



Minibus Policy

HEALTH & SAFETY POLICY

MARDEN BRIDGE MIDDLE SCHOOL MINIBUS HEALTH AND SAFETY POLICY

Vehicle description – Peugeot Boxer

Vehicle registration – **DG16 HCJ**

As meets the terms of the lease agreement the minibus annually will have the following checks-:

Service – By Fleet Complete/Arval UK Ltd authorised under the manufacturers recommendations to ensure the vehicle is kept in good order and running condition. Vehicle road tax is included in this agreement as is tyres and general servicing checks.

Safety Inspection – To be carried out by Peugeot/Fleet Complete as per manufacturers recommendations and report sent to Bursar if any problems are identified.

The vehicle should not at any time:-

- a) Be occupied by a greater number of persons than it is constructed to accommodate.
- b) Be driven by any person for carrying passengers for hire or reward.
- c) Be driven or used in any manner constituting a breach of any statute, regulation or order relating to the driving and/or use of motor vehicles.
- d) Be driven by any person who is not the holder of a current driving licence (DVLA INF28 paragraph 2, details below)
- e) Be driven or used so as to cause any damage or risk to the public or to passengers in the vehicle.
- f) Be driven without there being in force comprehensive policy of insurance on the vehicle.

Driver Guidance.

All drivers of the minibus shall produce to LE Bursar their full driving licence. This will be photocopied and initialled by LE and filed for driver records. No persons will be allowed to drive the minibus unless LE has record of their licence.

DVLA INF28 licensing regulations apply to drivers of the minibus (a copy is attached)

You may drive a minibus with up to 16 passenger seats provided:-

- a) You drive on behalf of a non commercial body for social purposes but not for hire or reward (unless operating under a permit)

- b) You are aged 21 or over.
- c) You have held a car (category B) licence for at least 2 years.
- d) You are providing your services on a voluntary basis and
- e) The minibus maximum weight is not more than 3.5 tonnes excluding any specialist equipment for the carriage of disabled passengers. Minibuses up to 5.25 tonnes will be permitted in certain circumstances.
- f) If you had entitlement to drive cars prior to 1 January 1997 – shown as group A (B for automatics) on an old style licence not for hire or reward.
- g) If you have PSV category D1 or D, having passed the higher medical standards and taken a further driving test.

When driving a minibus under these conditions you may not receive any payment or consideration for doing so other than out of pocket expenses or tow any size trailer, you may only drive minibuses in this country.

Hire or reward encompasses any payment in cash or kind by or on behalf of passengers which gives them a right to be carried.

The driver of the minibus must ensure:-

- a) There is enough fuel in the vehicle to expedite full journey.
- b) All passengers are wearing their seat belts correctly.
- c) Any faults/damages are reported to LE as soon as possible.
- d) Only 16 passengers are carried.
- e) You have completed the booking diary in the staff room.
- f) That the minibus journey is included in the visit risk assessment.
- g) You have had driving licence authorised by LE.
- h) The minibus is left in clean and tidy condition on completion of visit.