any condition below is met during the school year):

All drivers that wish to drive the minibus lite (weighs less than 3.5 tons so no requirement to hold a D1 licence) must have a B licence (standard licence) and, ideally, have passed MIDAS training.

1. Accumulating more than 6 live points on their licence

2. Have a collision in the minibus unless it was clearly the fault of a third party

3. Have complaints about their driving confirmed

4. Acquire a medical condition that would affect their ability to drive

5. They are under 25 years of age (not covered under our insurance)

6. They reach 70 years of age (when they are no longer covered under our insurance)

7. There is a change in DBS clearance

Points 1 to 4

A MIDAS refresher would need to be taken and passed before the member of staff would be permitted to drive the minibuses again.

We may at our discretion request a local re-familiarisation assessment (or in the case of health concerns, a health check) before the member of staff drives the minibuses again.

A central record is held of copies of licence checks for those members of staff who are authorised to drive the minibus, and this is updated annually by the Business Manager or nominated person. These checks ensure that all drivers are both licenced and insured to do so, based on the category of driving licence they hold. This provides staff with a “Licence

Check Code" or give permission for ENLUTC to obtain the Licence Check Code. Below is the link on the Gov.uk website to undertake such checks for free.

https://www.gov.uk/view-driving-licence

This checking service enables drivers to view or share their driving licence information including:

• view your driving record, for example vehicles you can drive

• check your penalty points or disqualifications

• create a licence 'check code' to share your driving record with someone, for example a car hire company The 'check code' will be valid for 21 days.

Driver information required:

• driving licence number

• National Insurance number

•the postcode on driving licence

Once the check is carried out, the driver declaration form must be completed and returned to the Business Manager.

Driving the minibus

On a long-distance journey when a member of staff is driving a minibus, it is not acceptable to expect them to exercise general supervisory responsibilities during the journey. The governors, therefore, require that there is an adequate number of adults to both drive and supervise the pupils.

When a driver undertakes a single planned journey of up to two hours, a rest break is voluntary. There must be a second driver for any planned single journey of more than three hours. Neither driver may drive for more than three hours in any four.

• Drivers Should Ensure that pre-use checks of the vehicle are conducted (checklist book in minibus)

• Understand the personal legal implications if procedures are not adhered to. For example, 'It is the driver's licence that will suffer if the vehicle is found to be defective. It is also the driver's responsibility to ensure the safety (including the use of seat belts) and welfare of all passengers. (ROSPA, August 2015)

• Never use a mobile phone as the driver of the vehicle unless it is parked in a safe place with the engine switched off. Making genuine emergency 999 or 112 calls whilst driving is legal if it is unsafe or impractical to stop.

Reversing of Vehicles

• Reversing vehicles can be particularly hazardous. The best way of avoiding a reversing accident is to avoid reversing a vehicle wherever possible.

• Always check behind the vehicle before reversing - if necessary, ask someone to watch the area into which you will be reversing.

• If you use a guide, ensure they can be seen at all times whilst manoeuvring - if two members of staff are present, one must at all times be the guide when reversing.

• Ensure rear view mirrors are clean and properly adjusted at all times.

Dealing with 'road rage'

• If threatened by another driver, do not retaliate by flashing lights, sounding the horn or making offensive gestures; this only attracts a response and will often make a situation worse

• If forced to stop, stay in the vehicle with windows closed and doors locked and be prepared to drive off

• If necessary, use your mobile phone to contact the police for assistance

• Note the registration number of the vehicle, and the make and colour, plus a description of the driver and occupants so you can give the police these details

At the UTC's discretion, with advanced notification to the Business Manager and with the Principal's approval, a teacher or other member of staff without MIDAS training may drive if the following criteria is met:

• The minibus has a Section 19 permit (for home to school routes) They have held their driving licence for two years or longer

• They are aged between 25 and 70

• The Maximum Authorised Mass (MAM) is weighing less than 3.5 tons

All drivers must follow the Minibus Protocol – see appendix 1.

Accidents/Incidents

Minor - The minibus is still drivable and legal

If an accident occurs, the minibus driver or additional member of staff should ensure that the students are safe and uninjured.

Contact a member of the senior team to make them aware.

The driver should ensure that the details of other vehicles at the scene are taken and recorded, e.g. type of vehicle, number plate, insurance details and name and address of other driver(s). Where possible photographs should be taken of the accident/incident to assist with any insurance claim.

An incident form must be completed on return to the academy and given to the Business Manager.

Major - The minibus is not drivable, or injuries sustained to staff or students

The driver must telephone the emergency services.

The driver or additional member of staff should ensure that the students are safe and uninjured.

The staff and students must go to an area of safety away from traffic and staff must always stay with the students.

Telephone a senior member of staff to advise them of the incident. The senior staff member will assess the situation and advise accordingly.

The driver or additional member of staff should ensure that the details of other vehicles at the scene are taken and recorded, e.g. type of vehicle, number plate, insurance details and name and address of other driver(s). Where possible photographs should be taken of the accident/incident to assist with any insurance claim.

The driver or additional staff member should always keep the senior staff member up to date on events.

Breakdown

The Business Manager will have contact details of the recovery service and these are also held in the minibus.

If the minibus breaks down the driver must call the recovery services who will attempt to repair the vehicle and if unable to, will arrange for the bus to be towed back to the UTC.

The staff and students must always go to an area of safety away from traffic and stay with the students. If the minibus cannot be repaired on the roadside, then the driver must call a senior member of SLT who will arrange transport to return the staff and students to the UTC.

Maintenance

The minibuses will be serviced annually and have a valid MOT certificate and insurance in place by the Business Manager. The minibus will be checked every week by the Premises Officer or Engineering Technician which should include tyre pressure, washer bottles, tyre pressure, coolant etc. Before the minibus is driven a Pre-Drive Safety Check will be done by the driver and any defects will be reported to the Business Manager to arrange repair.

APPENDICES

APPENDIX 1 - Minibus Protocol

APPENDIX 2 - First Aid Kit and Other Equipment for Minibus

APPENDIX 1 – Minibus Protocol

1) Only an authorised driver can drive the minibus – See minibus policy

2) The driver must check vehicle before departure and complete a Pre-Drive Safety Check form – Checklist book in minibus

3) Drivers are required to have a zero intake of alcohol. Some medication may impair a driver's ability, staff who are taking medicines of this nature are not to drive the minibus

4) The driver is fully responsible for vehicle.

5) Ensure attendance officer, or if out of hours, a member of SLT are given a register of students and staff on board and an itinerary for the journey.

6) Where possible, diesel should be purchased using the school credit card.

7) The driver must ensure that all the doors are unlocked before journey starts.

8) The driver must have school emergency contact number and the breakdown service number and membership number.

9) On your return, the driver must ensure all doors locked, windows closed and lights off.

10) The driver to ensure that all rubbish is removed from vehicle. A dustpan and brush are provided to sweep the minibus after use.

11) The driver must report any faults to the Business Manager and Premises Officer, this can be done by email.

12) After the journey please can the driver return the keys to the Business Manager's office.

PLEASE NOTE: The dimension of the vehicle is shown inside the Minibus Log along with the Insurance & Breakdown details.

APPENDIX 3: First Aid Kit and Other Equipment for Minibus

First Aid Kit:

• 10 antiseptic wipes, foil packed

• conforming disposable bandage (not less than 7.5 cm wide)

• triangular bandages

• packet of 20 assorted adhesive dressings

• large sterile un-medicated ambulance dressings (not less than 15 x 20 cm)

• 2 sterile eye pads with attachments

• 12 assorted safety pins

• pair of rustproof blunt-ended scissors

• Disposable gloves

• Mouth mask for resuscitation.

Make sure that even minor uses of a first aid kit are recorded and reported to reception and an accident form completed and that stock is replaced after use. Check that all items are ‘in date’ and replace any that have passed their expiry date.

Fire Extinguisher:

• At least one fire extinguisher for accessible minibuses) which complies with BS5432 (or an equivalent, e.g.BSEN 3) and

• has a minimum test rating of 8A or 21B, and

• contains foam (please note they must not contain Halon)

Other Equipment:

It is mandatory that the following should also be carried:

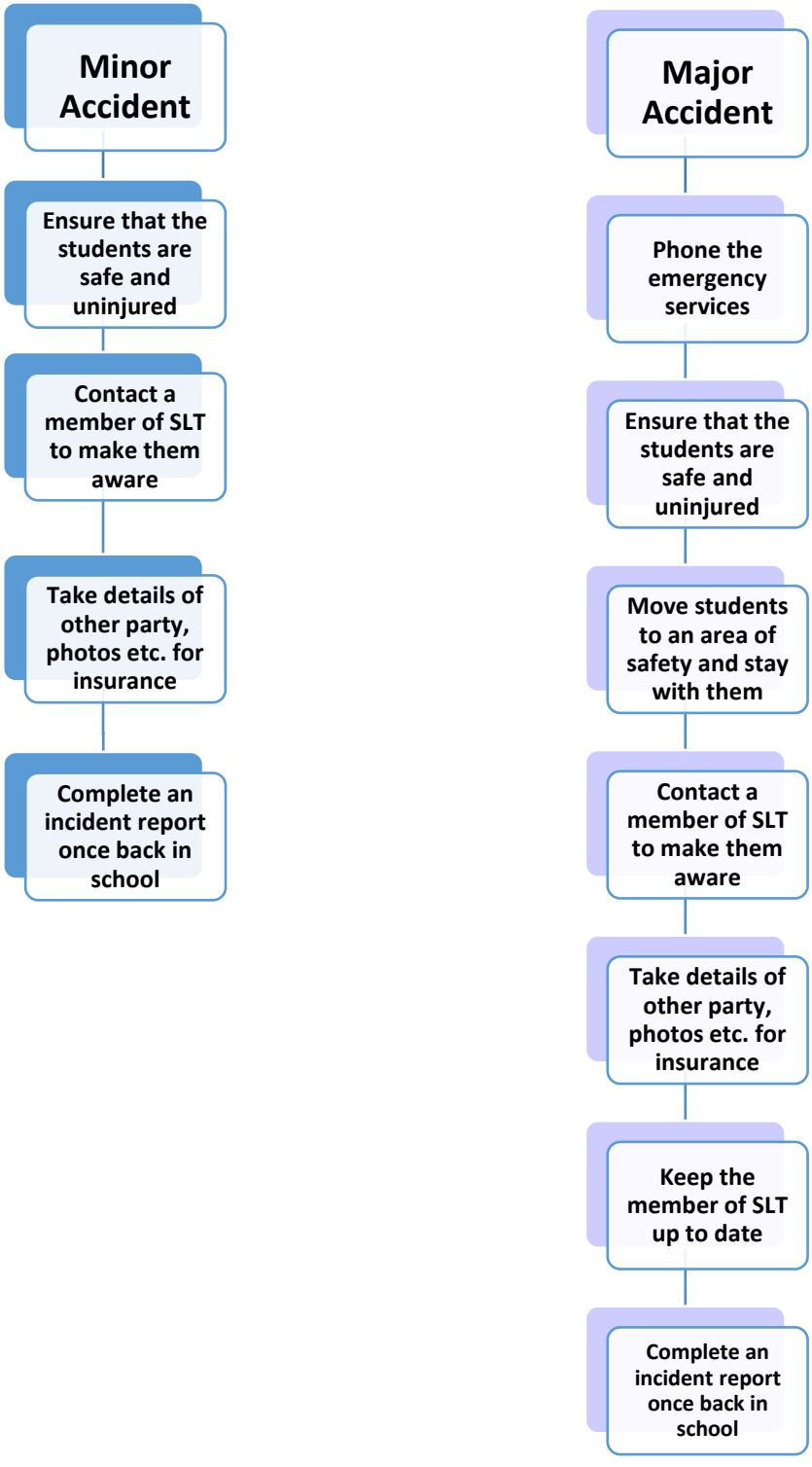
• Pen and paper

• The organisation’s internal instructions and contact details

• Insurance details

• Motoring breakdown policy details

• An emergency warning triangle or a flashing beacon (not fitted to the vehicle)

- Sick Bags
- Grab bag containing emergency contact list
- Set of 16 hi-visibility vests
- Set of 16 disposable foil blankets
- Torch

Accident Flow Chart