

FINBOROUGH SCHOOL
SCHOOL VEHICLES POLICY

The minibuses can be booked via the office where a diary is kept of all bookings. Please indicate the purpose of the use and the approximate times during which it is needed. The keys are kept in the School Office and MUST be returned promptly. Please note regular use as well as occasional.

Guidelines for the use of vehicles:

All minibus bookings must be entered in the diary in the school office, well in advance.

Before departing for your journey always check the fuel gauge- fill up if necessary- the petrol card can be obtained from the school office. Never leave the minibus with the fuel gauge showing empty.

The mini-buses run on diesel. The driver must be aged 23+ and have the required licence.

There are seat belts fitted and they must be used, staff are to be responsible for checking that pupils are wearing their seat belts.

For journeys beyond Stowmarket it is advisable to take the following- Cash, C/Card, Mobile Phone. All expenses will be reimbursed.

After each use the vehicles must be checked for litter/ belongings and be cleared ready for the next person to use.

Any problems with either bus or car must be reported immediately to the School Office.