



Redborne Upper School

# Minibus/School Car Safety Policy

This policy will be evaluated and reviewed every year by the Deputy Headteacher:  
Business & Finance (Andrew French)

This policy is available on the school website, on request to parents and carers, the  
LA and Ofsted through the Headteacher.

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# **Minibus/School Car Safety Policy**

## **1. Training**

1.1 In the case of the minibus, all drivers must complete a recognised course of minibus training and be accredited before driving.

1.2 For those staff driving the school car, a full licence must have been held for at least two years.

## **2. Vehicle checks**

2.1 All drivers should make a visual check of the vehicle before starting a journey and on completion of a journey. This check must be recorded in the vehicle log book. Drivers should report any defects and if in doubt should not undertake a journey.

2.2 Fire extinguishers and first aid kits are carried in each vehicle. Please report any loss/damage or the use of either item.

2.3 All vehicles should be left free of litter.

2.4 The driver must check that all passengers are wearing seat belts before commencing a journey. Standing passengers are not allowed in vehicles under any circumstances.

2.5 There must be a clear passage inside the minibus, free of luggage, for an emergency escape.

2.6 Any luggage must be securely held in place to avoid injury in the event of an accident or emergency stop. Roof racks must not be used. Any passengers/luggage transported, including trailers, must not exceed the maximum weight permitted.

## **3. Rest breaks**

3.1 On a long distance journey when a member of staff is driving a vehicle, it is not acceptable to expect them to exercise general supervisory responsibilities during the journey.

3.2 The governors, therefore, require that there is an adequate number of adults to drive/supervise students during the journey.

3.3 When a driver undertakes a single planned journey of up to two hours, a rest period is voluntary.

3.4 When a driver undertakes a planned journey greater than two hours, a half-hour break is compulsory before five and a half hours of driving has taken place.

3.5 The maximum daily driving period is ten hours.

3.6 If the journey is longer than eight and a half hours, then the maximum allowable driving time is seven hours and forty-five minutes, within this period, and forty-five minutes of breaks must have taken place. There must be a second driver for any vehicle undertaking a planned single journey of more than eight and a half hours.

## **4. Conduct**

4.1 The driver is responsible for any penalties for traffic offences. If you receive a penalty for a traffic offence please report it to SLT.

4.2 No alcohol is allowed on vehicles and drivers are required to have a zero intake of alcohol.

4.3 When driving a school vehicle all regulations given in the highway code will apply.